WAKULLA HIGH SCHOOL

The Mighty War Eagles



STUDENT HANDBOOK

2026 - 2027

Wakulla High School

3237 Coastal Highway
Crawfordville, Florida 32327
850-926-7125
Guidance 850-926-2221
Attendance 850-926-7128

Website:
www.wakullaschooldistrict.org/whs/
(Handbook available onwebsite)

Michele Falk – Principal
Jessica Mapes– Assistant Principal of Student Services
Kerry Prosser – Assistant Principal of Instruction
Tolar Griffin – Assistant Principal of Discipline
Daniel Lilly – Assistant Principal of Discipline
Tim Wheeler – Athletic Administrator

Principal's Message

Dear Wakulla High School Students:

We are all privileged to be part of one of the finest school families in the State of Florida. We must treasure the opportunity to work together in maintaining the great traditions which this institution has established for us. Each of us is responsible for doing our part to continually strive for excellence in all that we attempt. This 2026-2027 school year will be filled with challenges and with rewards. Remember that your possibilities for success are limitless if you will give it your best efforts.

There are classes and activities available to you which can truly prepare you for the future: take advantage of them by becoming actively involved. Be a participant. If you need help, ask me or any other faculty or staff member for assistance. We are here to support you in the best way possible. My fondest wish is that you will remember this school year as one of the most wonderful times of your life. It is an honor for me to be your principal. My pledge to our community is that I will work very hard to be worthy of the trust given to me. I hope that you will approach this year with the same attitude.

Go War Eagles!
Sincerely,

Michele Falk
Principal

REGULAR BELL SCHEDULE

TAP / 1st Period: 7:25—8:13
2nd Period: 8:18—9:06
3rd Period: 9:11—9:59
4th Period: 10:04—10:52
1st Lunch 1st Lunch: 10:52—11:22 5th Period: 11:27—12:15
2nd Lunch 2nd Lunch: 11:45—12:15 5th Period: 10:57—11:45
6th Period 12:20—1:08
7th Period 1:13—2:01

SEE SOMETHING. SAY SOMETHING.
DO SOMETHING.



FORTIFYFL

- INSTANTLY ALERT LAW ENFORCEMENT ABOUT SUSPICIOUS ACTIVITY & THREATS
- INCLUDE PHOTOS AND VIDEOS EASILY
- REMAIN ANONYMOUS

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ACADEMIC INFORMATION

PROMOTION REQUIREMENTS

9TH Grade to 10th Grade: A minimum of four (4) credits earned in 9th grade and 1.0 GPA.

10th Grade to 11th Grade: A minimum of eleven (11) total credits earned in grades 9 and 10 including at least one (1) English, one (1) mathematics, one (1) science and one (1) social studies credit and a 1.5 GPA.

11th Grade to 12 Grade: A minimum of seventeen (17) total credits earned in grades 9 through 11 of which at least nine (9) fulfill course requirements. AT least two (2) credits must be earned in English, two (2) mathematics, two (2) science, one (1) required social studies and a 2.0GPA.

GRADING SYSTEM

A = 90-100	Outstanding
B = 80-89	Above Average
C = 70-79	Average
D = 60-69	Below Average
F = 0-59	Failing
I	Incomplete

REPORT CARDS

Report cards will be uploaded for parents to view in the Parent Portal account on the dates indicated on the school calendar. Any parent who does not receive an emailed report card can call the school and request a copy to be mailed home.

PROGRESS REPORTS

Progress reports will be uploaded to view in the Parent Portal account at the midpoint of each grading period.

SCHEDULE CHANGE PROCEDURES

Please be aware of the schedule change procedure when course selections are made. Schedule change requests must take place during our August Open House and no later than the first week of school. "Schedule Change Request" forms are available through homeroom teachers and Student Services. All requests will be reviewed during the first five days of school. Students must complete the request form, submit the request form to Student Services, and wait for notification.

Request for changes will be made *only* for the following reasons:

1. A student needs to drop a course for which he/she has previously earned credit.
2. A Senior needs to add a course required for graduation.
3. Administrative discretion (to balance, delete, or add classes.)

All students who register for a full credit course are expected to remain in the course for *both semesters* as scheduling is done annually. According to the Wakulla County Student Profession Plan, if a student is enrolled in an Honors or AP course, the student **may not** drop the course until the end of the first semester and **ONLY** if **ALL** the following conditions exist:

- Student has a grade of D or F,
- Completion of a parent conference during each grading period,
- Demonstration of the student seeking consistent academic assistance, AND
- Space available in a comparable class.

ATTENDANCE

There is probably no factor more important to successful school progress than regular school attendance. Students from the ages of 6-18 are mandated by state law to attend school. **Parents/Guardians are expected to report any absence to the attendance office within 48 hours of the absence. Parent or guardian shall report absences in writing with parent or guardian signature via email to WHS.Attendance@WCSB.US or via the Focus Parent Portal. Any attempt to excuse an absence after 48 hours will result in the absence being unexcused. All student make up work for excused absences will be accepted in adherence to the WCSB Code of Student Conduct and Attendance policy, p. 31.**

HIGH SCHOOL EXCUSED AND UNEXCUSED ABSENCES

Parents and legal guardians are responsible for sending their children to school. **Whenever a student is absent from school, the parent/legal guardian of that student is required by state statutes to contact school officials to justify the cause of each absence.** School officials are required by state statutes to define each absence and tardy as "excused" or "unexcused."

