



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.

- Principal's Welcome, "Partners in Education"
- FHS Guiding Documents
 - 2020-2021 Pasco County Schools Student Code of Conduct
 - FHS Shared Values Matrix
 - Bring Your Own Device (BYOD) Policy
 - FHS Tardy Policy
 - FHS Dress Code Policy
 - FHS Student Incentive Chart
- Bell Schedule
- Early Release Day schedule (Semester 2 Only)
- Standard Operation Procedures and Policies
- Arrival and beginning of day procedures
 - Arrival Procedures
 - Attendance Reminders
 - Student points of Entry
 - Visitor Point of Entry
 - Late Arrivals
- Daily Classroom Procedures
 - Tardy Policy
 - Permission to leave class
 - Restroom and Clinic Passes
- Transition (passing between classes) Procedures
- Cafeteria procedures and Academic Lunch
- End of Day Procedures
- Extra-curricular event expectations
- FHS Contact Information

Dear Students and Families,

Welcome to Fivay High School, Home of the Falcons. As we prepare for the upcoming school year, it is essential that everyone do their part to ensure the safety and wellbeing of all FHS students, staff, and families by following all required policies and procedures that have been put into place by the our Superintendent, Kurt Browning, and the District School Board of Pasco County. **Please remember that masks/face coverings are required the moment anyone enters any Pasco County Schools campus and Social Distancing will be required whenever possible. Also, it is essential that all members of the FHS community adhere to hand hygiene guidelines by washing your hands with soap and utilizing hand sanitizer whenever possible.** The Falcon staff, administrative team, and I are excited about being “Partners in Education” as we work together to ensure that each student is "Life, Career, and College Ready."

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

High school is a period of time where students continue to learn and practice positive academic and social behaviors. It takes all stakeholders, (students, parents, and school staff) working together with a unified message of our purpose (FHS Vision), academic and social indicators of success (FHS Student Outcomes/Expectations), and our FHS Shared Values (behaviors that support our FHS Vision and FHS Student Outcomes/Expectations) to ensure student success. As “Partners in Education,” we each have an essential role to play to ensure that each FHS student is life, career and college ready.

What is our purpose? Our FHS Vision

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

What do you hope to accomplish? Our FHS Student Outcomes/Expectations

All students will:

- Obtain a high school diploma with their 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 that support our FHS Vision and Student Outcomes/Expectations?

Our FHS Shared Values:

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

Stay connected to FHS by:

- Ensuring that there is a working telephone number for telephone messages on file at FHS.
- Joining our social media accounts for up-to-date announcements and events.
- Regularly monitoring your child's progress by setting up and accessing the myStudent Parent Portal.
- Establishing communication with your child's teachers as noted on the course syllabus.

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

District Website: <https://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)

I look forward to recognizing and celebrating your child's successes, as that consistently demonstrate positive academic and social behaviors that align with our FHS Vision and FHS Student Outcomes/Expectations.

As always, thank you for being partners in your child's education.

