



INLET GROVE COMMUNITY HIGH SCHOOL

600 West 28th Street
Riviera Beach, Florida 33404
<http://www.edline.net/pages/InletGroveHS.com>

STUDENT HANDBOOK 2014 – 2015

Name: _____
Address: _____
Phone #: _____
In case of emergency, please notify:
Name: _____ Phone #: _____

MAIN PHONE NUMBER 561.881.4601
MAIN FAX NUMBER 561.881.4668
ATTENDANCE VOICE MAIL 561.881.4615
STUDENT SERVICES NUMBER 561.881.4651

Visit us at www.inletgrovehs.com

ADMINISTRATION

Principal

Emma T. Banks, Ed.D.

Assistant Principals

Kemia Lockhart, M.Ed.

Jack Myszkowski, M.Ed.

Francisco Lopez-Ortiz, M.Ed.

ADULT & COMMUNITY SCHOOL

ASSISTANT PRINCIPAL

Darius Robinson, M.Ed.

WELCOME

Welcome to Inlet Grove Community High School. You and your child are about to embark on the final leg of your public school journey. Your years at Inlet Grove Community will be one of the most exciting and life altering to date and we are pleased to be travelling along with you on this journey. Times are changing and demands put on students today are quite different than those of a few years ago. Careful planning and a good relationship between the home and school can certainly make your child's stay at Inlet Grove Community High School an enjoyable one for all. We look forward to getting to know you and your child.

Inlet Grove High School offers a variety of educational opportunities, including college preparatory and Career Academies. Our school offers the International Baccalaureate (IB) Diploma Programme, a strong College Board Advanced Placement Program, and technology program.

Our faculty consists of highly trained and dedicated teachers and support staff who are committed to promoting academic excellence, and post-graduation planning for success.

Success in high school requires some thoughtful planning and commitment. Hard work and regular attendance are a must. Researchers have noted that the most important thing parents/guardians can do for their child's education is to take an active interest in their child's schooling. When parents are involved in students' education, the children do better in school.

We are working towards being an "A" school. It is the mission of Inlet Grove Community High School to graduate students with the skills and knowledge to be lifelong learners and responsible citizens through a technology rich and innovative learning environment that integrates rigorous academic and career preparations and develops internationally minded students who make contributions to a better and more peaceful world. Students will be prepared to enter college and the workforce upon graduation and will be able to successfully compete in today's global society.

Sincerely,

Emma T. Banks, Ed.D
Principal

Mission Statement

It is the mission of Inlet Grove Community High School to graduate students with the skills and knowledge to be lifelong learners and responsible citizens through a technology rich and innovative learning environment that integrates rigorous academic and career preparations and develops internationally minded students who make contributions to a better and more peaceful world. Students will be prepared to enter college and the workforce upon graduation and will be able to successfully compete in today's global society. The Conversion Charter School shall be non-sectarian and non-discriminatory in its programs, admission policies, employment practices, and operations and shall act in full compliance with all state and federal requirements for race and gender equality.

Vision Statement

The vision of Inlet Grove Community High School is for all students to develop a career perspective and to graduate college-ready, so life choices are limited only by creativity, passion, and hard work.

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PHONE DIRECTORY

Main Office 561-881-4601

Athletic Director

Marc Davis 561-881-4632

Career Academy Coordinator

Scott McDermott 561-881-4408

Data Processor

Linda Palmer 561-881-4615

ELL-LEP Facilitator

Aluis Dorvil 561-881-4633

ESE Coordinator

Jimmie Bell 561-881-4676

Guidance Department 561-881- 4620

Belina Bogle– Guidance Coordinator - Grades 11 & 12 - 561-881- 4695
Marvalene Mouzon– Guidance Counselor – Grades 9 & 10 - 561-881- 4628

School Police Officer (561) 881-4420

Student Services Director

Deanna Pientka 561-841-5418

LTM/PDD

August 28, 2014
September 18, 2014
October 9, 2014
November 13, 2014
December 11, 2014
January 29, 2015
March 5, 2015
April 9, 2015

Non Attendance Days

September 1, 2014.....Labor Day
September 25, 2014.....Fall Holiday
November 11, 2014.....Veterans Day
November 26-28, 2014.....Thanksgiving Holiday
December 22, 2014-January 2, 2015.....Winter Break
January 19, 2015.....M. L. King Birthday
March 16-20, 2015.....Spring Break
April 3, 2015.....Spring Holiday
May 25, 2015.....Memorial Day

Emergency Make Up Days Priority Order

- | | |
|----------------------|----------------------|
| 1. October 20, 2014 | 5. March 23, 2015 |
| 2. November 4, 2014 | 6. January 2, 2015 |
| 3. February 16, 2015 | 7. November 11, 2015 |
| 4. January 5, 2015 | 8. November 26, 2014 |

INLET GROVE GENERAL INFORMATION

School Colors: Royal Blue and Silver

Mascot: Hurricanes

BELL SCHEDULE

Regular Bell

| | |
|------------------------------|-----------------------|
| CLASS ALERT BELL..... | 7:50-8:00 A.M. |
| Morning Announcements..... | 8:00-8:10 A.M. |
| Period 1..... | 8:00-9:33 A.M. |
| Period 2..... | 9:38-11:00 A.M. |
| Lunch | 11:05-11:50 A.M. |
| Period 3..... | 11:55 A.M. -1:20 P.M. |
| Period 4..... | 1:25-3:00 P.M. |
| Afternoon Announcements..... | 3:00-3:05 P.M. |