Determination of when an absence or tardy is excused or unexcused is the responsibility of the principal or his/her designee. To receive an excused absence, each student must present a note signed by his/her parent/legal guardian or professional provider when required by this policy within two (2) school days of the student's return to school.

EXCUSED ABSENCES

- Illness of student
- Serious illness or death in student's immediate family
- Doctor/dental appointments. A Doctor's note must be presented to the attendance desk within 48 hours of the doctor's appointment. Parents are encouraged to schedule appointments after school hours.
- Health issues as they related to pregnant students, mothers and/or their children. Appointments after school are encouraged.
- Legal matters
- Religious holidays of the family's specific faith or religious instruction which forbids secular activity at such time.
- Final determination of whether an absence is excused is the responsibility of the school principal.

NOTE: School-sponsored trips, extracurricular activities, assemblies and in school suspension are **NOT** considered absences.

PERFECT ATTENDANCE
Students with perfect attendance for a grading period will receive 1 attendance point added to their grade in each course for that grading period.

STUDENTS AGED 18 orOLDER:
Students aged 18 and over are **NOT** eligible to sign themselves in and out of school unless they live independently and have made arrangements through the Guidance Department.

COLLEGE VISITATIONS:
We encourage parents and students to visit colleges during the summer rather than during the school year; however, a pre-arranged absence form must be submitted **at least five (5) school days in advance of the visit.** These absences will be excused and the student will be responsible to make up missed class work. These absences will be excused when verification of college visit is received. Examples of certification are parking pass, college map, or letter from the admissions office.

See the WCSB Code of Student Conduct and Attendance Policy located on the Wakulla County School District website for more information concerning a student's absence from school.. An excused absence will be given only for the reasons listed in the student handbook. **Students who miss more than 10 minutes of a class will be considered absent fromthat class. Lunch is considered part of all students' 5th period class.** If students sign out or leave without permission for lunch, they will be considered absent for their 5th period class. These absences are counted towards students'attendance.

90% ATTENDANCE POLICY REQUIREMENT

Wakulla High School is committed to providing an environment conducive to learning. Students must be in attendance and in their classes for them to receive classroom instruction from their teacher. This will facilitate learning and increase student achievement.

Wakulla High School has adopted a 90% Attendance Policy, which means students must attend 90% of their classes to participate in sports, extra-curricular activities, clubs and/or privileges.

The 90% Attendance policy will be monitored by the total number of classes scheduled per student. All students must attend 90% of their classes. Monitoring will begin on the 30th day of each semester. Scheduled monitoring will take place approximately every ten days of the semester after the first thirty days. Random monitoring may be done at any time. Compliance can be achieved/restored on anysingle day.

Students who fall below 90% attendance will not be permitted to participate in any of the following: sports, extracurricular activities or privileges. Other school-related activities may be added to this list by the administration at Wakulla High School.

EXTRA-CURRICULAR, PERFORMING ARTS, ATHLETICS and CLUBS:

- Students **may** participate in practices, rehearsals, etc. in preparation for athletic contests, performance, clubs and extra-curricular events even though he/she is **below the 90% Attendance Policy Requirement.**
- Students **may not** play, participate, compete or perform in interscholastic athletic contests (games, matches, etc.) Performances (concerts, plays, etc.) and extra-curricular events (Math Club, Drama, club competitions etc.) if he or she is **below the 90% Attendance Policy Requirement.**
- Playing, participating, or performing privileges are **earned or restored** when the students meets the **90% Attendance Policy Requirement.**

PARTICIPATION AS A SPECTATOR and SPECIAL TICKETED EVENTS

- Students **may** attend athletic events and performances after school hours as a spectator for the price of admission even though he/she is below the **90% Attendance Policy Requirement.**
- Students **may not** purchase tickets for nor attend any dances, homecoming events, Prom, Grad Bash, etc. if the student is **below the 90% Attendance Policy Requirement.** The privilege to purchase these tickets and attend the function is **earned or restored** when the student meets the **90% Attendance Policy Requirement.**
- Students purchasing more than one ticket for dances, homecoming events, prom, etc. must provide the name of the guest to enable confirmation of compliance with the **90% Attendance Policy Requirement**. Tickets **will not** be sold for students who are

below the requirement. Students who are out of compliance may not obtain a ticket obtained by another student. Any student who willfully attempts to purchase a ticket for a student out of compliance may forfeit the right to purchase a ticket as well.

