

Okeechobee High School Freshman Campus

Carol Revels, Principal

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**Okeechobee High School Freshman Campus
2018 - 2019 Regular Bell Schedule**

7:12	First Bell Rings
7:18 - 8:08	First Period/CR
8:12 - 9:02	Second Period
9:06 - 9:56	Third Period
10:00-11:59	Fourth Period
(10:50-11:22 4a Per/1st Lunch)	
***There will be a 5 minute period between lunches to clear the courtyard and hallways	
(11:27-11:59 4b Per/2nd Lunch)	
12:03 - 12:53	Fifth Period
12:57 - 1:47	Sixth Period
1:51	Buses Depart

Okeechobee High School Freshman Campus

610 SW 2nd Ave

Okeechobee, FL

863-462-5288 / 863-462-5258 (FAX)

Expectations for OHSFC Students

1. **Observe & Abide by all School and Classroom Rules**
2. **Respect Others, Ourselves, & Our Staff**
3. **Make Good Choices while Striving for Success**

Agenda Cards will given to students quarterly and are used for tracking discipline ‘marks’ for minor infractions. Cards are to be carried at all times while at school.

The school-wide expectations at OHSFC are designed to facilitate learning and provide a safe environment for students. Student handbooks and school staff have established rules for governing our student body. Violation of school rules will result in an entry on discipline grids; accumulating multiple MARKS in each grid results in the consequences below (Discipline MARKS start over for each quarter). Each student has their own assigned discipline card/grid. **It is the student’s responsibility to keep the Cards/Grids with them at all times during school hours.**

***Teachers’ MARK the cards on the date and period of the infraction with a description of the infraction in area below grid.

Consequences per MARK on each grid:

1st mark = Warning/Conference

2nd mark = Parent Contact

3rd mark = One (1) PM or two (2) Lunch Detentions

4th mark = Automatic PM Detention w/Parent Contact

5th mark = Referral w/ In-school suspension

6th or more marks will lead to additional consequences including suspension from school

Attendance

Attendance at school on a daily basis is necessary for school success. Class discussions, lectures, and other activities are difficult, if not impossible, to recreate. The student and parent/guardian are responsible for making every effort to ensure good attendance. It is the responsibility of a parent/guardian to provide a written statement to the school explaining the reason for the absence. The note must be brought within 3 school days of the absence. Parent notes are accepted for up to 9 absences; Official documentation (doctor’s note, court notice, etc.) is required for absences beyond the 9 days.

Absences due to the following reasons are considered excused:

Illness of student, illness of immediate family member, medical appointment of students, death in immediate family, religious holidays, subpoena or forced absence by law, head lice (2 days per incident), pre-arranged and approved educational absence. Absences due to participation in school-sponsored activities (athletic events, gifted classes, club activity, etc.) are not recorded as absences; however it is the student’s responsibility to arrange for make-up work. All excuse notes are to be given to the 1st hour teacher (3rd hour teacher for students at the OHS Campus). **It is the student’s responsibility to make arrangements for make-up work upon their return to school after an absence.**

Check-In / Check-Out

● **Checking In** – Students who come late to school must check-in at the office.

● **Checking Out** – Students may be checked out of school only by authorized contacts listed in school records.

*****There will be no checkouts by phone.**

A parent/guardian or approved contact must sign the student out through the office and must present a picture I.D. to verify identity.

Make-Up Work

- Students may make up work following **excused** absences and receive full credit.
- All work missed due to participation in an approved field trip must be made up.
- All make-up work should be completed within **one week** following return from absence. This deadline may be extended with the approval of the teacher or principal.
- **All major previously scheduled assignments or tests must be taken or turned-in as scheduled at the teacher's discretion.**
- Students who are **suspended** from school may take nine week or semester exams for full credit following the period of suspension or other arrangements with administration.
- Students may make up work following **unexcused** absences (including OSS) and may receive no more than 75% of the earned credit for the work (at teacher's discretion).

Tardiness

If allowed to continue, tardiness becomes a pattern and definitely affects your school work. It is very important that students arrive on time for class. Students arriving late to school must obtain a pass from the office. Excessive tardiness will be treated as a major discipline problem. Extracurricular activities may be limited due to excessive tardiness. **A student is considered tardy if they are late to a period less than 15 minutes. A student will be considered absent if they are more than 15 minutes late to a period. A tardy may be considered excused with administration approval or with a valid doctor's note.**

*****Once a student reaches 5 tardies during a 9-week grading period in any class, this will trigger after school detentions; continued tardiness could result in further disciplinary action or referral to truancy proceedings.**

Truancy

Excessive absences or continued unexcused absences could result in possible legal as well as disciplinary consequences.