Learning Team Meetings

| | |
|------------------------------|------------------------|
| Learning Team Meeting..... | 8:00-10:20 A.M. |
| CLASS ALERT BELL..... | 10:20-10:30 A.M. |
| Period 1..... | 10:30-11:15 A.M. |
| Period 2..... | 11:20 A.M. -12:10 P.M. |
| Lunch | 12:15-1:00 P.M. |
| Period 3..... | 1:05-1:55 P.M. |
| Period 4..... | 2:00-3:00 P.M. |
| Afternoon Announcements..... | 3:00-3:05 P.M. |

Extra-Curricular Activity Schedule

| | |
|-----------------------|------------------|
| CLASS ALERT BELL..... | 7:50-8:00 A.M. |
| Period 1..... | 8:00-9:10 A.M. |
| Period 2..... | 9:15-10:30 A.M. |
| Period 3..... | 10:35-11:55 A.M. |
| Lunch | 12:00-12:45 P.M. |
| Period 4..... | 12:50-2:00 P.M. |
| Activity Period..... | 2:05-3:05 P.M. |

Advanced Placement
Inlet Grove Community High School
Advanced Placement Contract

Last Name, First Name

Student Number

Grade

Advanced Placement Courses are college level courses that help students develop the necessary critical thinking skills and content mastery to be successful college students. Students who earn a qualifying score on the AP Exam may earn college credit in addition to high school credit.

| | | | | | |
|--|-----------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Please check mark next to the Advanced Placement course(s) you will be enrolling in for the 2014-2015 school year. | | | | | |
| <input type="checkbox"/> | AP Biology | <input type="checkbox"/> | AP Environmental Science | <input type="checkbox"/> | AP Spanish Language |
| <input type="checkbox"/> | AP English Language | <input type="checkbox"/> | AP Human Geography | <input type="checkbox"/> | AP World History |
| <input type="checkbox"/> | AP English Literature | <input type="checkbox"/> | AP Psychology | <input type="checkbox"/> | AP Calculus |
| <input type="checkbox"/> | AP Government | <input type="checkbox"/> | | <input type="checkbox"/> | |

Please read the following carefully and initial next to each statement.

Parent Initials Student Initials

I am aware that taking one or more AP courses is a Commitment on my part.

_____ _____

I am aware that AP courses are college level courses that provides rigorous content and demanding assignments that will require additional time beyond the standard high school course requirements.

_____ _____

I am prepared to prioritize my obligations in order to allow the demands of the AP course(s) in which I plan to enroll

_____ _____

I am aware that I am eligible to take the AP exam in May and I am committed to necessary preparation and participation, and if I am absent from the test without an excused note from the doctor, I will be responsible for paying the \$89 exam fee.

_____ _____

I accept the challenges of the rigorous academic curriculum contained in the AP course(s) I am taking and understand it is a yearlong commitment and I will not be permitted to drop the course, except under extenuating circumstances.

_____ _____

Parent Signature

Date

Student Signature

Date

Dual Enrollment/Early Admission

Dual Enrollment (DE) means that student is receiving a grade for both high school and college. This grade becomes a part of the **permanent** high school GPA/HPA and transcript and the **permanent** college GPA and transcript. Students may take one or two courses per semester (a maximum of 8 credit hours including labs). A student must have a 3.0 GPA to qualify for DE. A student must have a 3.2 GPA to qualify for Early Admission. DE students must have passing college-ready test scores on all sections of the admissions test (SAT, ACT, or PERT) to enroll in any course. DE high school students are subject to the rules, regulations, codes of conduct, and academic expectations of the college. Students must earn a minimum grade of "B" in each college course to remain eligible for DE. Students must earn an industry certification in either 9th, 10th, or 11th grade in order to qualify for DE or EA. **Beware: Earning a grade of "D" or "F" for any reason in a dual enrollment course may jeopardize future financial aid, including Bright Futures.**

National Honor Society Selection is one of the highest honors that can be awarded to high school student. The standards used for selection are scholarship (3.25 GPA), leadership, service, and character as demonstrated by activities and teacher recommendations. Students who are eligible will be notified. Instructions for application will be provided by the faculty advisor. The faculty council is responsible for the selection of students for membership and candidates receiving a majority vote of the council will be inducted into the chapter.

National Honor Society Procedures and Bylaws for Inlet Grove Community High School:

- To be eligible for membership, a student must have and maintain a cumulative grade point average of 3.25.
- To be eligible for membership, a student must have a three or four in conduct in **ALL** academic courses.
- A student with a discipline record will be ineligible for membership.
- Annual dues are \$15.00 per year and are due by the first school day of September. If any dues are not paid by the due date, the member will be placed on probation and may not be allowed to participate in NHS activities or be recognized in graduation exercises.
- If a member is involved in any disciplinary action on or off campus, that member will have failed to uphold the characteristics of the NHS and the following guidelines will be used.
- Any member suspended from school for any reason, involved in any questionable activities involving the police, or other public official for any reason can be immediately dismissed from the National Honor Society. Any member that is arrested will be immediately dismissed.