Sincerely,

Jason Joens, Principal

FHS Shared Values Matrix

	Be Respectful	Be Responsible	Be a Problem-Solver
	<i>Know my role and the role of others in promoting my success</i>	<i>Own my words and actions</i>	<i>Take a positive, active role in my success, the success of others, and the success of Fivay High School</i>
Classroom	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Keep hands, feet, and objects to myself. * Raise my hand and wait to be called on. * Use appropriate voice for individual versus group settings. * Use school appropriate language. * Accept direction and redirection from teacher. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Follow classroom routines for beginning, middle and end of class. * Be inside the classroom before bell rings. * Have class materials out and ready for lesson. * Complete and turn in work as directed. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Seek solutions and compromise with others. * Seek assistance from an adult immediately for concerns or problems.
Hallways	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Keep hands, feet, and objects to myself. * Use appropriate voice for the setting. * Use school appropriate language. * Walk on the right side of the hallways. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Walk facing forward. * Walk directly to the next class. * Must have a pass to be in hallway during class. * Pick up any stray trash place in garbage can. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Seek solutions and compromise with others. * Seek assistance from an adult immediately for concerns or problems.
PE	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Keep hands, feet, and objects to myself. * Use appropriate voice for indoor versus outdoor activities. * Use school appropriate language. * Accept direction and redirection from teacher. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Follow classroom routines for beginning, middle and end of class * Be inside the classroom before bell rings. * Lock all valuables in a locker and dress out * Stay in assigned area and participate in assigned activities. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Seek solutions and compromise with others. * Seek assistance from an adult immediately for concerns or problems.
Media	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Keep hands, feet, and objects to myself. * Use appropriate voice for individual versus group settings. * Use school appropriate language. * Accept direction and redirection from Media staff. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Return materials on time and in the proper location. * Remain in assigned area. * Use resources as directed. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Seek solutions and compromise with others. * Seek assistance from an adult immediately for concerns or problems.
Cafeteria	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Keep hands, feet, and objects to myself. * Use appropriate voice for setting. * Use school appropriate language. * Accept direction and redirection from adults. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering when not consuming food or drink * Place trash in a garbage can and place lunch trays in the recycling areas. * Safely enter and exit the cafeteria as directed 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Seek solutions and compromise with others. * Seek assistance from an adult immediately for concerns or problems.
Bathrooms	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Keep hands, feet, and objects to myself. * Use appropriate voice for setting. * Use school appropriate language. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Put trash in garbage cans. * Keep walls, floors, and sinks clean. * Use restroom closest to current classroom. * Flush toilet and Wash my hands. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Use the restroom during passing or lunch. * Report unsanitary restrooms or notify an adult immediately if there is a problem. * Seek solutions and compromise with others. * Seek assistance from an adult immediately for concerns or problems.
Bus / Dismissal	<ul style="list-style-type: none"> * Keep hands, feet, and objects to myself. * Use appropriate voice for setting. * Use school appropriate language. * Accept direction and redirection from the bus driver. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Ride assigned bus; board and depart at assigned stop. * Leave food or drinks off the bus. * Remain seated and face forward. * Walk bike or scooter when on campus. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Be safety conscious. * Seek solutions and compromise with others. * Seek assistance from an adult immediately for concerns or problems.
Assemblies	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Keep hands, feet, and objects to myself. * Use school appropriate language. * Accept direction and redirection from adults. * Be quiet when others are talking. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Enter and exit the assembly as directed. * Stay in assigned area. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Seek solutions and compromise with others. * Seek assistance from an adult immediately for concerns or problems.

<p>After-School Activities</p>	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Keep hands, feet & objects to myself. * Use school appropriate language. * Take care of all property/equipment used. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Be in assigned areas only. * Report to assigned area immediately following dismissal. 	<ul style="list-style-type: none"> * Always wear approved mask or face covering. * Seek solutions & compromise with others. * Seek assistance from an adult immediately for concerns or problems.
<p>Student Use of Technology</p>	<ul style="list-style-type: none"> * Know and follow school-wide (BYOD) and classroom technology expectations. * Use devices ONLY at appropriate times. * Accept direction and redirection from teacher. 	<ul style="list-style-type: none"> * Keep device safe & secure. * When not in use, store device in backpack or pocket. * Use only for teacher directed or school related activities. * Keep ownership papers at home. 	<ul style="list-style-type: none"> * Use my device to enhance my learning. * Be an expert on my own device. * Seek solutions and compromise with others. * Seek assistance from an adult immediately for concerns or problems.

Bring Your Own Device (BYOD) Policy for Fivay High School Students

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. Students who choose to prioritize their technology over their graduation goals, risk the privilege of bringing your own device to Fivay High School.