You are truant if you:

1. Leave school after arrival to campus (even if before the first bell).
2. Are absent from school without permission from parents.
3. Obtain permission to go to a certain place and do not directly report there or go to another location other than what was agreed upon.
4. Come to school, but do not attend classes.

Athletic Activities

All athletic activities and policies are administered through the Okeechobee High School Athletic Director's Office.

The Florida High School Activities Association, which governs all high school activities in Florida, requires that:

- Each student must produce a birth certificate which must be registered with the Athletic Director.
- All participants are required to undergo a complete physical examination by a medical doctor prior to trying out.
- Any student participating in OHSFC athletics must meet eligibility requirements as set forth in the athletic handbook.

OHSFC offers the following sports

Fall:	Boys' and Girls' Bowling, Football, Volleyball, Boys' and Girls' Golf, Boys' and Girls' Cross Country, Football, Cheerleading, and Boys' and Girl's Swimming.
Winter:	Boys' and Girls' Basketball, Basketball Cheerleading, Competitive Cheerleading, Boys' and Girls' Soccer, Girls' Weight-lifting, Wrestling.
Spring:	Baseball, Flag Football, Softball, Boys' and Girls' Tennis, Track and Field
Year Round:	Rodeo (Non FHSAA sanctioned sport)

Cheating

When a student is guilty of cheating, the teacher shall on first offense collect the student's paper and grade as either the results of the assignment or 59%, whichever is lower. The teacher will notify the parent and the office immediately as to the action taken. If a second cheating offense occurs the grade will be a zero and the parent shall be notified that a third offense will be referred to the office for further disciplinary action.

Progressive Discipline will be determined by the nature of the infraction. Below are examples of repercussions:

Detention - Detention is a period after school or during the lunch period to which students are assigned as a result of discipline problems.

In-School Suspension – Allows student to work at school in an isolated area for the day (limited offerings).

Saturday School – A possible alternative to suspension (limited offerings); 3 hours, Saturday mornings doing physical work/beautification around school campus.

Suspension - Suspension is the barring of students from all school classes/functions and is an unexcused absence from class. During a suspension, a student may not attend any school event or be present on any school campus.

Alternative Placement – Placement in the district’s alternative education program at O.A.A.

Expulsion - Expulsion is the complete denial of the right to attend Okeechobee Freshman Campus or any high school event or be present on any school campus.

*****We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff.**

Discipline Files

Discipline files will be maintained on all students referred to the office. They shall be open to parental review (access could be limited as it pertains to other students).

For A More Detailed Account Of Discipline Procedures, See The Code Of Student Conduct Given To Each Student At The Beginning Of The Year.

Personal Search &/or Lockers

When reasonable suspicion exist that would endanger the health or safety of students, or where a student is suspected of theft, extortion, possession of any prohibited item/substance, etc., selected school staff will be authorized to make a personal search of the student and/or his belongings. Lockers are school property and the school reserves the right to search/inspect the lockers at any time. Law enforcement personnel may be present at the time of searches.

Prohibited Items

(These items will be confiscated and will be returned only to the parents or law enforcement if warranted. Items not claimed by June 1st will be discarded – a more comprehensive list can be found in the Student Code of Conduct.)

- Electronic games or toys, any noise-making item, including ‘fidget spinners’ of any type;
- Laser pointers;
- Cameras/phones used in the commission of a prohibited act;
- Literature promoting illegal or objectionable practices or substances;
- Items/clothing (including book-bags) displaying inappropriate designs and writings which may be considered lewd, obscene, offensive or gang-related;
- Any item which is used in gambling;
- Any motorized vehicle;
- Any item which may be considered inflammatory or which may promote violence;
- Any item which disrupts the educational process.

School Building and Grounds

Students are assigned to specific areas at all times of the day. Students who leave designated areas without proper authorization are considered to be skipping.

Sexual Harassment/Bullying/Fighting

See Student Code of Conduct. All issues will be referred to law enforcement.

Student Conduct

All students have many responsibilities to themselves and to others with whom they are involved throughout the day. The following general rules of conduct are expected of each student while in school or while attending school activities.