Graduation Requirements:

Section 1003.43, FS

Graduation requirements for a regular diploma:

STUDENTS ENTERING 9TH GRADE SCHOOL YEAR 2014-2015 WILL NOT PARTICIPATE IN GRADUATION OR ANY GRADUATION ACTIVITIES IF THEY DO NOT MEET THE FOLLOWING REQUIREMENTS:

- Students must refer to the Inlet Grove Community High School Pupil Progression Plan.

College Readiness Requirements for The Class of 2015 and Beyond

Students are college and career ready when they have the knowledge, skills, and academic preparation needed to enroll and succeed in introductory college credit-bearing courses with an associate or bachelor level degree program without the need for remedial courses. Students need these same attributes and levels of achievement to enter and succeed in postsecondary workforce education programs or to obtain a job that offers a living wage and the chance for career advancement. Upon graduation our seniors must be academically prepared to pursue their future college and career endeavors. For the Class of 2015 and beyond, this means they are "college-ready" or have earned minimum scores on SAT, ACT, or PERT (Postsecondary Education Readiness Test) prior to the senior year. Inlet Grove Community High School juniors who have not yet earned "college-ready scores" will take the PERT in June to ensure their college-readiness. Any senior who does not meet the required "college ready" score in English or Math by the time the senior year begins will be placed in an English or Math college-readiness preparatory course.

Required scores are listed below:

College Ready Cut Scores

| Reading | | Math | | Writing | |
|------------|-----|----------|-----|-------------|-----|
| SAT Verbal | 440 | SAT Math | 440 | SAT | 440 |
| ACT | 18 | ACT | 19 | ACT ENGLISH | 17 |
| P.E.R.T. | 104 | P.E.R.T. | 113 | P.E.R.T. | 99 |

Grade Classification

The following requirements are used to determine grade classification to the next grade level:

9th Grade to 10th Grade:

- At least 5 credits
- 10th Grade to 11th Grade:
- At least 11 credits or fulfillment of the graduation requirement on the FCAT Sunshine State Standards Tests for reading and end-of-course requirements.

11th Grade to 12th Grade:

At least 17 credits

At the time a student earns the appropriate number of credits he/she will be classified as a 12th grade student provided the student is eligible for a Certificate of Completion or graduation by the end of the final grading period.

Valedictorian and Salutatorian

The valedictorian and salutatorian will be chosen based upon their Honor Point Average rank in class, utilizing the state requirements for determining HPA, at the conclusion of the 1st semester of their senior year. To be eligible for the valedictorian and salutatorian status, students must have attended Inlet Grove Community High School for their two final years of high school and complete their high school graduation requirements in 8 or less semesters. Additionally, early admissions students are not eligible to become valedictorians or salutatorian. No exceptions will be made.

In the case of a tie, the following will be used to determine the winner:

- Highest number of advanced placement courses
- Highest number of honors level courses
- Highest grade point average (GPA)

The principal will be permitted to exclude a student from this honor based upon conduct violations or date of transfer to Inlet Grove Community High School.

Attendance Policy

We believe that to maximize learning and to develop good habits, students should be in attendance every day and arrive on time. We ask all students and parents/guardians to make this a top priority. **Routine doctor and other appointments must be made for non-school hours.** The **Award of Credit** policy states that absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism and there is a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery (School Board Policy 5.09).

Daily Attendance Procedures:

- Attendance is taken during each class period. Tardiness of 30 minutes or more is considered an absence. Students who arrive at school after the 8:00 AM late bell must obtain a pass from the Student Services Office before being admitted to class.
- Students who are late to school two times in any five day period must serve a detention issued by the front office.
- Period by period discrepancies of student attendance will be checked by the attendance office. Any student who skips a class or leaves campus during the day without being properly signed out will receive a discipline referral. Parents will be called for a meeting.

Excusing an Absence:

- The parent/guardian must send a note with the student within two days following the absence. The date or dates and reason for the absence MUST be given. If the parent/guardian fails to send a note as required, the absence will be classified unexcused.

Excused Absences will be given for the following reasons:

- Student illness (if the student is continually or repeatedly absent from school, the student must be under the supervision of a physician to receive an excuse for absences)
- Medical appointment that cannot be scheduled at a time other than during school hours (verified by appointment card/receipt showing date and time)
- Death in the family
- Observance of a religious holiday of the student's specific faith
- Subpoena for a court appearance (verified by subpoena)
- Quarantine of the home by local health officials
- Absences for any reason other than stated above will **be considered unexcused**

Students absent an average of two or more days per month will require a waiver from the principal to be eligible for continued enrollment at Inlet Grove for the following school year.

It is the student's responsibility to communicate with his/her teacher for make-up work.

College Visits and Interviews for any student desiring to visit a college involves submitting a written request from the parent/guardian to the administration for approval at least two weeks prior to the trip. Then, a college visit form should be picked up in **Guidance** and, upon completion, returned to **Guidance**.

All absences incurred during an approved college visit are considered **excused**, and the absences will count toward the compulsory attendance limitations per semester. If the attendance limitations are violated, the student must demonstrate mastery of the performance standards for each course, via the semester exam, in order to receive credit.

**Inlet Grove Community High School
International Baccalaureate Diploma Programme**



Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right

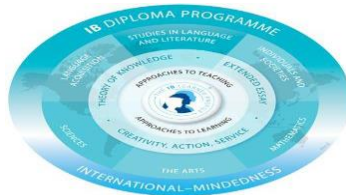
We are very proud to announce that Inlet Grove Community High School has been officially authorized by the International Baccalaureate Organization to offer our students an IB Diploma upon graduation. This exciting news means that, in addition to the Career Certification and Advanced Placement programs, our students now have an additional enrollment option that will surely place them on the path to career and college SUCCESS!