- Students **may not** attend field trips if they are below the **90% Attendance Policy Requirement.** The privilege to attend field trips is **earned or restored** when the student meets the **90% Attendance Policy Requirement.**

PARKING PRIVILEGES

- Students who have met the requirements to purchase a parking permit **must meet** the **90% Attendance Policy Requirement** to receive and maintain parking privileges. Parking privileges **will be suspended** for students who fall below the **90% Attendance Policy Requirement.** Their vehicle is not permitted on campus during school hours while privileges are suspended. Parking privileges will be **earned or restored** when the student meets the **90% Attendance Policy Requirement.** School administration and staff will monitor the parking privileges of all student drivers.
- Students must meet the **90% Attendance Policy Requirement** during the second semester of the current school year to purchase a parking permit for the following school year.
- Two parking permit suspensions may result in a loss of parking privileges for the remainder of the school year.

NOTE: All of the following are subject to adherence to the **90% Attendance Policy Requirement:**

- Interscholastic sports
- Clubs
- Homecoming activities
- Homecoming/Prom Court
- Prom activities
- Dances
- SGA/Class Office candidacy and membership
- Senior activities
- Grad Bash
- Extracurricular activities
- Field trips
- Concerts
- Plays
- Performances
- National Honor Society
- PBIS Activities
- Parking permits
- Pep rally participation
- **Other school related activities may be added to this list at the sole discretion of the WHS administration**

TARDIES

Students arriving during the first period should report directly to class if they arrive before 7:35 AM. Students arriving after 7:35 AM should report to the Attendance Office. Students are considered tardy to class if they are not in the room when the bell rings. Students arriving to any class (without permission) 5 minutes after the bell rings are considered skipping, and students arriving to class (without permission) 10 minutes after the bell rings are considered absent for that period. Oversleeping, car breakdowns and missing the bus are examples of unexcused tardies. Upon accumulating excessive tardies, 10 or more, the student will be referred to the Student Affairs office and will receive disciplinary action.

DISCIPLINARY ACTIONS FOR EXCESSIVE TARDIES

Students who are excessively tardy will receive the following consequences. Tardies are counted for each semester.

- 10 Tardies: 1-2 Days ISS and Parent Contact
- 15 Tardies:1-2 Days ISS and Parent Contact
- 20 Tardies: 3-5 Days ISS and Parent Contact plus loss of parking privileges
- 25 Tardies: 5-10 Days ISS/OSS/PASS plus referral to MTSS Team

Students who receive more than 25 tardies in a nine-week grading period will not be allowed to participate in any after-school activities until the beginning of the next grading period (i.e. practice, games, concerts, clubs…).

Students will also not be allowed to park on campus if they receive 20 or more tardies during a nine-week grading period or receive 2 or more skipping referrals, leaving campus without permission, or not being in their assigned areas. The parking privileges will be reinstated at the beginning of the next nine weeks. If students receive these disciplinary consequences more than once in a school year, the privileges will be revoked until the end of the school year.

School administration may modify the progressive tardy discipline plan throughout the school year as deemed necessary.

PROCEDURE TO LEAVE CAMPUS EARLY

Students desiring to leave campus early must check out through the Attendance Office. This means that once a student arrives on campus, leaving for any reason without following procedures will be considered skipping. If a student must leave for an appointment, a completed pre-arranged Early Dismissal Form, or the parent must be present in the Attendance office to sign out the student, as stated in S.B.P. 5.35. The note should include the reason and time for leaving. Unexpected or emergency requirements to leave school early can be arranged through the Administration. **Parents should note that students will not be allowed to leave with anyone who is not listed in their FOCUS account.**

Unverified emails, phone calls, and faxes will NOT be accepted to sign out early. An early dismissal form is REQUIRED when a student needs to drive off campus during school hours. The school will contact a parent/guardian before a student is allowed to drive off campus early. Please be available and include the best phone number to reach you in FOCUS. The Early Dismissal Form must be turned in before 10:00 AM or it will not be accepted.

Students will be allowed to leave at lunch **ONLY** with their parent, and **ONLY** if that parent comes in and signs out the student. Leaving campus without following these procedures will be considered unexcused/skipping. Signing out for lunch will be considered an absence for 5th period. If a student returns to school on the same day, he/she must also check back in through the Attendance Office.

ATTENDANCE AND WITHDRAWAL

New student registration is initiated in Student Services. Before a student may be finally admitted, an official transcript of his/her schoolwork or other evidence of class or grade level must be presented. Before withdrawing from Wakulla High School, a clearance slip must be obtained from Student Services. Once the clearance slip has been properly signed, it should be given to the principal or the principal's designee for approval in order for the student to receive a release slip. Any student transferring to another school will need to furnish that school with a signed release so that they may request school records.

PARENT VISITATION

An appointment will be made with the school principal to schedule a date and time to observe a class. The teacher of the class will be notified and the observation will take place at a time not considered instructional time. The visitation will be limited in time and have no more than one person at a time.

Delegation of Responsibility

It is understood that the school administration reserves the right to refuse visitation to persons who are not parents, guardians, or to persons considered to be disruptive to the education process.