School-wide Guidelines

Allowed

- Use until 7:25 am
- Use during passing time
- Use to, during, and from lunch
- Use after 2:08 pm
- On buses am/pm
- Classroom use for teacher directed instructional activities
- One ear bud, (none during class time)

Not Allowed

- Sharing devices of any kind
- 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

FHS Tardy Policy

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 excused tardy

- Student is admitted to class without consequence

Student receives an unexcused tardy:

1st Offense

- Student signs the tardy log
- Teacher issues verbal warning

2nd Offense

- Student signs the tardy log
- Teacher issues verbal warning

3rd Offense

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

4th Offense

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

5th 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)

FHS Dress Code Policy

The following guidelines have been established by the Pasco County School Board and the Fivay High School Staff in order to promote a safe learning environment focused on our FHS Vision and Student Outcomes/Expectations.

In order to promote an orderly learning environment in our schools while preparing all students for later success in the world of work, the District School Board of Pasco County has established the following guidelines for student dress:

- The principal, or designee, shall determine the appropriateness of dress and appearance in accordance with the guidelines distributed by the school, school board policy and guidelines contained herein. The principal, or 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 as long as it does not contradict official district policy listed herein or elsewhere.
- Masks must be worn at all times while riding the school bus.
- Masks must be worn at all times with the exception of breakfast and lunch if a student is eating.
- These guidelines are in effect while on **any** District School Board of Pasco County school or campus, at any school function or on any school-sponsored transportation.

The following types of clothing, items, accessories and apparel are considered inappropriate for the school environment:

Any clothing, masks, items, accessories or apparel which contain or display:

- Profanity in any form
- Violent images
- Vulgarity in any form
- Sexually suggestive words, phrases or images
- Sexually implicit or explicit images
- Advertisements or usage of tobacco, alcohol or drugs
- Gang-related images and/or images that signify gang affiliation or antisocial group affiliation

Any clothing, masks, items, accessories or apparel which may or does:

- Substantially disrupt the school setting
- Be offensive to good taste or the maintenance of decorum o Expose underwear, body parts in an indecent or vulgar manner and/or abdomen skin

The following clothing, items, accessories and apparel are considered inappropriate for the school environment:

- Muscle shirts or tank tops
- Spandex clothing
- Strapless tops
- Slippers or similar footwear
- Skirts that are more than 4" above the knee
- Shorts that are more than 4" above the knee
- Blouses, shirts or sweaters that dip below the line formed between the left and right armpit
- Backless shirts, dresses or apparel
- Pajamas or costumes (unless approved by school administration for special events, spirit week, etc.)
- Jewelry that may cause safety issues and/or substantially disrupt the school setting
- Leggings, yoga pants, tights or similar clothing (unless covered by a shirt no more than 4" above the knee)
- Muscle shirts, tank tops, bikini tops or spaghetti strap tops (top/shirt shoulder straps must be at least 1" across)
- Tops must be long enough to clearly overlap the belt line or stay tucked in during the course of normal movement throughout the school day
- Offensive designs tattooed or imprinted on the body must be covered.

- Students shall wear shoes for foot protection and hygienic reasons while on school grounds or on school transportation.