Colleges and universities recognize and respect the International Baccalaureate Programme. Students enrolled in IB courses receive “weighted” grades for these courses. The weighted grades do affect class rankings. Many colleges actively recruit IB students, while others offer special scholarships for the IB diploma. Recent studies completed by Kolb, W and Eckhart, W (*Performance of Students from IB schools at the University of Florida* and *Students Grade Performance at the University of Florida after completing IB Research*) show that IB students have great success in college. The rigorous and challenging instruction offered in the IB Diploma Programme teaches students how to think about and analyze what they are learning, rather than simply memorizing and regurgitating facts. IB classes also allow for more individualized attention. These classes, in addition to covering college freshmen level material, are taught more like college classrooms and are therefore great preparation for that ultimate goal. IB students will also receive regular newsletters that provide them with information about scholarships and financial aid, study skills, time management, and other topics vital for IB success.

IB Learner Profile

The IB learner profile is the IB mission statement translated into a set of learning outcomes for the 21st century. The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose. IB learners strive to be:

- *Inquirers
- *Open-minded
- *Knowledgeable
- *Principled
- *Thinkers
- *Communicators
- *Caring
- *Risk-takers
- *Balanced
- *Reflective



The IB Diploma Curriculum

The IB Diploma Programme integrates a student's study during the junior and senior years in a balanced humanities and sciences program of college-level work in six subject areas. The IB Diploma requirements, described below, also include an extended essay of 4,000 words; an epistemology course called Theory of Knowledge; and 150 hours of documented creativity, action and service (CAS) work. The figure below illustrates the IB curriculum of six subject areas around a core of the extended essay, Theory of Knowledge and CAS.

The **six subject areas** and the courses offered at Inlet Grove are:

- Language A - Literature
- Language B (second modern language) –Spanish
- Individuals and Societies – Geography
- Experimental Sciences –Environmental Systems and Societies
- Mathematics – Math SL
- Arts and Electives – Film Studies

The **Theory of Knowledge** course is a required interdisciplinary course intended to stimulate critical reflection upon the knowledge and experience gained inside and outside the classroom. Theory of Knowledge challenges students to question the bases of knowledge, to be aware of subjective and ideological biases and to develop a personal mode of thought based on analysis of evidence expressed in rational argument. The key element in the IBO's educational philosophy, Theory of Knowledge seeks to develop a coherent approach to learning which transcends and unifies the academic subjects and encourages appreciation of other cultural perspectives.

The **extended essay** is a researched argument, which is supervised by an Inlet Grove Community High School faculty member. The extended essay project gives the students an opportunity to study and write in an area of particular interest and to work in a mentor/student relationship with one teacher for an extended period. It acquaints students with the kind of independent research and writing skills expected at the university level. Currently the essay may be written in 60 subjects. The extended essay is the major component of the IB Independent Studies course taken during the senior year. Students register and receive credit for this course; however, it is not scheduled to meet during a class period. Rather, students meet with their mentors on an individual basis as needed. Students should complete a rough draft of their essays during the summer before their senior year.

Through **creativity, action and service (CAS)** work, the students apply what they have gained and share their gifts with their community through activities such as theatre productions, dance, art, sports and service projects while developing awareness, concern and the ability to work cooperatively with others. The goal of educating the whole

person and fostering a more compassionate citizenry comes alive when students reach beyond themselves and their books. They learn the value of giving as well as receiving. (More information on CAS requirements will be given in the Inlet Grove Community High School International Baccalaureate Diploma Programme Guidebook)

IB Diploma Requirements

A student takes three exams at the Standard Level (SL) and three exams at the Higher Level (HL) for a total of six exams. A student may take up to two SL-level exams at the end of the junior year. The remainder of the exams is taken at the end of the senior year. Exams are scored on a scale of 1 (minimum) to 7 (maximum) against an international criterion referenced standard. Up to three additional bonus points may be awarded for exceptional work based on the combined performance in Theory of Knowledge and the extended essay. The student must earn a total of 24 points to earn the Diploma. The students receive recognition at Inlet Grove Community High School graduation if they complete the components for a diploma. If all of the requirements have been met to the standards, the IB Diploma is awarded during the summer after graduation.

Students who have one or more of the following failing conditions are not awarded the IB diploma unless they have earned 28 points or more (including bonus points) and have only one failing condition:

- For Higher Level exams: a grade of 2; a grade of 3 not compensated by a grade of 5 or above in another Higher Level subject
- For Standard Level exams: a grade of 1; more than one grade of 2
- For the extended essay and Theory of Knowledge: a failing grade on both components
- For overall results: more than three grades of 3; more than one grade of 3 if there is a grade of 2 at Standard Level

Candidates will not be awarded the Diploma if they have any of the excluding conditions:

- A grade of “N” (no grade) in any component
- A grade of “I” in any Higher Level subject or
- Failure to complete the extended essay, the Theory of Knowledge course, or the CAS requirement

Students not meeting the requirements for the Diploma may request that their exams be re-evaluated or may retake the exams the following year. Any IB mark may be appealed. The appeals process is managed by the school’s IB Coordinator. For further information on the grading and appeals process please consult the document “Diploma Programme Assessment Principles and Practice” located on the IBO website, www.ibo.org. Students are encouraged to earn the IB Diploma; however, they may elect to complete only a subset of the requirements and earn Certificates in the individual subject areas they choose to pursue.