GENERAL STUDENT INFORMATION

BREAKFAST and LUNCH

Breakfast and lunch are served in the cafeteria. Students must remain in assigned areas at all times. No food or drinks are to be removed from the cafeteria or patio. All trash is placed in garbage receptacles.

Students are prohibited from leaving school for the purpose of eating lunch off campus or ordering food through a delivery service (e.g., Door Dash, Uber Eats, Grub Hub, pizza delivery). Any food being delivered by a delivery service for a student will be turned away at the front office at no cost to the school. Students may also receive a disciplinary referral for being in violation of this procedure. Students may only have food delivered to them by individuals listed in their FOCUS account.

LOCKERS

All lockers will be assigned at the discretion of school administration for safety reasons. The use and care of the locker will be the responsibility of each student. Periodic inspections of lockers will be made by the administration. All lockers must have a school lock on the locker. A lock may be purchased from the Student Affairs office. School locks from previous years will be acceptable if they are of the V54 or V63 series master lock. Locker security is the responsibility of the individual student. Any locks which are not issued by WHS may be cut off and discarded.

PASSES

Students must have a pass to leave the classroom for any reason. Students may not have cellular devices in the hallway while out of class with a pass.

STUDENT USE OF CELL PHONES/WIRELESS COMMUNICATION DEVICES/COMPUTERS

Students may not use any cellular device (e.g., cell phones, smart watches, tablets, earbuds/headphones) during instructional time in class and may only be used in the classroom's designated area (per HB 379). Classroom teachers may allow phones and other electronic devices to be used when expressly directed by the teacher solely for educational purposes. Headphones are not to be used or in

a student's ear unless they are being used to access educational audio information. No student shall use a cell phone or mobile communication device to violate any student code of conduct, including computer usage agreements and/or bullying policies. Examples of unacceptable usage can include, but are not limited to the following: in restrooms, in hallways during instructional time, in any manner that violates a person's privacy, cheating, cyberbullying, sexting, taking pictures or recording videos, contributing to public or private humiliation, inappropriately using phones in places of school business, "recording any person without their expressed consent and/or knowledge," Florida Statute 934.03, and etc. Violations of this rule will result in a disciplinary action.

1. Personal cell phones may be brought to school with the following conditions applying:

   - Phones must be turned off and kept out of sight during school hours and while riding on school buses or using school transportation at any time.

   - If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's cell phone.

   - Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.). The school is not responsible for lost or stolen phones.

2. Violation of these provisions will result in disciplinary action.

3. Use of cell phones for the purpose of cheating will result in disciplinary and academic consequences.

4. Use of cell phones or computers for inappropriate photographs, inappropriate internet use, or threats may result in disciplinary consequences including but not limited to suspension, expulsion, referral to the long-term disciplinary program, and possible criminal penalties. This includes inappropriate or disruptive use of any social media.

5. Using a wireless communication device to commit any criminal act may result in disciplinary action and/or criminal penalties.

6. Any form of investigated and confirmed misrepresentation or bullying/harassment used through any form cyber social networking may result in disciplinary consequences including, but not limited to suspension, expulsion, referral to the long-term disciplinary program, and/or possible criminal penalties.

7. Use of electronic devices for educational purposes must be approved by the principal or designee. See individual school handbooks for more details.

Notice that use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function; however, a student may not use a wireless communication device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time FS 1006.07.

8. Students who use their cellular device to record or take pictures of other students, faculty, staff, or administration can receive consequences for up to two days of Out-of-School suspension. This includes but is not limited to any recording used to bully/harass/harm, classroom disruptions, or altercations.

TELEPHONE CALLS

Messages to students will be delivered at the end of the day. Students will be called to the office from class only in the case of an emergency.

LOST AND FOUND

The lost and found department is located in the Student Affairs office. At the end of the school year, items not claimed will be discarded.

RESTROOMS

1. Help keep restrooms clean and safe. Report any damage or problems to the office.
2. No more than one person in a restroom stall at a time. Violation of this policy will result in disciplinary action.

STUDENT SUPERVISION

The school is responsible for student supervision only one-half hour before and after the scheduled student day and when the student is on school premises participating with authorization in a school sponsored activity.

STUDENT SERVICES

GUIDANCE

Recognizing the uniqueness of each student, Wakulla High School offers a comprehensive guidance program to aid students and parents.

Professional personnel such as guidance counselors, school psychologist, attendance officer and school resource officer provide the following services: high school educational planning, testing and evaluation, exceptional education coordination, credit checks for graduation, career guidance, personal counseling, college admissions counseling, financial aid information and scholarships.

Students with academic or personal concerns may make an appointment to see a counselor. Appointment slips are available in the Guidance Office. For more Guidance information, click "Guidance" under "Departments" on the WHS website at www.wakullaschooldistrict.org/whs/.

DRUG FREE WORKPLACE

The School Board maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed in the Drug Free Workplace Act of 1988. WCSB Policy 3.42 and 6.33.

REASONABLE ACCOMMODATION PROVIDED

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered, in advance, to request reasonable accommodations.