FHS Student Incentive Chart

Incentive	Desired Behaviors	Celebrated	Value	Recognition from:
Falcon Bucks	<ul style="list-style-type: none"> Exhibiting Shared Values: Respectful, Responsible, Problem Solver 	Daily	<ul style="list-style-type: none"> Access to Falcon Exchange Athletic Events Tickets 	<ul style="list-style-type: none"> Faculty Staff Admin Team Custodial Staff FNS Staff
Progress Reports and Report Cards	<ul style="list-style-type: none"> Exhibiting Shared Values Progress shown through progress report (A,B,Cs) On Track for Behavior (zero ODR's) 	Every 9 Weeks	<ul style="list-style-type: none"> Celebratory Activities during school day 	<ul style="list-style-type: none"> Admin Team PBIS Team
Report Cards	<ul style="list-style-type: none"> Exhibiting Shared Values Mastery of Standards shown through quarterly report card (A, B, Cs) On Track for behavior (zero ODRs) 	Every 9 weeks	<ul style="list-style-type: none"> Celebratory Activities during school day 	<ul style="list-style-type: none"> Admin Team PBIS Team
Student of the Month	<ul style="list-style-type: none"> Exhibiting Shared Values Shows progress towards proficiency and/or mastery of standard(s) 	Monthly	<ul style="list-style-type: none"> Recognition Certificate Breakfast 	<ul style="list-style-type: none"> Classroom Teacher Student Services Admin Parents
Homecoming	<ul style="list-style-type: none"> Exhibiting Shared Values 	Fall	<ul style="list-style-type: none"> Attendance to Homecoming Dance 	
Semester Honor Roll	<ul style="list-style-type: none"> Earned at least a 3.2 unweighted GPA Earned all As and Bs Earned straight As 	Semesterly	<ul style="list-style-type: none"> Certificate 	
Prom	<ul style="list-style-type: none"> Exhibiting Shares Values <ul style="list-style-type: none"> <i>Additional criteria to be determined</i> 	April/May	<ul style="list-style-type: none"> Attendance to Prom 	
BBQ	<ul style="list-style-type: none"> Testing Attendance: FSA Writing, FSA Reading, Algebra 1 (grade 9 and 10) 	May	<ul style="list-style-type: none"> Hamburger, hotdog, chips, drink, cookie, Field fun 	<ul style="list-style-type: none"> Admin Team 9th & 10th Grade Quads Testing Coordinator
Senior Breakfast (Seniors Only)	<ul style="list-style-type: none"> Eligible to graduates (courses, credits, GPA, testing) (grade 12) 	May	<ul style="list-style-type: none"> Breakfast off campus site 	<ul style="list-style-type: none"> Admin Team Senior Quad Select Faculty

Junior Picnic and Take Over the Nest	<ul style="list-style-type: none"> Met all requirements and will be an On-Track Senior 	May	<ul style="list-style-type: none"> Celebration with class 	<ul style="list-style-type: none"> Admin Team Junior Quad
Graduation	<ul style="list-style-type: none"> Met all 18 credit/24 credit graduation requirements 	May/June	<ul style="list-style-type: none"> High School Diploma 	<ul style="list-style-type: none"> Admin Team Senior Quad Select Faculty
Valedictorian (Seniors Only)	<ul style="list-style-type: none"> Met all 18 credit/24 credit graduation requirements Highest GPA of all Seniors 	March	<ul style="list-style-type: none"> Stole Speak at graduation Access to scholarships 	<ul style="list-style-type: none"> Admin Team
Salutatorian (Seniors Only)	<ul style="list-style-type: none"> Met all 18 credit/24 credit graduation requirements 2nd Highest GPA of all Seniors 	March	<ul style="list-style-type: none"> Stole Speak at graduation Access to scholarships 	<ul style="list-style-type: none"> Admin Team
Principal's Cup (Seniors Only)	<ul style="list-style-type: none"> Students that demonstrate positive academic, athletic, and community involvement 	May/June	<ul style="list-style-type: none"> Trophy 	<ul style="list-style-type: none"> Principal
Male Athlete of the Year (Seniors Only)	<ul style="list-style-type: none"> Must be nominated by any FHS Coach for any sport. 	May/June	<ul style="list-style-type: none"> Award 	<ul style="list-style-type: none"> Admin Team Athletic Director Sports Coaches
Female Athlete of the Year (Seniors Only)	<ul style="list-style-type: none"> Must be nominated by any FHS Coach for any sport. 	May/June	<ul style="list-style-type: none"> Award 	<ul style="list-style-type: none"> Admin Team Athletic Director Sports Coaches
Top 10 (Seniors Only)	<ul style="list-style-type: none"> Met all 18 credit/24 credit graduation requirements 10 highest weighted GPA for senior class 	End of Semester 1	<ul style="list-style-type: none"> Recognition 	<ul style="list-style-type: none"> Admin Team
Outstanding Senior	<ul style="list-style-type: none"> Staff Vote 	March	<ul style="list-style-type: none"> District Recognition Opportunity to be District Outstanding Senior 	<ul style="list-style-type: none"> Admin Team

Florida Department of Education Graduation Requirements

Standard Diploma Requirements Academic Advisement – What Students and Parents Need to Know

What are the diploma options?

