



**A Day in the Life of an FHS Student**

The Student/Parent Handbook will clearly communicate daily procedures that will assist all students in acceptable and desired behaviors that support our FHS vision and student outcomes. This handbook is written as the student being the targeted audience.

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## **Principal's Welcome**

Dear Students and Families,

Welcome to Fivay High School, home of the Falcons. The Falcon Staff, Administrative Team, and I are excited about being "Partners in education."

***To be true partners, we all need to be on the same page. . .***

High School is a time period, where we work to help your child (our students) in developing and practicing positive academic and social behaviors that support them as they prepare to transition beyond high school. Becoming life, career, and college ready does not happen by accident. It takes students, parents, and school staff **working together with a unified message** of our purpose (vision), student outcomes/expectations (academic and social indicators of success) and our FHS Shared Values (behaviors that support our FHS vision and student outcomes/expectations). This is what I mean when I say, "Partners in Education."

### **What is our Purpose? = FHS Vision**

- All FHS students will be Life, Career, and College ready

### **What do you hope to accomplish? = FHS Student Outcomes/Expectations. The student will:**

- Obtain a High School diploma with age appropriate peers
- Demonstrate WICOR (AVID strategies) in each classroom each day
- Achieve at least 70% on all assessments
- Consistently self-regulate behavior in both individual and group settings according to our FHS Shared Values without adult assistance

### **What are the agreed upon behaviors (to be demonstrated by all stakeholders) that support our FHS Vision and Student Outcomes/Expectations? = FHS Shared (Student/School/Staff/Family) Values**

- Respect (I know my role and the role of others in promoting my success, the success of others and the success of FHS.)
- Responsibility (I own my words and actions.)
- Problem Solver (I will take a positive role in my success, the success of others, and of Fivay High School.)

Stay connected with us: 1. Ensure a working telephone number for telephone messages, 2. Join our social media accounts for up to date announcements and events, 3. Monitor your child's progress by setting up a myParent Portal, and 4. Establish communication with your child's teachers as noted on the course syllabus.

School website: <https://fhs.pasco.k12.fl.us/>

FHS Facebook: <https://www.facebook.com/FivayHS/?ref=bookmarks>

FHS Twitter: [@FivayHighSchool](https://twitter.com/FivayHighSchool)

Principal Joens Twitter: [@FHSPrincipalJJ](https://twitter.com/FHSPrincipalJJ)

Falcon Public Remind: Text [@falconpu](https://text.falconpu.com) to [81010](https://text.falconpu.com)

I look forward to your child's success and ability participate in recognition activities to celebrate their progress with our FHS vision and FHS student outcomes/expectations.

Thank you for being "Partners in your child's Education."

Sincerely,

*Jason Joens*, Principal

# **2019-2020 Daily Bell Schedule**

**\*Campus opens for students: 7:10AM**

**1<sup>st</sup> Period: 7:25AM-8:19AM**

**2<sup>nd</sup> Period: 8:23AM-9:16AM**

**3<sup>rd</sup> Period: 9:20AM-10:13AM**

**4<sup>th</sup> Period: 10:17AM-11:55AM**

**4A Lunch: 10:17AM-10:47AM**

**4A Class: 10:51AM-11:55AM**

**4B Class: 10:17AM-10:47AM**

**4B Lunch: 10:51AM-11:21AM**

**4B Class: 11:25AM-11:55AM**

**4C Class: 10:17AM-11:21AM**

**4C Lunch: 11:25AM-  
11:55AM**

**5<sup>th</sup> Period: 11:59AM-12:52PM**

**6<sup>th</sup> Period: 12:56PM-1:50PM**

**\*Campus closes for students: 2:00PM**

**Note: Any student on campus prior to 7:10AM or after 2:00PM requires direct supervision by Falcon staff.**

# **2019-2020 Early Release Day** **(ERD) Bell Schedule**

**\*Campus opens for students: 7:10AM**

**1<sup>st</sup> Period: 7:25AM-7:55AM**

**2<sup>nd</sup> Period: 7:59AM-8:28AM**

**3<sup>rd</sup> Period: 8:32AM-9:01AM**

**5<sup>th</sup> Period: 9:05AM-9:34AM**

**6<sup>th</sup> Period: 9:38AM-10:08AM**

**4<sup>th</sup> Period: 10:12AM-11:50AM**

**4A Lunch: 10:12AM-10:42AM**

**4A Class: 10:46AM-11:50AM**

**4B Class: 10:12AM-10:42AM**

**4B Lunch: 10:46AM-11:16AM**

**4B Class: 11:20AM-11:50AM**

**4C Class: 10:12AM-11:16AM**

**4C Lunch: 11:20AM-  
11:50AM**

**\*Campus closes for students: 12:00PM**

**Note: Any student on campus prior to 7:10  
requires direct supervision by Falcon staff.**

# **Arrival and Beginning of Day Procedures**

When I arrive on campus, I will engage in acceptable behaviors that will support my success, the success of my classmates, and the success of Fivay High School. Student success is defined by our school vision (purpose) and our FHS student outcomes/expectations:

## **What is our Purpose? = FHS Vision**

- All FHS students will be Life, Career, and College ready

## **What do hope to accomplish? = Student Outcomes/Expectations. The student will:**

- Obtain a High School diploma with age appropriate peers
- Demonstrate WICOR (AVID strategies) in each classroom each day
- Achieve at least 70% on all assessments
- Consistently self-regulate behavior in both individual and group settings according to our FHS Shared Values without adult assistance

FHS Shared Values of Respect, Responsibility, and Problem-Solver will guide me on a daily basis with acceptable behaviors for supporting our vision and student outcomes/expectations (see FHS Shared Values).

FHS Bring Your Own Device (BYOD) policy outlines acceptable times and usage for my personal electronic device(s) (See BYOD).

## **Outline of Arrival Procedures**

- ✓ 7:10 Teachers are at classroom doors ready to accept students
  - Students released from buses
  - Gates open front
  - Gates open back
  - Students are reporting to the breakfast cart nearest period 1, get free breakfast, drop unwanted breakfast items into share bin, and report directly to period 1. Food from share bin will be offered for free during lunch times.
- ✓ 7:20 Music plays on loud speaker as a signal that I have less than five minutes to get breakfast and report to period 1.
- ✓ 7:25 Bell sounds
  - I will stop talking and listen for morning announcements on public address system and pledge of allegiance.

## **Outline of Arrival Procedures (narrative)**

7:10 a.m. campus opens. At this time, I can enter campus through the gates from the Main Office (east) lot, Student Parking (west) lot, or getting off the bus. I am only allowed on campus before 7:10 a.m. if I am under direct supervision of a Fivay Staff member.

Once inside campus, I will proceed directly to my assigned breakfast cart, take my breakfast (any breakfast items that I do not want, I will drop in the Share bin) and proceed directly to my 1<sup>st</sup> period class. I will always use the entry door on the right to enter (or exit) my building. I will walk on the right-hand side of the hallway to my period 1 classroom. I will be courteous to Food Service staff in

obtaining my breakfast, and I will be courteous to other adults and my classmates as we are all moving at the same time and we are all part of the Falcon Family.

**Note:** *I understand that it is my responsibility as an evolving adult, practicing our FHS vision to be life, career, and college ready, that I accept responsibility (without adult reminders) to arrive at, and be inside my period 1 classroom prior to the late bell. I understand that leaving campus without permission of FHS staff is not a desired behavior that supports our vision and student outcomes/expectation. I understand that if I want food or drinks from an establishment off the FHS campus, then I must make those arrangements prior to coming on campus. I am not permitted to leave campus (like go to McDonald's, D&D, gas station or ?). If I arrive to school after 7:25 a.m., I will need to go to Main Office to obtain a pass. I understand that a pattern of tardiness does not support our FHS vision and student outcome and expectations and I will be required to develop a plan to overcome this undesired behavior with an FHS staff member.*

7:20 a.m. A song will play on the public address system as another reminder of my responsibility arrive to period 1 classroom before 7:25 a.m.

7:25 – Bell sounds. I will be in my seat. I will be my voice level to 0 and wait quietly to hear the morning announcements to stand for the Pledge of Allegiance. After the pledge watch and listen to the news.

## **Student Points of Entry**

### **Walkers (I will:)**

- ✓ Enter campus from the gates by the Main Office (north or south) or gates from student parking lot.

### **Car Riders (I will:)**

- ✓ Be dropped off in the front of the school (Chicago). No drop-off in the west student parking lot (Canton).
- ✓ Be dropped off between 7:10 a.m. and 7:20 a.m.
- ✓ Be picked up between 1:50 p.m. and 2:00 p.m. in the front of the school. Supervision for car riders will be provided up to 2:00 p.m. No pick up in the west student parking lot (Canton).

### **Bike Riders (I will:)**

- ✓ Park my bike in rack by the cafeteria, lock helmet and bike, then enter campus by the black gate by the cafeteria.
- ✓ I can park my bike between 7:10 a.m. and 7:20 a.m.
- ✓ I will leave the school with my bike between 1:50 p.m. and 2:00 p.m.

### **Bus riders (I will:)**

- ✓ Be allowed to exit the bus from 7:10 a.m. to 7:20 a.m. No students are allowed to exit buses prior to 7:10 a.m.
- ✓ Exit the bus, then enter the campus through the black gates between building 5 and building 4.
- ✓ (Dismissal) exit to the bus pick-up area through the black gates between building 5 and building 4.
- ✓ Be on my assigned bus for busses to roll at 1:54 p.m.
- ✓ Be calling and arranging for my own transportation if I miss my bus.