1. Students are not permitted to carry or consume tobacco/vape pens in any form in school buildings or in any place on school grounds.
2. Students are to respect their own property and the property of others.
3. Students should make certain their language and conduct reflect positively upon their classmates and themselves at all times. **Use of obscenities and profanity will not be tolerated.**
4. Students are to demonstrate respect when dealing with others.
5. **Couples are not to embrace, kiss, hug, or engage in other inappropriate public displays of affection. Parents will be notified; multiple infractions will lead to disciplinary action. STUDENTS MAY HOLD HANDS ONLY.**

Zero Tolerance

The OCSB has a Zero Tolerance policy concerning drugs, alcohol, weapons and violence. Students, student lockers, and student's property are subject to random searches. At various times throughout the school year, law enforcement may be asked to search the entire school campus. The school will not tolerate any fights, threats, or intimidation. Furthermore, possession, use, or dispensing of any drug (or counterfeit drug) while on school property or at a school sponsored event will not be tolerated. Strong disciplinary actions will be initiated against any violator.

STUDENTS MAY BE ASKED AT ANY TIME TO SUBMIT TO A BREATHALYZER TEST.

Dress Code

The **personal appearance of students may be in the style of the day. Special consideration will be given to community dress fads except when suggestive or offensive.**

1. Inappropriate dress may include, but is not limited to: tight sweat pants, see through or mesh type shirts, miniskirts, tight stirrup pants, muscle shirts, decals, slogans, or "sayings" on clothes that are rude, vulgar, advertise alcohol or alcoholic beverages, display pictures or slogans that promote illegal drugs, or are racially or sexually offensive, or reference illegal or immoral behavior.
2. Cleanliness of the physical person to a degree consistent with the maintenance of good physical health is mandatory.
3. Shoes should be worn at all times while on campus. Bedroom slippers are not to be worn.
4. Shirts/tops must cover the entire shoulder, midriff, and all undergarments. Revealing, bareback, transparent, or translucent garments shall not be worn. Cleavage must not be shown at any time.
5. Dresses, skirts, and shorts should be, before making adjustments, at least finger-tip length with natural posture.
6. Pants with holes or slits may be worn if the holes and slits are below the shorts guidelines (i.e. finger-tip length).
7. Hats, headwear, and sunglasses may only be worn outside of the buildings. These items will be confiscated. Headwear may NOT cover the neck or face. Fish hooks in hats are not allowed on campus.
8. Girls/ boys may not wear clothing that is too tight, too bare, or so extreme as to be immodest.
9. Pants, shorts, and skirts should be worn at the natural waist, not showing underwear, and not so long or wide that they cause a distraction, disruption, or safety hazard. Spandex or other such tight-fitting pants or shorts are not acceptable. Students with a habit of wearing pants too large to remain at the waist could be placed on a special dress code whereby they will be expected to wear a belt and tuck in their shirt.
10. **When, in the judgment of the administration, dress requirements have not been met, the student will not be permitted in class until the situation is corrected. Students wearing inappropriate clothing will be given an opportunity to call parents to bring proper clothing. Students will return to class when they are properly dressed. Continued failure to abide by dress code will result in disciplinary action.**

Students who violate the dress code policy found in the student agenda and student code of conduct will be disciplined according to State Statute (F.S. 1006.07) and other actions as deemed appropriate by the OHS/FC Administration.

Semester Exams

Exemption from the semester exam in a class will apply only if a student earns an “A” at the end of both nine weeks of a semester and satisfies any attendance requirements.

- Semester tests are to be given only on the scheduled day unless prior approval is given by an administrator.
- **SEMESTER TESTS CAN BE GIVEN & TAKEN ONLY ONCE.**
- Semester exams will not be given early. All tests missed due to absences during semester exam week must be taken immediately upon return to school or with administration approval for other arrangements.

Semester Grading Procedures

Semester Grades are calculated at the conclusion of each semester. The grades are calculated based on numerical percentages from the 1st 9 weeks (40%), 2nd 9 weeks (40%), and Semester Exam (20%). The second semester grades are calculated using the same formula mentioned.

Grading Policy

Letter symbols are used to indicate a student’s progress.		
Grade	Grade Points	Percentages
A	4	90 – 100
B	3	80 – 89
C	2	70 – 79
D	1	60 – 69
F	0	Below 60

Guidance Services

There is a guidance counselor to assist you in the following areas:

- Course Selection
- Career/Vocational Selection
- Academic Counseling
- Personal Problems
- Counseling Referrals

How to Contact the Counselor:

Students may sign-up in the Guidance Office to see the counselor. When the counselor is available he/she will send for the student. Students in a crisis or other emergency situation will be seen immediately. Parents wishing to consult with the counselor may make an appointment by calling the OFC office at 462–5288. If there are concerns regarding grades and/or behavior in a specific class, parents may contact the teachers before/after class time at 462-5288.