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL)
- Career and Technical Education (CTE) Pathway
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

What are the state assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 English Language Arts (ELA) or a concordant score
- Algebra 1 end of course (EOC) or a comparative score.

Refer to [Graduation Requirements for Florida's Statewide Assessments](#) for concordant and comparative scores.

Students enrolled in the following courses must participate in the corresponding EOC assessment, which constitutes 30 percent of the final course grade⁺:

- Algebra 1
- Geometry
- Biology 1
- U.S. History

⁺Special note: Thirty percent not applicable if not enrolled in the course but passed the EOC (credit acceleration program [CAP]).

What is the difference between the 18-credit ACCEL option and the 24-credit option?

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

What is the difference between the CTE Pathway option and the 24-credit option?

- At least 18 credits are required
- 4 elective credits instead of 8
 - 2 credits in CTE courses, must result in program completion and industry certification
 - 2 credits in work-based learning programs or up to 2 elective credits, including financial literacy
- Physical Education is not required
- Fine and Performing Arts, Speech and Debate or Practical Arts is not required
- Online course is not required

24-Credit Standard Diploma

4 Credits ELA
<ul style="list-style-type: none"> • ELA 1, 2, 3, 4 • ELA honors, Advanced Placement (AP), AICE, IB and dual enrollment courses may satisfy this requirement
4 Credits Mathematics*
<ul style="list-style-type: none"> • One of which must be Algebra 1 and one of which must be Geometry • Industry Certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra 1 and Geometry) • An identified computer science** credit may substitute for up to one mathematics credit (except for Algebra 1 and Geometry)
3 Credits Science
<ul style="list-style-type: none"> • One of which must be Biology 1, two of which must be equally rigorous science courses • Two of the three required course credits must have a laboratory component • Industry Certifications that lead to college credit may substitute for up to one science credit (except for Biology 1) • An identified computer science** course may substitute for up to one science credit (except for Biology 1)
3 Credits Social Studies
<ul style="list-style-type: none"> • 1 credit in World History • 1 credit in U.S. History • 0.5 credit in U.S. Government • 0.5 credit in Economics
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts*
1 Credit Physical Education*
<ul style="list-style-type: none"> • To include the integration of health
8 Elective Credits
1 Online Course
<ul style="list-style-type: none"> • Students must meet the state assessment requirements • Students must earn a 2.0 grade-point average (GPA) on a 4.0 scale for all cohort years

* Eligible courses are specified in the [Florida Course Code Directory](#).

**A computer science credit may not be used to substitute for both a mathematics and science credit.

2020-2021 Daily Bell Schedule

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

1st Period: 7:25AM-8:20AM

2nd Period: 8:25AM-9:20AM

3rd Period: 9:25AM-10:20AM

4th Period: 10:25AM-12:05PM

4A Lunch: 10:25AM-10:55AM

4A Class: 11:00AM-12:05PM

4B Class: 10:25AM-10:55AM

4B Lunch: 11:00AM-11:30AM

4B Class: 11:35AM-12:05PM

4C Class: 10:25AM-11:30AM

4C Lunch: 11:35AM-12:05PM

5th Period: 12:10PM-1:05PM

6th Period: 1:10PM-2:08PM

***Campus closes for students: 2:15PM**

Note: Any student on campus prior to 7:10AM or after 2:15PM requires direct supervision by Falcon staff.

Arrival and Beginning of Day Procedures

When I arrive on campus, I understand that I must immediately put on a mask/face covering. I will engage in positive academic and social 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 which can be achieved by consistently demonstrating our FHS Shared Values:

What is our Purpose? Our FHS Vision

- Each FHS student will be Life, Career, and College ready

What do we hope to accomplish? Our FHS Student Outcomes/Expectations

Each 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

Our FHS Shared Values:

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

Outline of Arrival Procedures

- **Prior to 7:10 a.m. - Students and staff will perform COVID self-screener prior to coming on campus.**
- **Students and staff will wear approved mask/face covering as soon as they arrive on campus.**

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 their 1st period class, get free breakfast, and report directly to 1st period.