## **Late Arrivals**

### **Late arrivals** (arriving to school after 7:25 a.m. (I will:))

- ✓ Report directly to the Main Office for a “Raptor” pass to be allowed to enter class after 7:25 a.m. I may request breakfast from the Main Office up to 8:15 a.m. I may request a pencil and paper if I did not bring my supplies for the day.

## **Adult (Visitor) Point of Entry**

### **Adult Entrance:**

- ✓ Main Office adults and official business 7:15 a.m. to 3:00 p.m.
- ✓ All visitors to FHS campus must report to FHS Main Office for check-in.

## **Daily Classroom Procedures**

Our FHS shared values of Respectful, Responsible, and Problem-Solver are essential to my success, the success of my fellow classmates, and the success of Fivay High School. I will implement these shared values on a daily basis in order to guide my words and actions in achieving success as defined by our student outcomes/expectations. I will refer to the FHS Share Values in order to be able to identify and demonstrate expected behaviors to support our FHS vision and student outcomes/expectations.

### **Student (I will:)**

- ✓ Be inside the classroom before the late bell.
- ✓ Proceed directly to my assigned seat.
- ✓ Read the posted learning goal/standard (that is phrased as a I can statement) in order to know what I am expected to demonstrate (learn) today.
- ✓ Read the posted agenda to gain an understanding of the different activities during this class period, that are going to provide me with activities/experiences in demonstrating evidence with the learning goal/standard.
- ✓ Read (and make a note of) what evidence I will need to produce for the teacher today.
- ✓ Determine the resources needed for today’s activity and will remove these resources from my pack/bag and set on my desk. If I do not have the minimum pencil and paper, then, I will seek resources from one of the two teacher identified resource managers. Pencils borrowed will require name to be identified on the board in order to return during the clean-up routines the last two minutes of the period. I understand that I need to be able to be prepared each day. I will ask Grade Level Quad Team if I need assistance with school supplies, materials, and/or resources.
- ✓ Read and accept classroom teacher request for use and/or non-use of cellular phones in the class. If cellphone is not supporting the daily classroom activities listed, then cellphone will be placed inside packs/bag, backpacks against the wall (or designated area by teacher). FHS BYOD policies are in effect at all times.
- ✓ Demonstrate FHS Shared Values as acceptable behaviors that support the learning goal/standard and activities of the day.
- ✓ Sign in with Tardy log if I am tardy and proceed directly to my seat and join activities in progress.
- ✓ Participate in classroom clean-up procedures the last two minutes of class. I will return any borrowed materials back to the class resource manager.

- ✓ Be quietly sitting in my assigned seat, or standing quietly behind my assigned seat before being dismissed by my teacher.

### **Additional Notes:**

If my teacher is not at the door to greet me, or the door is locked, I will form a line outside the classroom and wait quietly until an adult arrives. I understand that my goal is to achieve our FHS student outcomes/expectations. My behaviors will support this endeavor.

I understand that the school and my teacher have developed incentives for my “on track” desired behaviors, and it is my responsibility to be engaged in working towards and meeting my student outcomes at all times. Clarification of acceptable behaviors and Shared Values that are aligned with my outcomes are outlined in the FHS Shared Values (see appendix).

## **Transition Procedures**

**Passing (between periods)** I will:

- ✓ Use the four-minute transition time between classes to move directly to my next class period or designated location (cafeteria or elective).
- ✓ Use the transition time to meet my personal needs (restroom/water) so that I do not miss any instructional time with my teacher.
- ✓ Use restrooms designated by my teacher for this area of the school.
- ✓ Use the approved shortest route to my next period class or cafeteria.
- ✓ Walk on the right-hand side of the hallway.
- ✓ Enter and exit with only the door on the right. In crisis or emergency situations both doors are to be used to evacuate the building as quickly as possible.
- ✓ Enter the classroom only if there is an adult there to greet me.
- ✓ Enter the classroom and read posted information so that my teacher can continue to supervise students transitioning as well as the students in the classroom.
- ✓ Report any problems during transitions to my teacher or the nearest adult.
- ✓ Only use the interior stairwell for crisis and emergency purposes.
- ✓ If I am in building 3 or 4, I will use side stairs to go up and center stairs to go back down to the courtyard.

## **Tardy to Class**

**Tardy Procedures** (If I am entering my class after the late bell, I will:)

- ✓ Enter the room quietly.
- ✓ Sign the tardy log.
- ✓ Sit down, read the posted information, and quietly join the classroom activities without disruption.
- ✓ See the teacher after class for tardy details.



## **Permission to Leave the Instructional Class Period (during class)**

- ✓ Permission to be released from instructional minutes are allowed for official school business and emergency approved by the teacher.
- ✓ If I must leave the class during instructional time, I must have a pass from my teacher to be outside of my scheduled class. I will not be out of class without a pass/written permission (P.E. will notify the office/clinic by radio for student travel).
- ✓ I will be permitted to use vending machines during passing. I will not be excused from instructional time for this purpose.