MEDIA CENTER

The Media Center supports the instructional program of the school. The Media Center is open every day. Students entering the Media Center from class must have a pass signed by their teacher. Passes are needed during lunch. Books can be borrowed from the Media Center for two weeks. Students are financially responsible for all materials checked out.

PARENT/TEACHER CONFERENCES

Parents who wish to have a conference with a teacher or teachers should call and arrange this through the teacher or guidance counselor. Parent/Teacher conferences are usually held after school at 2:15 pm. Individual counselors may be contacted by phone at 850-926-2221.

STUDENT RECORDS

The school maintains a cumulative folder on each student. Student records are confidential and are protected by law. Only qualified persons have access to records without the consent of parents. Parents, guardians, or students 18 or older may examine records by making an appointment through the Guidance Office (850-926-2221.)

INTERSCHOLASTIC SPORTS

1. In order to be eligible to participate in interscholastic athletics a student must maintain a cumulative unweighted grade point average of 2.0 or above. A 9th or 10th grader who does not meet this requirement may use their previous semester to qualify.
2. Students participating in an activity must be present at school for at least one half of the day. Exceptions by principal's approval only.
3. All participating students traveling to and from school-sponsored events or any extra-curricular activities must use the transportation provided by the school going both ways. An exception to this rule may be made only if a student is to ride with his/her own parent/guardian and this exception has been arranged, in writing, with the principal.

STUDENT BEHAVIOR

SCHOOL GOAL

Our goal is to provide guidelines which define your responsibilities as students. All students are expected to behave in a manner appropriate to high school. You share responsibility to keep Wakulla High School a place of which we are all proud. Proper student behavior is expected in the hall, on campus, in classrooms, and while attending extracurricular activities. Please refer to the *Secondary Code of Student Conduct* for detailed explanation.

GENERAL RULES

No skateboards, roller blades, or roller skates are allowed on campus at any time. No student is to use, sell or be in possession of alcohol, drugs, or drug paraphernalia on school grounds or during school sponsored activities. The first violation of this rule will result in the suspension, expulsion, or placement in the Long-Term Discipline Program. The student is also subject to prosecution by the Sheriff's Department.

FACULTY/STAFF AUTHORITY

Students must courteously and respectfully comply with the reasonable request of a teacher, staff member, or administrator in or out of the classroom. Students are also required to give their names if asked for them by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties will be considered insubordination and the students will be subject to immediate disciplinary action.

DRESS CODE

Student dress is governed by the Wakulla County School District Code of Student Conduct. Wakulla High School provides the following specific guidelines to clarify expectations, support consistent enforcement, and maintain a safe and appropriate educational environment. School administration retains final authority to determine whether attire satisfies district and school standards.

- **Students may not wear hoods on their heads inside the building.**
- **Students may not wear face coverings.** Students may only wear medically necessary masks. All other masks and face coverings and face paint are not permitted.
- Shirts, tops, blouses, and jackets must cover all aspects of the bosom, chest, back, and sides with straps at least 3 inches wide on each shoulder.
- **Cleavage should not be visible. Tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.**
- If a jacket or other covering is worn over the top, the shirt, blouse, or dress underneath must meet the dress code.
- Students may not wear trench coats or other long coats that resemble the style of a trench coat to school.
- Oversized clothing, including oversized jackets, are not permitted. Students may not wear blankets, capes, or cloaks to school. All coats must be properly worn.
- Skirts, dresses and/or shorts, must be approximately (no more than 3 inches above the knee) knee length when in a standing position.
- All dresses must have straps at least 3 inches wide.
- No revealing short-shorts and mini-skirts.
- **Tights, yoga pants, leotards and/or leggings are allowed as long as they are opaque (not see-through) and worn with a top, skirt, or dress that covers the mid drift.**
- Holes in pants above the knee must be covered.
- Pants should fit appropriately, without sagging, and hide all undergarments, (ballers, underwear, boxers, shorts, etc.) 'Florida's Sagging Pants Law' requires school boards to adopt dress codes barring clothes that "expose underwear or body parts in an indecent or vulgar manner."
- Undergarments and Underwear (boxers, briefs, bra, and bra straps, etc.) must not be exposed or visible at any time.
- Shoes are required and must be safe for school activities. Bedroom slippers are not permitted.
- Hats may be worn in the hallways, inside the buildings and cafeteria. Hats are not allowed in the classrooms or offices, unless approved by that classroom instructor. Costume hats, or hats that draw unnecessary attention or distractions will not be allowed without prior approval from the principal.
- Bandanas of any color will not be allowed and if visible will be confiscated.
- Attire and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing or drawings which would be offensive or insensitive to those on the Wakulla High School campus.
- Attire may not depict drugs, tobacco, weapons, alcohol, or be indicative of gang membership.

The 1st and 2nd offenses will be documented in FOCUS and the student will be given a copy of the dress code. The 3rd offense may result in an office referral and /or parent contact. Any offense thereafter may result in more serious disciplinary action, including but not limited to lunch detention, in-school suspension/detention, PASS (Positive Alternative to Student Suspension) and/or out of school suspension.