How to Monitor Grades/Progress:

Teachers regularly post grades to the Skyward Student Information System which is accessible by parents/guardians and students with proper credentials. Parents/guardians should contact the school secretary to get access information for the Skyward Parent Link. **Skyward will allow you to see your student’s grades, attendance, and other information.**

Steps to Academic Success

1. At the high school level, students must earn credits for promotion. To eventually graduate, students must have the required number of credits, passed the state testing, and earned a grade point average of 2.0 or higher.
2. Students must earn 5 credits by the end of the school year to be promoted to the 10th grade. During the 9th grade year, students have an opportunity to earn up to 6 credits.

Required Credits	End of Year	Mid-Year Promotion
Total credits to graduate	24	-
Credits to become a Senior	17	20.5
Credits to become a Junior	11	13.5
Credits to become a Sophomore	5	7.5

Testing

Several state and district wide standardized tests are administered at the high school level. All students will spend time preparing for these tests in their academic classes. Examples of such tests are the Florida Standards Assessments (FSA – Language Arts & Maths), Algebra 1/Biology 1/Geometry End-of-Course Exams.

Students must earn a passing score on the Algebra 1 End-of-Course exams to earn credit; Biology 1 & Geometry End-of-Course exams account for 30% of the students' final grades.

GPA Requirements for Graduation

A cumulative GPA of 2.0 on a 4.0 scale or its equivalent in the courses (24 credits) required for graduation is necessary; an Accelerated Graduation is an option (18 credits) is available with approval from Guidance and parent.

The definition for “**cumulative grade point average in the courses required**” is the average grade point earned in the combined courses making up the 24 credits used for high school graduation.

Online Requirement

At least one course within the 24 credit program must be completed through online learning.

Organizations

School clubs and organizations can be formed by interested groups of students provided there is a faculty member who is willing to serve as an advisor. Information about forming clubs may be obtained from the Principal's Office or the school's website. Any club wishing to have an activity must have an activity form filled out by the sponsor and the activity approved by the principal.

AHERA Awareness

Okeechobee County School Board is in compliance with the Asbestos Hazard Emergency Response Act. Management plans containing survey procedures, results, and completed response actions are available in the office.

Assemblies

At all times a student's behavior should be as refined and courteous as possible. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include but is not limited to: whistling, uncalled for clapping, boisterousness, talking, or leaving your seat during a program.

Buses

Riders must be at the place designated, both morning and afternoon, ready to board the bus at scheduled times. The driver is responsible for maintenance of the schedule and cannot wait for tardy riders.

- The hauling of large band instruments, large science exhibits, breakable objects, balloons, or animals is prohibited without prior approval of the principal.
- Students must ride the bus assigned, and no visitors are permitted on a bus. Students will not be given a temporary bus pass unless in the event of an emergency (issue of the pass will be at the discretion of the administrator).
- Improper conduct by a passenger may result in forfeiture of the bus riding privilege.
- All school rules apply on school buses.

Emergency Bus Pass

An emergency bus pass **may** be issued by the office **when the request is accompanied by a note from the parent or guardian stating a destination and a contact phone number**. The request must be made before the end of the student's lunch period.

Cafeteria Policies

Students are asked to observe the cafeteria's regulations for food service.

Cell Phones/PEDs (Personal Electronic Devices WHICH INCLUDES SPEAKERS, GAMES, ETC.)

The school is not responsible for any lost, stolen, or misplaced phones or PEDs. In addition, the school is not responsible for these items collected due to inappropriate use. Phones/PEDs must be **OFF & OUT OF SIGHT** once a student enters the classroom. Phones/PEDs in operation or in sight of a teacher are reasons for a staff member to collect a cell phone/PED. **Phones/PEDs collected by staff will be turned into the office and must be retrieved by guardian.**

1st offense of unauthorized use of phone/PED = parent/guardian picks up phone/PED in office with WARNING.

2nd offense of unauthorized use of phone/PED = parent/guardian picks up phone/PED and AFTER SCHOOL DETENTION.

3rd offense of unauthorized use of phone/PED = parent/guardian picks up phone/PED and IN-SCHOOL SUSPENSION.

ALL subsequent violations will result in progressively increasing consequences.