Inlet Grove Community High School Assessment and Evaluation Policy

GUIDING PRINCIPLES

- That assessment and evaluation within the same level of the same course be consistent. Assessment and evaluation practices should be respectful of teachers’ professional judgment
- That assessment and evaluation practices be both valid and reliable. A valid test measures what is taught; a reliable test provides consistent, repeatable results.
- That assessment should be criterion-referenced
- That criterion for evaluation be clearly communicated to students and parents.
- The criteria and weightings for assessment and evaluation within each course must be made available to students and parents
- Deductions will be made to late submissions of assignments, however feedback will be provided to the student
- Assignments will be assessed based on the criteria consistent with course expectations. If a penalty for lateness is assessed, it will be done separately from the mark on the assignment, and may affect the overall mark
- Extenuating circumstances which may be considered in the application of these penalties include illness, unavoidable appointments and family emergencies

Assessment is an essential part of the instructional cycle. It provides information about student learning and development, as well as a framework for planning, self-reflection, and collaboration

Students' Learning Is Promoted Through:

- Assessing prior knowledge and experience
- Differentiating instruction to meet individual needs
- Engaging learners in reflection to determine strengths and weaknesses and to set goals
- Providing feedback for students
- Expanding student learning opportunities
- Building a profile of children's understanding

Information About Student Learning Is Provided Through:

- Examples of student work or performances
- Statistics relating to benchmarks and/or rubrics or test scores
- Test results

Program Evaluation Uses A Variety Of Student Assessments To:

- Assess the levels of students' current knowledge and experience before embarking on new learning
- Assess new learning
- Guide teacher planning and presentation
- Assess student performance relative to national, state, and local standards as well as PYP expectations
- Focus on closing the achievement gaps among students

Additionally, feedback should be provided on the attributes listed in the IB learner Profile: Inquirer, Communicator, Thinker, Risk-Taker, Knowledgeable, Principled, Caring, Open-Minded, Well-Balanced, And Reflective. This profile serves to increase the students' awareness of, and sensitivity to, the experiences of others beyond the local or national community, thus promoting an understanding that there is a commonality of human experience.

FORMATIVE & SUMMATIVE ASSESSMENT

In IB courses (grades 11-12), students are asked to demonstrate learning through formal, IB-required assessments that result in final IB marks ranging from 1 (low) to 7 (high). Formal IB assessments are *external*, such as the official exams at the end of courses that are submitted to IB examiners for grading. Others are *internal*, meaning that teachers mark the assessments and submit scores and student samples to IB for moderation. Students are notified of their final, official IB score for each course in mid-July after the year they complete the course. Aligned with both current research on best practices and IB guidelines, teachers use a range of formative and summative tasks. *Formative assessment* allows teachers to monitor student progress towards meeting IB standards. Former I.B. exams will be used as assessments across the I.B. curriculum. Students receive meaningful, detailed, and timely feedback that supports improvement. Teachers use data from such assessments to modify instruction to promote learning. *Summative assessments* comprise an important role in the final letter grade a student earns in a given IB course. Teachers must translate achievement levels attained on an IB rubric into point totals that can be entered into the grade book. The letter grades recorded as a result of the use of these rubrics correlates reasonably to the IB mark bands for each assessment.

RUBRICS

Rubrics are established sets of criteria used for scoring or rating students' tests, portfolios, or performances. Rubrics are the common language through which teachers and students communicate and understand expectations. The descriptors tell the student and the assessor what characteristics or signs to look for in the work and then how to rate that work on a predetermined scale.

GRADE REPORTING

Course grades are reported to students and their parents/guardians on an on-going basis (every 9-week assessment period) through the combined use of Edline and parent phone calls. Using the web-based, password protected Edline computer program parents may access the student's grades in any current class at any time. In addition, course grades are reported to parents according to the school's official grade reporting schedule.

DESCRIPTION AND DEFINITION OF GRADE

Grade of A: Outstanding Progress (90% - 100%)

Indicates thorough mastery of the subject or areas as reflected in daily work, reports, tests, examinations, etc.

Grade of B: Above Average Progress (80% - 89%)

Indicates above average achievement, consistent effort reflected in daily work, reports, tests, examinations, etc.

Grade of C: Average Progress (70% - 79%)

Indicates average achievement in daily work, reports, tests, examinations, etc.

Grade of D: Below Average Progress (60% - 69%)

Indicates below average achievement, consistent effort reflected in daily work, reports, tests, examinations, etc.

Grade of F: Failing (below 60%)

Indicates unsatisfactory or failing work in daily work, reports, tests, examinations, etc.

All D's and F's shall be retaken.

EARNING THE IB DIPLOMA: Students in the full IB Diploma Programme must take one course in each of the six academic groups: Language A, Second Language, Individuals & Societies, Science, Mathematics, and Art or Elective. Performance in each IB subject is graded on a scale of 1 to 7 points. A maximum of 3 additional points is awarded for combined performance in the two additional Diploma Programme requirements: Theory of Knowledge and Extended Essay. Therefore, the maximum total possible Diploma Programme score is 45.