GRADUATION ATTIRE

Graduation is a formal program recognizing successful completion of high school graduation requirements and exceptional academic honors. In order to ensure the appropriate formality, decorum and unity is evident at WHS Graduation, only graduation attire issued by the school may be worn. Such graduation attire is caps and gowns, stoles and chords. All stoles and chords must be issued during the Senior Awards Ceremony, approved by WHS administration in advance, and represent exceptional academic honors, such as honors clubs, honors recognitions (summa cum laude, magna cum laude, cum laude), successful completion of CTE programs, etc. It is important to note that completion of a single course or passing a single test does not meet the criteria for issuance of a cord or stole. FHSAA State Championship medals earned at WHS are the only athletic medals approved to be worn in the graduation ceremony.

SMOKING/TOBACCO PRODUCTS

In accordance with the most current School Board Policy 2.90, all use of tobacco/electronic smoking device products in any form, are prohibited in any District owned facility, vehicle, and property.

BULLYING & HARASSMENT

Conduct that constitutes bullying and harassment is defined in Wakulla County School Board Policy 5.321 found in its entirety at www.wakullaschooldistrict.org under School Board Policies. Consequences for investigated and confirmed incidents of bullying and/or harassment may range from positive behavior interventions up to and including, but not limited to, suspension, expulsion, or criminal charges is warranted.

Felony Charges and Convictions:

1. A student who if formally charged with a felony involving any area of the Wakulla School System is subject to disciplinary action outlined in the Student Code of Conduct, including, but not limited to suspension, expulsion, and/or assignment to the Second Chance School.

2. A student who is formally charged with a felony for an incident that allegedly occurred on property other than school property may be assigned to alternative education at the Second Chance School if the principal deems the incident may have an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled.
3. A student is convicted of, or found to have committed, a felony or a delinquent act that would have been a felony if committed by an adult, regardless of whether adjudication is withheld, shall be assigned to the Second Chance School for a minimum period of one year from the date of conviction, provided there are no serious violations requiring further discipline, or there is no formal expulsion as a result of the felony conviction. For the application of this policy, the term "conviction" is defined as a finding of guilt, a plea of guilty, a plea of nolo contendere or a verdict of guilty. The withholding of adjudication or entry of an order sealing or expunging a record based upon intervention, diversion or completion of probation shall not be considered an exception to this definition. A student assigned to the Second Chance School may not participate in any activities extracurricular, co-curricular, or otherwise, in any of the Wakulla County Schools for the duration of his/her placement.

Harassment on the basis of sex is a violation of Federal and State law and is prohibited by the Wakulla County School Board. Questions, concerns, or complaints regarding policy or a specific act or situation should be brought to the attention of the Equity Coordinator. The grievance procedure timeline will be followed for resolution of issues.

DISCIPLINE MATRIX

Disruptive behavior at Wakulla High School may result in a student receiving a form of disciplinary action. WHS Administration will adhere to the WCSB Secondary Discipline Matrix. The Secondary Disciplinary Matrix can be found here>>https://5il.co/3n5da

The Wakulla County School District Secondary Discipline Matrix is a tool for administrators to respond appropriately when students have committed behavioral infractions, per the Code of Student Conduct. This tool is designed to offer consistency at all levels across the District so that students are disciplined appropriately from school to school when their behavior requires punishment beyond the classroom. The Matrix provides progressive disciplinary actions to address multiple behaviors. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

PLAGIARISM

The use of media (e.g., video, images, sound), data, information, evidence, or program code created by someone else or with generative AI tools in the creation of a program and/or a program code segment(s), without appropriate acknowledgment (i.e., through citation, through attribution, and/or by reference), is considered **plagiarism**. Any assignment turned in that has been plagiarized does not have to be accepted by the teacher. The teacher will document the first infraction with a parent contact and an academic consequence. The teacher will document any additional consequences with parent contact, academic advisor contact, and academic, and disciplinary consequences. To the best of their ability, teachers will ensure that students understand how to ethically use and acknowledge the ideas and work of others, as well as the consequences of plagiarism.

CORPORAL PUNISHMENT

Corporal punishment may be used as a form of discipline to be administered only by the principal or his/her designee.

IN-SCHOOL SUSPENSION

1. Students may be assigned to ISS as a consequence for not following schoolrules, regulations, and procedures.
2. Students will be allowed restroom and lunchtime privileges, under supervision at a time not scheduled for other students.
3. ISS is a corrective action assigned **in lieu** of OSS. Abuse of ISS **may result** in OSS.
4. Refusal to serve ISS or dismissal from ISS will result in OSS and upon returning to school, the student must serve the initial days of ISS.
5. Students must turn in electronic devices/cell phones to teacher upon enteringISS until the end of school day.