7:20 Music plays on loudspeaker as a signal that I have less than five minutes to get breakfast and report to 1st period.

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 will enter 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. **I will be sure to have my district approved mask/face covering is covering my nose and mouth.**

Once inside campus, I will proceed directly to the breakfast cart that is closest to my 1st period class, take my breakfast, and proceed directly to my 1st period class. I will keep moving, and refrain from standing around in the hallways, commons area, or courtyard. 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 1st period 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. **I will demonstrate social distancing guidelines whenever possible.**

7:20 a.m. A song will play on the public address system as another reminder of my responsibility to arrive at my 1st period 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 which will include reminders about social distancing, face coverings, hand washing, and use of hand sanitizer to prevent the spread of COVID-19. When prompted, I will stand for the Pledge of Allegiance.

New for 2020-2021: Note: I understand that I must wear a mask/face covering at all times while on any Pasco County Schools campus. 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 1st period 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, DD, gas station, etc). If I arrive to school after 7:25 a.m., I 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.

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.

Student Points of Entry

Walkers (I will...)

- Ensure that my approved mask/face covering is in place prior to walking onto school campus.
- Enter campus from the gates by the Main Office (north or south) or gates from student parking lot.
- Go to the breakfast cart closest to my first period, get breakfast, and proceed directly to my first period class.

Car Riders (I will...)

- Ensure that my approved mask/face covering is in place upon exiting the car.
- 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.
- Go to the breakfast cart closest to my first period, get breakfast, and proceed directly to my first period class.

Bike Riders (I will...)

- Ensure that my approved mask/face covering is in place prior to parking my bike in the designated area.
- Park my bike in rack by the cafeteria, lock helmet and bike, then enter campus by the black gate by the cafeteria.
- park my bike between 7:10 a.m. and 7:20 a.m.
- Go to the breakfast cart closest to my first period, get breakfast, and proceed directly to my first period class.

Bus riders (I will...)

- Ensure that my approved mask/face covering is in place prior to entering the school bus
- 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.
- Go to the breakfast cart closest to my first period, get breakfast, and proceed directly to my first period class.
- Exit the bus, then enter the campus through the black gates between building 4 and building 5 if my first period class is closest to this location.
- Exit the bus, then enter the campus through the black gates between building 3 and 4 if my first period class is closest to this location.
- Exit the bus, then enter the campus through the black gates between building 3 and the gym if my first period class is closest to this location.

Visitor Point of Entry

Adult Entrance:

- Masks/Face coverings will be required of all visitors to the FHS campus. Masks must be used prior to the entering of any/all buildings and campus locations. Masks/Face coverings are required upon exit from your vehicle.
- 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.
- A notice containing the COVID-19 screener questions will be posted on the entrance doors as a "Notice" for all visitors to self-screen prior to entry in the front entrance to Administrative Offices. Visitors that answer "Yes" to any of the questions are required to immediately return to their vehicle and call 727 246-4000 FHS main telephone line for assistance.

Do not enter any building at Fivay High School.

Late Arrivals

Late arrivals (arriving to school after 7:25 a.m.)

(I will...)

- **Ensure that my mask/face covering is secure on my face prior to entering any FHS building.**
- 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.

Daily Classroom Procedures

Our FHS Shared Values to be a Respectful, Responsible, Problem-Solver is 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 FHS Student Outcomes/Expectations.

Student (I will...)

- **Wear my approved mask/face covering at all times.**
- **Practice social distancing in every classroom.**
- 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 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 following social distancing guidelines as much as possible 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 positive academic and social behaviors are outlined in the FHS Shared Values.

Tardy Procedures

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

- **Wear my mask/face covering at all times.**
- **Practice social distancing.**
- Enter the room quietly.
- Sign the tardy log.
- Sit in my assigned seat, read the posted information, and quietly join the classroom activities without disruption.
- See the teacher after class for tardy details.

Permission to Leave the Classroom (during class time)

- 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

Clinic:

I will...