## **Restroom and Clinic Passes**

- ✓ I will prioritize my passing time between classes to take care of my personal needs.
- ✓ I will communicate with my teacher to request a pass for urgent needs during class.
- ✓ I will sign the bathroom log to indicate my time outside of instruction.
- ✓ I will report any restroom concerns to my teacher immediately.
- ✓ I will sign-in and sign-out of clinic. I must present my pass from the clinic to my teacher.
- ✓ During my lunch, I will use the restroom in the cafeteria before returning to class after lunch.

## **Cafeteria Procedures**

### **Lunches (I will:)**

- ✓ Report to the cafeteria at approved times. Unless given a pass, I will report to café as per my schedule.
- ✓ Walk to the cafeteria as directed from adults.
- ✓ Follow the cafeteria expectations as noted in FHS Shared Values
- ✓ Enter and choose one **seat** that I will use for the entire lunch period. I am not allowed to sit on the front of the stage.
- ✓ Earn the privilege to sit in the outside café area.
- ✓ Use "Table Talk" voice levels
- ✓ Keep hands and feet to myself.
- ✓ Not throw food or other items.
- ✓ Use good manners.
- ✓ Be polite to the cafeteria staff.
- ✓ Consume all food and drink inside the cafeteria or outside dining area.
- ✓ Notify an adult if there is a problem.
- ✓ Avoid confrontation and seek the assistance of an adult if there is a problem.
- ✓ Raise hand (and receive permission) to leave seat to use restroom, get a drink, or get items from the share table. I will return directly to my previous seat.
- ✓ Use the restroom for restroom toiletry needs and report back to seat.
- ✓ Clear all food and debris from eating area and floor before being dismissed by an adult from the cafeteria
- ✓ Seat and waiting to be called to be dismissed from my table by an adult.
- ✓ At the end of the lunch time, I will go directly to my next scheduled class using the approved route.

**Lonely Lunch (I will:)**

- ✓ Report to designated desk/chair.
- ✓ Sit quietly without talking.
- ✓ Surrender my electronics.
- ✓ Refrain from inappropriate behavior that landed me in lonely lunch.

**Note:** Lonely lunch will be an intervention issued only by lunchroom supervisors

**Hats and Head Coverings**

- ✓ Hats, hoods, or head coverings may be worn outside if the temperature is below 60 degrees.
- ✓ Hats, hoods, and head covering must be removed indoors.
- ✓ Hats, hoods, and head coverings will be allowed on Administrative approved dress theme days.

**Attendance Reminders**

- ✓ I am expected to attend school each and every period, every day. Good attendance will maximize my time to receive instruction, ask clarifying questions, process information with my classmates and participate in classroom discussions.
- ✓ I understand that poor attendance is a behavior that does not support my habits of being life, career, or college ready and earning a HS Diploma.
- ✓ I will develop a plan to improve “Off Track” tardiness or attendance.
- ✓ I understand that I am “On Track” with my attendance if I do not miss more than 2 days a quarter.
- ✓ I am “Off Track” with my attendance if I miss 5 or more days in a quarter. If I am “Off Track” for attendance, I will not be able to attend extra-curricular events.
- ✓ I understand that classroom tardies will result in daily home notifications.

**End of Day Dismissal Procedures****Bus riders (I will:)**

- ✓ Report directly to bus loading area, and board assigned bus. Busses will depart with or without you at 1:54 p.m.

**Walkers (I will:)**

- ✓ Exit the campus immediately at 1:50 p.m.
- ✓ Walk directly home.

**Car riders (I will:)**

- ✓ Exit through side gates at the ends of build #1.
- ✓ Report to directly to the car rider pickup areas.
- ✓ Ensure my ride picks me up by 2:00 p.m.

**Bike rider procedures (I will:)**

- ✓ Report to bike storage area.
- ✓ Pre-determine routes to and from school with my parent/guardian.
- ✓ Be aware of and obey rules/laws and regulations of the road.
- ✓ Wear a helmet.
- ✓ Walk bike on campus on sidewalks.
- ✓ Cross streets in painted crosswalks.

- ✓ Only touch my bike and helmet.
- ✓ Ride safely home.
- ✓ Bikes are not to be ridden inside the courtyard areas or around the campus.

**Note:** Skateboards and Longboards are not to be ridden on campus. Skateboards and Longboards are to be stored in your 6<sup>th</sup> period teacher's classroom during the day.

### **Extra-Curricular Event Expectations (I will:)**

- ✓ Demonstrate Share Values for "After School Activities".
- ✓ Be "On Track" for attendance in all classes.
- ✓ Treat self, authority, other spectators, and parents with kindness.
- ✓ Respect property (mine and others).
- ✓ Keep hands and feet to self.
- ✓ Make good choices.
- ✓ Use appropriate voice and language.
- ✓ Be in assigned areas.
- ✓ Demonstrate good sportsmanship.
- ✓ Be safety conscious.
- ✓ Be aware of my surroundings.
- ✓ Seek adult assistance prior to verbal or physical confrontation.
- ✓ Notify an adult immediately if there is a problem.
- ✓ Accept and follow directions given by FHS Staff or Law Enforcement Officer/Agency.