ALTERNATIVE TO OUT-OF-SCHOOL SUSPENSION

Students may be assigned to Positive Alternative to OSS (PASS) within the school district by the principal or designee for behaviors that would warrant an out of school suspension. Placement at PASS will not exceed 10 days. Students placed in PASS program must complete the assigned days before being allowed to return to Wakulla High School.

RULES FOR ISS/PASS

1. Students will report on time and on the assigned day(s.)
2. Students will be prepared to be productive the entire time. Generally, work will be prepared in advance for a student who is assigned ISS.
3. Any student who fails to report on his/her assigned day by 7:35 a.m. may receive an additional disciplinary consequence that could include but is not limited to, lunch detention, ISS, or OSS.
4. Students will not talk or otherwise disrupt the orderly climate of the setting.
5. Students will not be out of their assigned seats. (Absolutely no passes will be issued to lockers, restrooms, etc.) Students will comply with all ISS rules established by the discipline office, including but not limited to, those listed above. Failure to do so will result in further disciplinary action.

INVOLUNTARY TRANSFER

When a student's behavior becomes unacceptable for normal activities at Wakulla High School, that student can be referred to the Discipline Program Committee for placement in an alternative program.

TRANSPORTATION

TRANSPORTATION RULES

Students shall obey the listed Transportation rules while riding on a school bus/van or at a school designated bus stop.

1. Students should be at the designated school bus stop 5 minutes prior to the scheduled time.
2. Students should stand off the roadway while waiting for the bus/van. It is the parents' responsibility to provide supervision to and from school and home when the students are not under the custody and control of the school district. Pursuant to 6A-3.0121.
3. Wait for the driver's signal before crossing the road.
4. Students will cross the road immediately in front of the bus so that the driver can observe the student at all times.
5. The driver is in full charge at all times and his/her directions shall be obeyed.
6. While on the bus/van, students should keep hands and head inside of the bus/van at all times.

7. No loud talking or distracting the driver.
8. Horseplay is not permitted around or on the bus/van.
9. Stay seated at all times in your assigned seat.
10. No Eating, drinking, or smoking/vaping allowed on the bus.
11. No drugs allowed on the bus.
12. No electronic devices to be seen or heard on the bus.

Students may be suspended/expelled from the bus for repeated misbehavior after following the progressive discipline steps. If the misbehavior is severe enough that it endangers the safety of the other students, this may warrant bypassing progressive discipline. FL Stature 1006.07(2)

BUS PASSES

Notes from parents or guardians concerning a student riding a bus other than his/her assigned bus must be approved by an administrator. Any changes to transportation received after 1:30 may not be approved by administration.

STUDENT VEHICLES ONCAMPUS

For safety reasons, school staff and law enforcement are permitted to periodically and/or randomly conduct plain-view searches of all vehicles on school grounds. Students are responsible and accountable for all items in their vehicle. If a search is conducted and unauthorized items that are in violation of school rules are located in the vehicle, the registered driver (WHS Vehicle Registration Form) of the vehicle is held as the responsible party. A parking area is provided for students who have been granted permission to drive to school. It is expected that students who are given this privilege will follow the rules listed below. Failure to comply with these rules will result in loss of driving privileges on campus and/or suspension.

1. All vehicles MUST be registered in the front office and have a WHS parking sticker to be allowed on campus. Stickers can be purchased when the vehicle is registered.
2. Student vehicles are to be parked only in the designated parking spaces.
3. Students are NOT allowed in the parking lot until the close of the school day, unless permission has been obtained from an administrator.
4. The speed limit on campus is ten (10) miles per hour.
5. Once students arrive on campus, they are not permitted to leave without permission.
6. Leaving campus without permission may result in the loss of driving privileges.
7. Students must maintain a 2.0 GPA per grading period to keep driving privileges.

8. Parking rule violations will result in the loss of driving privileges for 10 school days.
9. Failure to return schoolbooks or payment of damaged/lost books.
10. Failure to meet expectations for student conduct or other inappropriate behavior.
11. Failure to meet the Tardy/Attendance Policy may result in the driving privileges being revoked/suspended.
12. Receive less than five (5) Unexcused Absences in a nine-week grading period.
13. Receive less than 25 tardies in a nine-week grading period.
14. Do not receive 2 or more skipping/leaving campus without permission/out of area referrals in a nine-week grading period.

STUDENT DROP OFF

Students who are brought to school should be dropped off and picked up in the front of school only. The front of the school is the **only** designated area for student drop-off and pick-up.

STATEMENT OF NON-DISCRIMINATION

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request a reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; (850)926-0065; lori.sandgren@wcsb.us.