I.B. Grade Conversion Chart

| Mark Range | Grade |
|-------------------|--------------|
| 29-36 | A |
| 23-28 | B |
| 16 - 22 | C |
| 8-15 | D |
| 0-7 | F |

ASSESSMENT STORAGE:

It is the policy of Inlet Grove Community High School that all IB, AP, FCAT, and End-of-Course examinations be stored in a secure testing closet upon arrival and after administration of exams occurs. The only administrators who will have the key to the testing closet will be the principal, the assistant principal, and the testing coordinator.

Inlet Grove Community High School International Baccalaureate Diploma Programme Honor Code/Academic Honesty Policy

Inlet Grove Community High School has a strong commitment to both academic and ethical education. Academic honesty is important in all educational institutions today. Students must submit authentic pieces of work when given test, quiz, homework, project, or class work assignments. An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Teachers will not ignore or condone cheating and other acts of misrepresentation of other students' work.

Definitions:

Academic Cheating: This entails any form of dishonesty in academic endeavors when a student is solely responsible for the product. The student has used dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests, or homework. If students are found in the possession of any unauthorized electronic device while testing, the test will be invalidated and additional disciplinary consequences may occur.

Plagiarism: A form of academic malpractice in which a student steals or passes off the ideas and words of another as his/her own.

Collusion: The support of malpractice by another student as in allowing one's work to be copied or submitted for assessment by another.

Falsifying records or documents: This includes any form of tampering with records or documents for one's own purpose or to alter records of others for any purpose. It also includes, but is not limited to, the writing, signing, of notes and papers and verbal consent by any person not authorized to do so.

Referrals for cheating offenses will be cumulative during the student's tenure at Inlet Grove.

Students must refrain from acts of academic dishonesty which includes, but are not limited to the following:

- Plagiarism, collusion or falsifying records or documents.
- Unauthorized communication to another student in relation to an assignment or exam.
- Stealing, tampering with or damaging school computers, files, or library materials.
- Stealing or destroying work of another student
- Using a proxy or being a proxy for another during an exam or activity
- The use of unauthorized materials, including electronic, in preparation for an exam or assignment.

Students are expected to:

- Refuse to aid any others in acts of academic dishonesty
- Notify staff of any observations of acts of academic dishonesty

Consequences for any academic violation:

- Students will receive a zero on the assessment. Students will also be recommended for withdrawal from any advanced academic program.
- If students are found in the possession of any unauthorized electronic device while testing, the test will be invalidated and additional disciplinary consequences may occur.
- A written summary of the cheating incident and the resulting action shall be given to parents; keeping a copy on file.
- Parents and students will be required to come in for a conference and sign a behavior contract, with possible recommendation for exit to the home school at the end of the year if the student did not meet the contract conditions.
- Student may lose designation as a recipient of recognition awards and scholarships.
- Students may lose designation as valedictorian or other commencement recognition.
- Students may lose other school recognition and/or recommendations may be withheld or withdrawn.

The following IB course selection sheet gives the student a picture of the recommended curriculum path to receiving an IB diploma upon graduation:

IB DIPLOMA CANDIDATE CURRICULUM TRACK/COURSE SELECTION SHEET

| GRADE | SUBJECT | TERM 1 | TERM 2 | # OF HOURS |
|--------------|---|--|--|---------------|
| 9 | Biology/Chemistry | _____2000320 Biology I Honors | _____2003340 Chemistry | |
| | AP World | _____2109320/2109420 AP World | _____2109320/2109420 AP World | |
| | English I Honors/Critical Thinking | _____1001320 English I Honors | _____1700370 Critical Thinking | |
| | Hope | Term 1 | | |
| | Elective | | Term 2 | |
| 10 | 2 Math Credits (options) | _____1200320 Algebra 1 Honors | _____1200340 Algebra 2 Honors | |
| | | _____1200340 Algebra 2 Honors | _____1206320 Geometry Honors | |
| | | _____1206320 Geometry Honors | _____1202340 Pre-Calculus Honors | |
| | AP Language | _____1001350/1001420 AP Language | _____1001350/1001420 AP Language | |
| | AP US/AP Gov't/Economics | _____2100330 AP US HIS | _____2106420 AP Gov't/2102320 Econ | |
| | Spanish I/Spanish II | _____0708340 Spanish I | _____0708350 Spanish II | |
| | Diploma Programme Course Selection | | | |
| Grade | Subject | BLUE | | SILVER |
| 11 | Math SL | _____1202820 SL- Mathematics | | |
| | Film | | _____0107470 HL - Film Studies | |
| | Literature | _____1001820 HL Language A Literature | | |
| | TOK | | _____0900800 SL - Theory of Knowledge/Extended Essay | |
| | Geography | _____2103430 HL- Geography | | |
| | Spanish | | _____0708825 SL - IB Spanish 3 Language B | |
| | Environmental Systems 1 and 2 – Test out | _____2001370 SL - Environmental Systems and Societies | _____2001375 SL – Environmental Systems and Societies | |
| Grade | Subject | BLUE | | SILVER |
| 12 | Math SL | | _____1209800 - SL Mathematical Studies | |
| | Literature | | _____1001830 HL Language A Literature | |
| | Film | _____0107472 HL - Film Studies | | |
| | TOK | _____0900810- Theory of Knowledge/Extended Essay | | |
| | HL Geography | | _____2103800 HL Geography | |
| | Spanish | _____0708830 SL - IB Spanish 4 Language B | | |
| | Elective | Elective | Elective | |

*Recommended 9th Grade pre-requisite: Algebra I credit previously attained *Recommended Alg. I/Alg. II/Geometry/Pre-Calculus

Sign Out for Students is facilitated in the Main Office. A parent or guardian **MUST** provide photo identification and be listed as a parent contact in order to sign out a student on the appropriate form. If the student returns to school on the same day, he/she must bring a written note from the parent to sign-in at the Office of Student Affairs. Students will not be released after 2:30 PM.