**Fivay High School Shared Values (Behavioral Expectations that support student outcomes)**

Common Area	Be Respectful	Be Responsible	Be a Problem-Solver
	<ul style="list-style-type: none"> <li>* Know my role &amp; the role of others in promoting my success.</li> </ul>	<ul style="list-style-type: none"> <li>* Own my words &amp; actions.</li> </ul>	<ul style="list-style-type: none"> <li>* Take a positive, active role in my success, the success of others, &amp; the success of Fivay High School</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet &amp; objects to myself.</li> <li>* Raise my hand &amp; wait to be called on.</li> <li>* Use appropriate voice for individual versus group settings. <b>Low Flow (2)</b></li> <li>* Use school appropriate language.</li> <li>* Accept direction &amp; redirection from teacher.</li> </ul>	<ul style="list-style-type: none"> <li>* Follow classroom routines for beginning, middle &amp; end of class.</li> <li>* Be inside the classroom before bell rings.</li> <li>* Have class materials out and ready for lesson.</li> <li>* Complete &amp; turn in work as directed.</li> </ul>	<ul style="list-style-type: none"> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet &amp; objects to myself.</li> <li>* Use appropriate voice for the setting. <b>Formal Normal (3)</b></li> <li>* Use school appropriate language.</li> <li>* Walk on the right side of the hallways.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk facing forward.</li> <li>* Walk directly to the next class.</li> <li>* Must have a pass to be in hallway during class.</li> <li>* Pick up any stray trash place in garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>
<b>PE / Locker Rooms</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet &amp; objects to myself.</li> <li>* Use appropriate voice for indoor versus outdoor activities. <b>Formal Normal (3)</b></li> <li>* Use school appropriate language.</li> <li>* Accept direction &amp; redirection from teacher.</li> </ul>	<ul style="list-style-type: none"> <li>* Follow classroom routines for beginning, middle and end of class</li> <li>* Be inside the classroom before bell rings.</li> <li>* Lock all valuables in a locker.</li> <li>* Dress out.</li> <li>* Stay in assigned area &amp; participate in assigned activities.</li> </ul>	<ul style="list-style-type: none"> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>
<b>Media</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet &amp; objects to myself.</li> <li>* Use appropriate voice for individual versus group settings. <b>Low Flow (2)</b></li> <li>* Use school appropriate language.</li> <li>* Accept direction and redirection from Media staff.</li> </ul>	<ul style="list-style-type: none"> <li>* Return materials on time &amp; in the proper location.</li> <li>* Follow electronic / network guidelines.</li> <li>* Remain in assigned area.</li> <li>* Use resources as directed.</li> </ul>	<ul style="list-style-type: none"> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet &amp; objects to myself.</li> <li>* Raise my hand to obtain permission to get out of my seat.</li> <li>* Use appropriate voice for setting. <b>Low Flow (2)</b></li> <li>* Use school appropriate language.</li> <li>* Accept direction and redirection from adults.</li> </ul>	<ul style="list-style-type: none"> <li>* Place trash in a garbage can &amp; place lunch trays in the recycling areas.</li> <li>* Consume all food &amp; drinks before leaving the cafeteria.</li> <li>* Enter &amp; exit the cafeteria as directed.</li> <li>* Walk safely throughout the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet &amp; objects to myself.</li> <li>* Use appropriate voice for setting. <b>Low Flow (2)</b></li> <li>* Use school appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>* Put trash in garbage cans.</li> <li>* Keep walls, floors, &amp; sinks clean.</li> <li>* Use restroom closest to current classroom.</li> <li>* Flush toilet &amp; Wash my hands.</li> </ul>	<ul style="list-style-type: none"> <li>* Use the restroom during passing or lunch.</li> <li>* Report unsanitary restrooms or notify an adult immediately if there is a problem.</li> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>
<b>Bus / Dismissal</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet &amp; objects to myself.</li> <li>* Use appropriate voice for setting. <b>Formal Normal (3)</b></li> <li>* Use school appropriate language.</li> <li>* Accept direction &amp; redirection from the bus driver.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk to bus, car loop or student exit areas immediately following dismissal.</li> <li>* Ride assigned bus; board &amp; depart at assigned stop.</li> <li>* Keep all objects inside bus windows.</li> <li>* Leave food or drinks off the bus.</li> <li>* Remain seated and face forward.</li> <li>* Walk bike or scooter when on campus.</li> </ul>	<ul style="list-style-type: none"> <li>* Be safety conscious.</li> <li>* Be silent at railroad crossings.</li> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet &amp; objects to myself.</li> <li>* Use school appropriate language.</li> <li>* Accept direction &amp; redirection from adults.</li> <li>* Be supportive to peers &amp; presenters.</li> <li>* Be quiet when others are talking.</li> </ul>	<ul style="list-style-type: none"> <li>* Enter &amp; exit the assembly as directed.</li> <li>* Stay in assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>
<b>After-School Activities</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet &amp; objects to myself.</li> <li>* Use school appropriate language.</li> <li>* Treat others with kindness.</li> <li>* Take care of all property/equipment used.</li> </ul>	<ul style="list-style-type: none"> <li>* Be in assigned areas only.</li> <li>* Report to assigned area immediately following dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>
<b>Student Use of Technology</b>	<ul style="list-style-type: none"> <li>* Know &amp; follow school-wide (BYOD) &amp; classroom technology expectations.</li> <li>* Use devices ONLY at appropriate times.</li> <li>* Accept direction &amp; redirection from teacher.</li> </ul>	<ul style="list-style-type: none"> <li>* Keep device safe &amp; secure.</li> <li>* When not in use, store device in backpack or pocket.</li> <li>* Use only for teacher directed or school related activities.</li> <li>* Keep ownership papers at home.</li> </ul>	<ul style="list-style-type: none"> <li>* Use my device to enhance my learning.</li> <li>* Be an expert on my own device.</li> <li>* Seek solutions &amp; compromise with others.</li> <li>* Seek assistance from an adult immediately for concerns or problems.</li> </ul>