CTE NondiscriminationStatement

Wakulla County School District offers the following career and technical programs, including career academies wherein students may earn industry certification:

1. Aerospace Technology
    a. Admission Criteria: 2.0 Unweighted GPA and Attendance and Discipline in good standing.
    b. Certifications:
        i. Small Unmanned Aircraft
        ii. VSO
        iii. FAA Part 107License
2. Automotive Service Technology
    a. Admission Criteria: 16 years old OR have completed 9th grade, Attendance and Discipline in good standing, 2.5 GPA, and TABE Test.
    b. Certifications:
        i. ASE Entry-Level - AUTO: AUTOMATIC TRANSMISSION/TRANSAXLE
        ii. ASE Entry-Level - AUTO: BRAKES
        iii. ASE Entry-Level - AUTO: ELECTRICAL/ELECTRONIC SYSTEMS
        iv. ASE Entry-Level - AUTO: ENGINE PERFORMANCE
        v. ASE Entry-Level - AUTO: HEAT PUMP
        vi. ASE Entry-Level - AUTO: MANUAL DRIVE TRAIN AND AXELS
        vii. ASE Entry-Level - AUTO: SUSPENSION AND STEERING
3. Building Trades and Construction:
    a. Admission Criteria: 16 years old OR have completed 9th grade, Attendance and Discipline in good standing, and 2.0 GPA.
    b. Certifications:
        i. PACT, BUILDING CONSTRUCTION TECHNOLOGY
        ii. HBI PACT, CARPENTRY
        iii. HBI PACT, CORE
4. Cosmetology
    a. Certifications:
        i. DBPR Board of Cosmetology Facial Specialist License
5. Digital Design
    a. Certifications:
        i. Adobe Certified Professional in VisualDesign
        ii. Adobe Certified Professional in Video Design
6. Diesel Maintenance Tech
    a. Admission Criteria: 16 years old OR have completed 9th grade, Attendance and Discipline in good standing, and 2.0 GPA
    b. Certifications:

i. ASE Entry-Level Preventative Maintenance Airbrakes

7. Engineering Academy
    a. Admission Criteria:
        i. Complete Application and Grade Citeria
    b. Certifications:
        i. Autodesk Certified User-Inventor
        ii. Autodesk Certified User-Fusion
8. Forestry
    a. Certifications:
        i. Ducks Unlimited
        ii. Forestry Specialist
        iii. Natural Resources Specialist
9. Hospitality and Tourism (Fundamental Food Service Skills)
    a. Admission Criteria: 16 years old OR have completed 9th grade, Attendance and Discipline in good standing, and 2.0 GPA.
    b. Certifications:
        i. Certified Food Protection Manager (Servsafe)
        ii. Certified Food Safety Manager
10. HVAC Technology
    a. Admission Criteria: 16 years old OR have completed 9th grade, Attendance and Discipline in good standing, and 2.0 GPA.
    b. Certifications:
        i. HVAC Excellence Employment Ready – Air Conditioning
        ii. HVAC Excellence Employment Ready – Heat Pump
11. Medical Academy
    a. Admission Criteria: Complete the Medical Academy and Human Body applications for approval.
    b. Certifications:
        i. Emergency Medical Responder
        ii. Certified Nursing Assistant
        iii. Certified Personal Trainer
12. Phlebotomy and Nursing Assistant
    a. Admission Criteria: 16 years old OR have completed 9th grade, Attendance and Discipline in good standing, and 2.0 GPA.
    b. Certifications:
        i. Certified Phlebotomy Technician
        ii. Certified Nursing Assistant
13. Web Development
    a. Certifications:
        i. Devices and Configuration
        ii. HTML and CSS

iii. JavaScript

14. Welding Technology Fundamentals
    a. Admission Criteria: 16 years old OR have completed 9th grade, Attendance and Discipline in good standing, 2.5 GPA, and TABE Test.
    b. Certifications:
        i. AWS Certified Welder – FCAW PLATE
        ii. AWS Certified Welder – SMAW PLATE

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies).
Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

EQUITY COORDINATOR

The district appoints an Equity Coordinator to coordinate compliance with Federal and State laws prohibiting discrimination. If you have any questions, concerns, complaints, or suggestions about policies and/or procedures affecting employment or educational opportunities in the district please contact: Lori Sandgren, Equity Coordinator (850) 926-0065.

Wakulla County School
Board 69 Arran Road
Crawfordville, FL 32327

STUDENT INFORMATION

During the year we receive requests for student information, including addresses and telephone numbers, from the Armed Services, Colleges, Universities, and academically oriented organizations. If you do not wish your name, address, etc. to be shared, a written request should be sent to the Guidance Office.

PLEDGE OF ALLEGIANCE

1003.44 Patriotic programs; rules-

Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all, "shall be rendered by students standing with the right hand over the heart. The pledge of allegiance tothe flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice published in the student handbook or similar publication pursuant to s. 1006.07(2) that the student has the right no to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is work for religious purposes, as provided by Pub. L. ch. 77- 435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074m approved December 22, 1942. A required Moment of Silence will be observed for 60-120 seconds, HB 529.

EDUCATIONAL CHOICE OPTIONS

Fs 1003.3101: If a parent or guardian wishes to request his or her child be transferred to another classroom teacher, they will need to contact the principal or the principal's designee. This does not give a parent the right to choose a specific classroom teacher. Schools will approve or deny the transfer within 2 weeks after receiving a request. If a request for transfer is denied, the school must notify the parent and specify the reason for the denial.