- Ask my classroom teacher for a band-aid, if needed.
- present my pass from the clinic to my teacher.
- Sign-in and sign-out of the Clinic.
- Teacher must call the Clinic ahead of time before a student is permitted to leave class.
- Request to see my grade level counselor or School Social Worker if I'm experiencing anxiety before going to the clinic.
- Walk to the Clinic and wait outside the door for a temperature check if I need to take my prescribed medication, or for Diabetic needs.

Restroom:

I will...

- prioritize my passing time between classes to take care of my personal needs.
- communicate with my teacher to request a pass for urgent needs during class.
- sign the bathroom log to indicate my time outside of instruction.
- report any restroom concerns to my teacher immediately.

Transition Procedures (Passing Time)

- **Students will demonstrate social distancing and proceed directly to their next assigned location without stopping in the Courtyard, Commons, or Hallways without adult permission.**
- **Students will wear their mask/face covering at all times during transitions from one period to the next.**
- **All students will be instructed to consistently go to their right using the quickest way possible and proceed directly to reach his/her next assigned location.**

Passing (between periods) I will:

- Use the five-minute transition time between classes to move directly to my next class period or designated location (cafeteria or elective) utilizing the shortest route to your destination.
- 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.
- Building 3 or 4, I will use outer stairs (outside buildings 3 and 4) to go up and center stairs to go back down to the courtyard.

- Building 1: Students may use the stairs (outside of cafeteria) to enter building 1. Students may use the interior stairs to exit to top of building one.
- Gym: Enter through doors to the right closest to building 3, exit through doors closest to Building 1/Fire Academy

Lunch Procedures

Cafeteria Procedures

- **While consuming food or drink, all students are required to be seated.**
- **Students are able to remove their masks only when consuming food or drink.**
- **Two additional hand sanitizing stations will be located outside the cafeteria.**
- **Two (inside) hand sanitizing stations along with two restrooms are available to student to sanitize their hands prior to handling their food.**
- **Students are encouraged to use the restroom to wash their hands prior to eating.**
- **Students will be required to practice social distancing while in line to obtain their food (6 feet)**
- **Points of sale for students purchase their lunches, include three lines inside the cafeteria and two outside points.**
- **The use of breakfast carts and a full meal vending machine will be offered during lunch times.**
- **There will be signage on the floor directing the students into the cafeteria and also promoting social distancing on the floor.**
- **Students will be encouraged to sit at tables leaving every other seat open. If the student choses to eat outside, whether it be under the overhang and or the various other preidentified approved outside locations, he/she will be encouraged to social distance.**

Lunches (I will:)

- Report to the cafeteria at approved times as per my schedule with no stopping from previous location.
- Walk to the cafeteria as directed by adults.
- Follow the cafeteria expectations as noted in FHS Shared Values.
- **Wear my mask when I am not consuming food or drink.**
- Wash my hands with soap, or utilize one of the hand sanitizing stations before buying or eating food
- Not sit on the front of the stage.
- Keep hands and feet to myself.
- Not throw food or other items.
- Not share food or drinks.
- Use good manners.
- Be polite to the cafeteria staff.
- Notify an adult if there is a problem.
- Avoid confrontation and seek the assistance of an adult if there is a problem.

- Clear all food and debris from eating area and floor before being dismissed by an adult from the cafeteria
- At the end of the lunch time, I will go directly to my next scheduled class using the approved route (no stopping in the courtyard, hallways, or commons).

End of Day Procedures

We will be implementing a staggered dismissal so that large groups of students are not exiting the buildings at the same time. Staggered dismissal will be done by floor/building and will be announced over the intercom each afternoon.

Bus riders (I will...)

- Wear my mask/face covering at all times.
- Report directly to bus loading area, and board assigned bus without stopping. (Busses will depart with or without you at 2:13 p.m).
- Call and arrange for my own transportation if I miss my bus.

Walkers (I will...)

- Wear my mask/face covering at all times during dismissal
- Exit the campus immediately at 2:08 p.m.
- Walk directly home.

Car riders (I will...)