## **BYOD Policy for Fivay High School Students** **(Bring Your Own Personal Electronic Device)**

### **Rationale**

We believe equitable access to technology will aid our students in becoming responsible, productive digital citizens, and lifelong learners. Today's students use technology to learn. We also want them to be safe and responsible when using technology. Our BYOD policy supports our vision of technology use and digital citizenship.

### **Policy**

Students may bring their personal electronic devices to school in order to enhance learning and demonstrate the ethical use of technology. Devices include: Smartphones; Tablets; Laptops; iPods; eReaders; and other similar devices.

### **School-wide Guidelines**

#### Allowed

- Use until 7:25 am
- Use during passing time
- Use to, during, and from lunch
- Use after 1:50 pm
- On buses am/pm
- Classroom use for teacher directed instructional activities
- One ear bud, (none during class time)

#### Not Allowed

- Personal use during instructional time
- **Taking OR using** a phone that is not yours
- Taking pictures or video of others without knowledge and consent
- Taking pictures or video in restrooms or locker rooms
- Posting or engaging in social media
- Headphones (ear bud style only)
- During crisis procedures/drills to include fire and Active Threat Plan

### **Students are responsible for...**

- ✓ Following daily classroom cell phone procedures as determined by the classroom teacher.
- ✓ Keeping their equipment safe and secure. **The school is not responsible for lost, damaged, or stolen equipment.**
- ✓ Managing battery life.
- ✓ Using technology in an appropriate and ethical manner.
- ✓ Knowing and adhering to the network use policy.
- ✓ Keeping the ownership documentation, including serial number, at home.
- ✓ Being in possession of only their device and not allowing others to use their device.

### **Consequences** (Each offense will be documented in EWS)

First Offense - Teacher warning and direct student to follow procedure.

Second Offense – Teacher takes the device and returns at the end of the class period.