Hall Passes

It is important for all students to understand that they are expected to remain in their classes for the entire instructional period. When it becomes necessary to leave a classroom, students must secure a hall pass from their instructor. Students in the halls during class period without a pass must serve a detention, or if it is repeated, a referral will be served by any reporting adult.

Closed Campus

Inlet Grove Community High School is a closed campus and it is **mandatory that all students wear their Inlet Grove Identification Badges**, on a lanyard around their necks, when on campus during school hours. Additionally, students must have their Inlet Grove ID when attending **ALL** school sponsored functions. The initial badge with lanyard is provided to each student for the academic year for \$5.00; thereafter, a replacement badge will cost \$10.00.

- All visitors must obtain a visitors pass in the Main Office. School alumni are not permitted to visit classrooms during the school day without administrative approval
- Students are not permitted to leave the campus during the school day without permission from the Administration. Any violations of this policy will result in a disciplinary action.
- During lunch, students must remain in the designated areas
- Students are not permitted in the parking lot during the school day
- Student food deliveries to campus (such as McDonalds, Burger King, or other fast food) are not permitted during school hours
- Inlet Grove will not accept lunches, balloons, flowers, cakes, cupcakes, or any type of birthday style celebration items including gifts of food to students that are delivered by family and friends
- Dual enrollment students are required to leave the campus within ten minutes after their last class, or they will be assigned to a class on campus
- Parking on campus and driving a vehicle to school is a privilege, not a right. If students wish to park on campus, they must see the School Resource Officer for a parking decal at a non-refundable cost of \$10.00
- Speeding and reckless driving in a school zone are flagrant offenses, which will be dealt with severely by school and police authorities

Philosophy of Discipline

One of the objectives of the school instructional program is to encourage and develop self-control and self-discipline rather than mere obedience to others. Intelligent self-direction is encouraged and developed. Students are provided with specific freedoms within the framework of school policies.

It is a primary objective of this publication to outline and clarify the responsibilities and rights of students and the rules of student conduct and discipline, specific grounds for disciplinary action, and the procedures to be followed for acts requiring discipline

Computer and Internet Ethics

Since the Palm Beach County Net is used as part of a school activity, the school's code of conduct applies to network activities as well. These rules apply to vandalism of computer equipment, unauthorized access of information, computer piracy, and tampering with hardware of software. Other types of damage and information loss to a computer system may be caused by viruses. If you are responsible for a computer becoming infected with a virus, you could be held liable.

These rules further apply to the electronic use of harassing and abusive or obscene language. Students may not use the network to annoy, harass, or offend other people. Each student who uses any electronic resources is required to have the School District of Palm Beach County PBCNet Consent and Waiver form signed by the student, parent/guardian, and the Director/Principal or designee of the school. Students are not guaranteed privacy when utilizing school computers and/or networks. Tracking software will be used to insure compliance with this section.

Computer Misuse is unauthorized access to or use of computers and includes, but is not limited to, modification, use, creation, or destruction of computer-stored data and programs. Violations of computer misuse, including using computers or cell phones for cyber bullying or cyber space crimes, are serious and may result in a discipline referral, three days (3) suspension, and the incident documented on the student's permanent electronic discipline file.

Honor Code/Academic Honesty Policy

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Definitions:

Academic Cheating: This entails any form of dishonesty in academic endeavors when a student is solely responsible for the product. The student has used dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests, or homework. If students are found in the possession of any unauthorized electronic device while testing, the test will be invalidated and additional disciplinary consequences may occur.

Plagiarism: A form of academic malpractice in which a student steals or passes off the ideas and words of another as his/her own.

Collusion: The support of malpractice by another student as in allowing one's work to be copied or submitted for assessment by another.

Falsifying records or documents: This includes any form of tampering with records or documents for one's own purpose or to alter records of others for any purpose. It also includes, but is not limited to, the writing, signing of notes and papers and verbal consent by any person not authorized to do so.

Referrals for cheating offenses will be cumulative during the student's tenure at Inlet Grove.

Students must refrain from acts of academic dishonesty which includes, but are not limited to the following:

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- Unauthorized communication to another student in relation to an assignment or exam.
- Stealing, tampering with or damaging school computers, files, or library materials.
- Stealing or destroying work of another student
- Using a proxy or being a proxy for another during an exam or activity
- The use of unauthorized materials, including electronic, in preparation for an exam or assignment.