*****REFUSAL to turn over a Phone/PED to a staff member at any time will result in OUT-OF-SCHOOL SUSPENSION.**

Fire Drills

- Close windows.
- Students will follow designated exit instructions, in single file, walking, not running, refrain from talking, and proceed to a distance approximately 100ft. from point of exit.
- The teacher should be the last one out of the room, should take the grade book and keys, should close (**not lock**) the door, and remain with his or her group (**DOOR SHOULD REMAIN UNLOCKED**).
- The teacher will take attendance once the group has reached its proper distance from the building.
- When the all-clear bell is sounded, all will return to their classrooms in an orderly fashion. **NOTE: Fire drills are very important and serious exercises which may save your life. You are expected to act accordingly.**

Insurance

The school has no accident insurance.

Hall Passes

Any student in the hall during a class period must have a pass signed by a staff member.

I.D.Cards

All students will be given an I.D. Card during the year. **The ID card must be shown at all school events in order for the student to be admitted.** A replacement ID will cost \$5.

Medication - School Board Policy (See Code of Student Conduct)

The School Board has adopted the following policy concerning proper handling of medications on campus:

- Parents should attempt to give all medications to students at home.
- Children with contagious illnesses should be kept at home.

When students MUST receive medication at school, the parents shall:

1. Bring the medication to the school in the original prescription container, or the unopened over-the-counter container. **Do not send medications to school with the student.**
2. Sign the Authorization for Medication form that allows school and health personnel to administer the medication. This form includes information concerning the dosage, times to be administered, etc. A new form must be filled out for each medication given.
3. Parents must take all medications home at the end of the school year (if not taken home they will be discarded).
4. Update authorization forms at the beginning of each school year, or at any time there is a change in the medication.
5. Provide any supplies necessary for the administration of medications. This includes snacks, syringes, nebulizers, inhalers, etc.
6. Cough drops are considered medication. Students are not allowed to be in possession of these. These must be checked in through the clinic.

Parent Drop Off/Pick Up

Parents should drop off their student in the morning at the front of the school and the student should report immediately to the back of the campus. For traffic control and student safety, parents should pull forward as far as possible to drop off the students in the morning. **In the afternoon parents should pick up their student at the bus loading circle in the rear of the school once the buses depart.**

PBIS (Positive Behavioral Intervention System)

The Okeechobee Freshman Campus recognizes students for displaying positive behavior and going above and beyond school expectations by earning SIGNATURES on grids attached to the DPGs. Throughout the year, there are various rewards and activities that can be 'purchased' with SIGNATURES. During the first few weeks of school, students will receive additional information on the PBIS system.

Required Materials

Teachers will make it clear to the students what particular materials (pencils, pens, paper, workbook, textbooks, etc.) will be needed for that class. Students will be expected to bring those supplies each day along with Chromebooks.

Textbooks/Chromebooks

Students are expected to take good care of textbooks/Chromebooks. Responsibility for textbooks/Chromebooks rests with the student to whom they are issued. If a textbook/Chromebook is lost or damaged, you will be required to pay for it before another one is issued. Unpaid fines and charges will become part of the student's record. Students owing for textbooks/Chromebooks or other school property will not be able to participate in extra-curricular activities (i.e. dances, prom, etc.). Since this covers the student's entire high school career, graduation exercises are included. Loss of textbooks/Chromebooks due to theft or other circumstances will not be accepted as an excuse for non-payment or for not doing class assignments.

Visitors

All visitors must **sign-in** in the second floor administrative office and pick up a **visitor's badge** which must be returned to the office when they **sign out**.

Notice of Limited Supervisory Responsibility

The duty of the Okeechobee County School District to reasonably supervise students is limited to the time the student is:

1. Being transported to and from school at public expense;
2. Attending school;
3. On the school premises participating with authorization in a school-sponsored activity;
4. **On the premises at his or her school for school attendance, but for no more than thirty (30) minutes before or after school starts and ends. (F.SS. Section 232.25)**

Failure to comply with the above will result in restriction from future activity privileges.

General Internet Policies

General Policy and Guidelines:

It is a general policy that online information services are to be used in a responsible, efficient, ethical, and legal manner. The student users are expected to follow the rules as outlined in this policy and any administrative directives or school guidelines related to this policy. Failure to adhere to the policy and guidelines may result in disciplinary action of students or staff and result in suspension or revocation of access privileges. **Students and parents must sign the acceptable use policy found in the Student Code of Conduct.** Unacceptable uses of online information services include, but are not limited to:

- Using profanity, obscenity, or other language which may be offensive to another user;
- Intentionally accessing inappropriate web sites;
- Reposting personal communications without the author's prior consent;
- Copying commercial software in violation of copyright law or other copyright protected material;
- Using online information services for financial gain or for any commercial or illegal activity.

Students will be disciplined following the Code of Student Conduct for violation of the Internet Policies