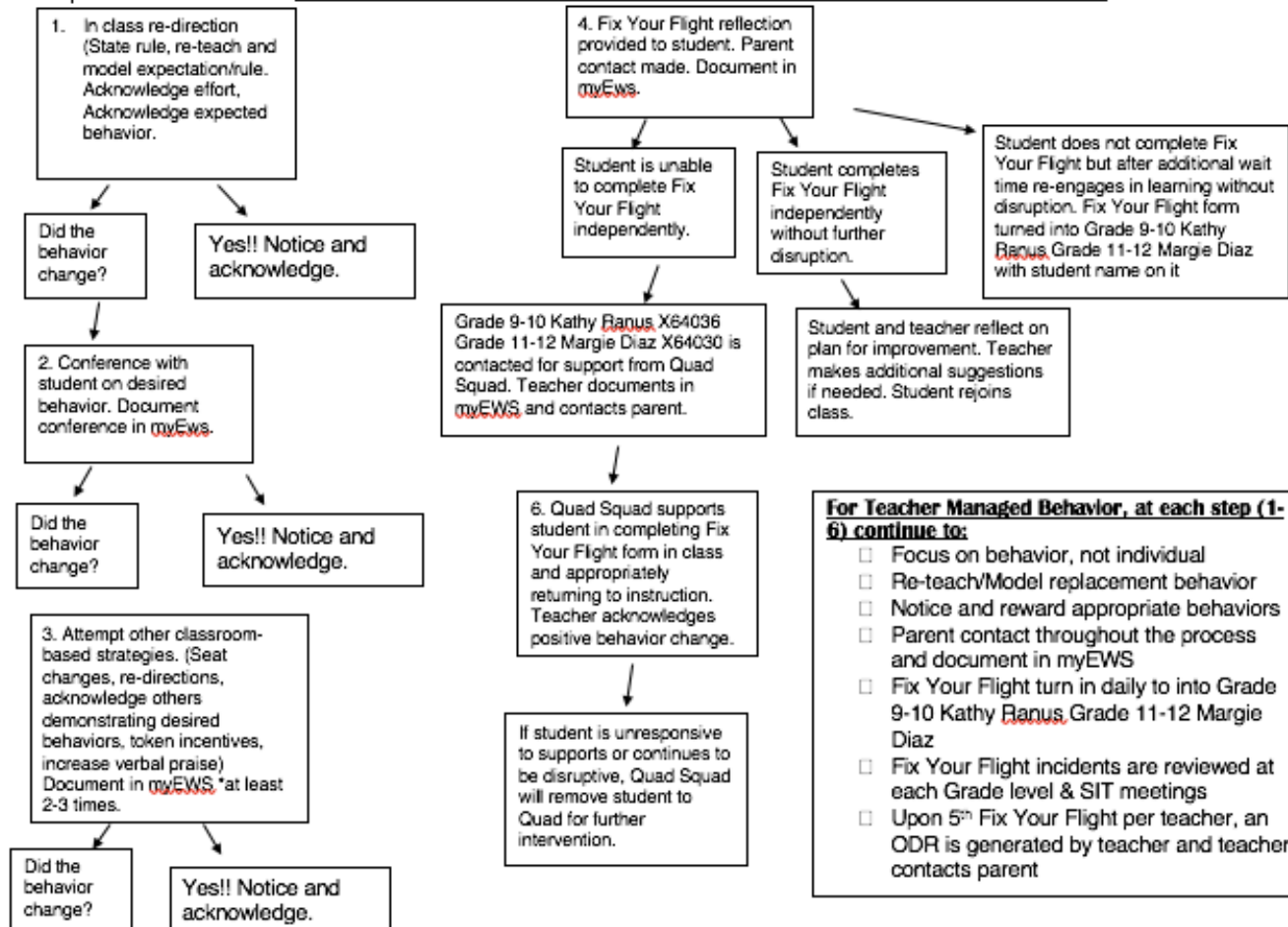
Third Offense - Teacher turns in device to Grade Level Quad, and student can pick up at end of the day (Parent contact will be made by teacher).

Fourth Offense - Teacher turns in device to Grade Level Quad, and parent has to come pick up (Parent contact will be made by teacher)

Fifth Offense - Referral for defiance of BYOD guidelines

**Behavior Action Guide for Classroom Managed Behaviors**

**Observe Undesired Behavior Consistently Teach, Re-Teach, and Model Desired Behavior**



# FHS Tardy Policy Flowchart

Students are expected to arrive at school and to all of their classes on time. Failure to do so hinders the instructional objectives of the classroom and interrupts the learning process. Teachers will close and lock classroom doors when the bell rings. Teachers will assign a student that will open the door to a tardy student. Students NOT in the classroom at the bell will be responsible to sign in on Tardy Log and report to the teacher at the end of the class. Tardies will be reset each quarter.

All **unexcused** tardy information should be logged into MyEWS by the teacher.

**Student receives an unexcused tardy**



## **1<sup>st</sup> Offense**

- Student signs the tardy log
- Teacher issues verbal warning



## **2<sup>nd</sup> Offense**

- Student signs the tardy log
- Teacher issues verbal warning



## **3<sup>rd</sup> Offense**

- Student signs the tardy log
- Teacher conferences with student
- Teacher contacts parent (Notifies parent of continued tardiness will result in Level 1 ODR)



## **4<sup>th</sup> Offense**

- Student signs the tardy log
- Teacher contacts parent and discipline referral is written (Level 1E Tardiness)
- Student loses passing for one week



## **5<sup>th</sup> Offense and Beyond**

- Student signs the tardy log
- Teacher contacts parent and discipline referral is written (Level 2R Defiance).
- Student loses passing for one week
- Loss of school-wide incentive
- Loss of attendance as extra-curricular events (4 weeks)