- Wear my mask/face covering until I am in my car with the door closed.
- Exit through the black gates on either side of building #1.
- Report directly to the car rider pickup areas.
- Practice social distancing while waiting for my ride.
- Be picked up between 2:08 p.m. and 2:15 p.m. in the front of the school. Supervision for car riders will be provided up to 2:18 p.m. No pickup in the west student parking lot (Canton).

Bike rider procedures (I will...)

- Walk to the bike area with my mask/face covering on, pick up my bike in the bike rack after exiting through the black gates between building 1 and the cafeteria.
- Exit campus immediately with my bike no later than 2:15 p.m.
- 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.
- **Note:** Skateboards and Longboards are not to be ridden on campus. Skateboards and Longboards are to be stored in your 6th period teacher's classroom during the day. Bikes are not to be ridden inside the courtyard areas or within traffic/bus areas around the campus.

Extracurricular Event Expectations

Procedures at Athletic events:

- Prior to leaving their residence, parents/caregivers will conduct a daily self-analysis of their health using the COVID-19 screener questions. Any "Yes" answers will require the parents/caregivers to seek medical assistance from their medical provider. Parents/caregivers are to notify the school at 727 246-4002 or 727 246- 4010 School Clinic/Nurse
- Transitioning to e-Tickets to ensure 50% capacity (must buy tickets online at <http://www.ticketspicket.com/>).
- Masks will be required of all spectators.
- FHS will limit capacity to 50% of each facility and using the intercom system to encourage social distancing.
- Signage similar to our bag policy needs to include the mandate of a mask and social distancing.
- There will be no social gatherings prior to and or the conclusion of extracurricular event.
- Parents and students will exit extracurricular events immediately after each event and will wait in their vehicles.

Extra-Curricular Event Expectations (I will...)

- Wear a mask/face covering at all times
- Maintain Social Distancing whenever possible.
- Remain with my assigned adult while on campus.
- Demonstrate FHS 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.

FHS Contact Information

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

1. What is happening at FHS?

Follow FHS on Facebook and Twitter. Also, be sure to check out our FHS Website has a variety of events, notifications, news, and links:

- **FHS Website** <https://fhs.pasco.k12.fl.us/>
- **Pasco County Schools** <http://www.pasco.k12.fl.us/>
- **FHS Facebook** <https://www.facebook.com/FivayHS/?ref=bookmarks>
- **Twitter**
 - [@FHSPrincipalJJ](#)
 - [@FivayHighSchool](#)

2. What should I do if I have a classroom concern?

The first point of contacts should always be your child's classroom teacher. Classroom teachers do not have access to voicemail. 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 their email. **FHS Staff will return your call or message within 24 hours, excluding weekends.**

3. Who is my child's Grade Level Assistant Principal:

9 th grade students	Class of 2024 Assistant Principal, Travis DeWalt tdewalt@pasco.k12.fl.us
10 th grade students	Class of 2023 Assistant Principal, Jennifer Greco-Ball jball@pasco.k12.fl.us
11 th grade students	Class of 2022 Assistant Principal, Kevin Smith kmsmith@pasco.k2.fl.us
12 th grade students	Class of 2021 Assistant Principal, Kristen Martanovic kmartano@pasco.k12.fl.us

4. How do I schedule a parent/teacher conference?

Please contact Mrs. Diaz in Student Services at (727) 246-4030.

5. How do I contact members of the FHS Student Services Staff?:

9 th grade students	School Counselor, Lisa Tannenbaum dtannenb@pasco.k12.fl.us
10 th grade students	School Counselor, Cindy Knowles cknowles@pasco.k12.fl.us
11 th grade students	School Counselor, Ron Vickery rvickery@pasco.k12.fl.us
12 th grade students	School Counselor, Marc Eliason meliason@pasco.k12.fl.us

9th-12th grade

School Social Worker, Danika Cockrell dcockrel@pasco.k12.fl.us

School Psychologist, Vanessa Rios vrrios@pasco.k12.fl.us

School Nurse, Julie Lovett jlovett@pasco.k12.fl.us

Compliance Resource Teacher, Jennifer Coats jcoats@pasco.k12.fl.us