**Student receives an excused tardy**



Student is admitted to class without consequence



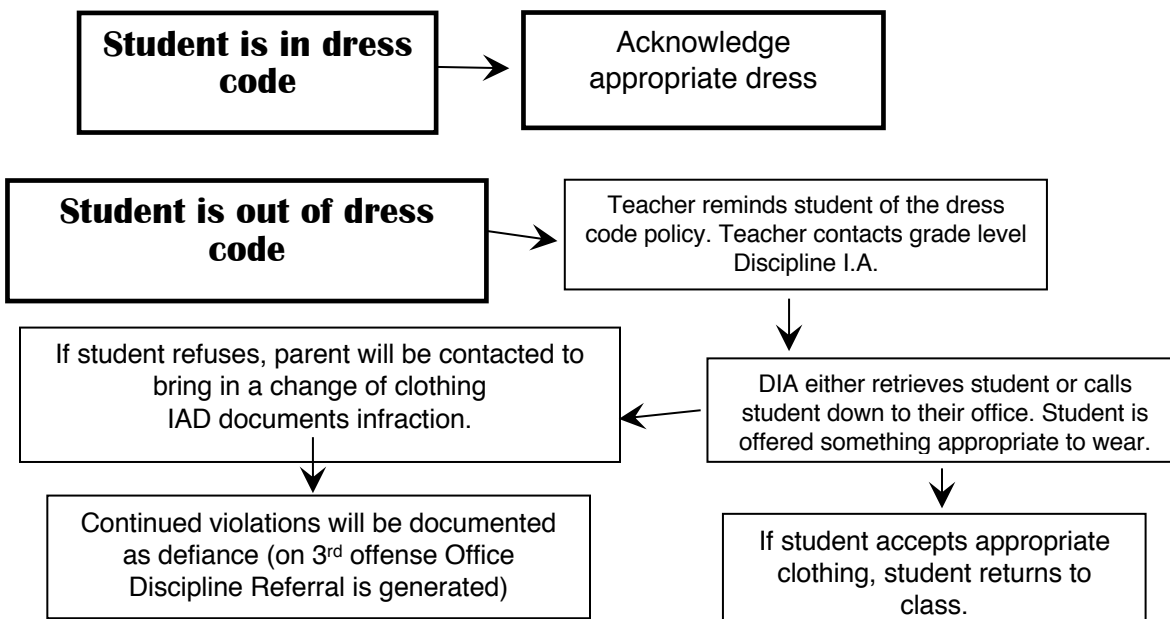
# Fivay High School Dress Code Policy

The following guidelines have been established by the Pasco County School Board and the FHS Staff and Students in order to promote a safe learning environment focused on our vision and student outcomes/expectations.

- Clothes, bodies, and hair will be clean and well groomed.
- Sleeveless tops may be worn as long as straps are at least three fingers in width.
- Tops must be long enough to fully cover midsection and not expose skin.
- Necklines cannot dip below a line formed between the right and left armpit.
- Shorts and skirts must be at least fingertip length.
- Rips in jeans or shorts are to be below fingertips and not excessive.
- Pants shall be worn securely at the waist.
- Hats or head coverings are prohibited unless previously approved for medical, religious reasons or special school activities by the Principal.
- Hats or hoods may be worn outside if the temperature is below 60 degrees.
- **The following are not allowed at any time:**
  - Exposed undergarments or underwear.
  - Decorations, symbols, mottos, or hand drawn designs (marker, pen, or other) to include: tobacco, drugs, alcohol, weapons or which identify them as members of antisocial groups or gangs.
  - Sleepwear to include slippers and pajamas.
  - Wallet chains or dog collars.
  - Excessive body odor or perfume.
  - Bandanas or skullcaps.
  - Spandex (skin tight) clothing without over-garments.

The principal, or school designee, will make the decision if a student’s appearance meets school and community standards. The principal’s decision on the appropriateness of dress is final.

\*Any violation of the dress code will result in the student having to change into appropriate clothing and return to class. Repeated violations will be considered defiance and a school discipline will be issued.





# **Fivay School Contact Information**

(If there is a question that needs to be answered, please refer to the information below to help)

## **1. What is happening at FHS?**

Follow FHS on social media (like us on Facebook and follow us on Twitter). Our FHS Website have a variety of events, notifications, news, and links:

- **FHS Website** <https://fhs.pasco.k12.fl.us/>
- **FHS Facebook** <https://www.facebook.com/FivayHS/?ref=bookmarks>
- **Falcon Remind.** To sign up for **Falcon Public Remind** notifications, please visit <https://www.remind.com/join/falconpu> or text **@falconpu to 81010**
- **Twitter**
  - @FHSPrincipalJJ
  - @FivayHighSchool
- **District School Board:** <http://www.pasco.k12.fl.us>

## **2. If there is a classroom concern, your child's teacher should be contacted first.**

See contact information provided in teacher syllabus, leave a phone message in Main Office (727) 246-4000, contact teacher through myStudent, or visit our website, and contact the teacher using email.

## **3. How do I schedule a conference?**

Please contact Student Services: (727) 246-4030

## **4. If my child or family needs someone to talk to, contact the appropriate Student Services Staff:**

9th grade students	School Counselor, Cynthia Knowles (727) 246-4071
10th grade students	School Counselor, Ron Vickery (727) 246-4182
11th grade students	School Counselor, Marc Eliason (727)- 246- 4153
12 <sup>th</sup> grade students	School Counselor, Lisa Tannenbaum (727) 246-4125
All students	School Social Worker, Tabby Barron (727) 246-4015