Students are expected to:

- Refuse to aid any others in acts of academic dishonesty
- Notify staff of any observations of acts of academic dishonesty

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- If students are found in the possession of any unauthorized electronic device while testing, the test will be invalidated and additional disciplinary consequences may occur.
- A written summary of the cheating incident and the resulting action shall be given to parents; keeping a copy on file.
- Parents and students will be required to come in for a conference and sign a behavior contract, with possible recommendation for exit to the home school at the end of the year if the student did not meet the contract conditions.
- Students may lose designation as a recipient of recognition awards and scholarships.
- Students may lose designation as valedictorian or other commencement recognition.
- Students may lose other school recognition and/or recommendations may be withheld or withdrawn.

Assessment and Evaluation Policy

Guiding Principles

- That assessment and evaluation within the same level of the same course be consistent. Assessment and evaluation practices should be respectful of teachers' professional judgment
- That assessment and evaluation practices be both valid and reliable. A valid test measures what is taught; a reliable test provides consistent, repeatable results
- That assessment should be criterion-referenced
- That criterion for evaluation be clearly communicated to students and parents
- The criteria and weightings for assessment and evaluation within each course must be made available to students and parents in the form of scales and rubrics
- Deductions will be made to late submissions of assignments, however feedback will be provided to the student
- Assignments will be assessed based on the criteria consistent with course expectations. If a penalty for lateness is assessed, it will be done separately from the mark on the assignment, and may affect the overall mark
- Extenuating circumstances which may be considered in the application of these penalties include illness, unavoidable appointments and family emergencies

Assessment is an essential part of the instructional cycle. It provides information about student learning gains and development, as well as a framework for planning, self-reflection, and collaboration

Students' Learning Is Promoted Through:

- Assessing prior knowledge and experience
- Differentiating instruction to meet individual needs
- Engaging learners in reflection to determine strengths and weaknesses and to set goals
- Providing feedback for students
- Expanding student learning opportunities
- Building a profile of children's understanding

Information About Student Learning Is Provided Through:

- Examples of student work or performances
- Statistics relating to benchmarks and/or rubrics or test scores
- Test results

Program Evaluation Uses A Variety Of Student Assessments To:

- Assess the levels of students' current knowledge and experience before embarking on new learning
- Assess new learning
- Guide teacher planning and presentation
- Assess student performance relative to national, state, and local standards as well as PYP expectations
- Focus on closing the achievement gaps among students
- Course Rubrics

Additionally, feedback should be provided on the attributes listed in the IB learner Profile: Inquirer, Communicator, Thinker, Risk-Taker, Knowledgeable, Principled, Caring, Open-Minded, Well-Balanced, And Reflective. This profile serves to increase the students' awareness of, and sensitivity to, the experiences of others beyond the local or national community, thus promoting an understanding that there is a commonality of human experience.

Formative & Summative Assessment

In IB courses (grades 11-12), students are asked to demonstrate learning through formal, IB-required assessments that result in final IB marks ranging from 1 (low) to 7 (high). Formal IB assessments are *external*, such as the official exams at the end of courses that are submitted to IB examiners for grading. Others are *internal*, meaning that teachers mark the assessments and submit scores and student samples to IB for moderation. Students are notified of their final, official IB score for each course in mid-July after the year they complete the course. Aligned with both current research on best practices and IB guidelines, teachers use a range of formative and summative tasks. *Formative*

assessment allows teachers to monitor student progress towards meeting IB standards. Former I.B. exams will be used as assessments across the I.B. curriculum. Students receive meaningful, detailed, and timely feedback that supports improvement. Teachers use data from such assessments to modify instruction to promote learning. *Summative assessments* comprise an important role in the final letter grade a student earns in a given IB course. Teachers must translate achievement levels attained on an IB rubric into point totals that can be entered into the grade book. The letter grades recorded as a result of the use of these rubrics correlates reasonably to the IB mark bands for each assessment.

Rubrics

A rubric is an authentic assessment tool used to measure students' work. Rubrics are established sets of criteria used for scoring or rating students' tests, portfolios, or performances. Rubrics are the common language through which teachers and students communicate and understand expectations. The descriptors tell the student and the assessor what characteristics or signs to look for in the work and then how to rate that work on a predetermined scale. A rubric is a working guide for students and teachers, usually handed out before the assignment begins in order to get students to think about the criteria on which their work will be judged. Rubrics help learners set goals and assume responsibility for their learning—they know what comprises an optimal performance and can strive to achieve it.

Extra time to bring grade up to A “B” or better

It is important to remember that the concept is to raise a grade that already exists. A grade that already exists reflects work completed, but perhaps not to the standard of a “B”. The policy of allowing students an extra grading period to raise their grade to a “B” or better in any class will be in force under the following conditions:

- The student has attempted to complete ALL work required in the course on time to the best of his/her ability prior to being granted the additional time.
- The student has taken the responsibility of asking for extra assistance AT THE TIME that assistance is needed from the instructor rather than waiting until the due date.
- The student has reviewed his/her grades with the instructor continually and at the end of the grading period to determine which assignments need to be revisited and revised to demonstrate mastery of the appropriate material.

No student is allowed to skip class to make up work for another teacher.

Grade Reporting

Course grades are reported to students and their parents/guardians on an ongoing basis (every 9-week assessment period) through the combined use of Edline and parent phone calls. Using the web-based, password protected Edline computer program parents may access the student's grades in any current class at any time. In addition, course grades are reported to parents according to the school's official grade reporting schedule. Students are advised to retain their report cards throughout their high school years for reference purposes and occasional cross-checking with permanent transcript records.

- If you move during the school year or the school has a wrong address, you must notify the school. (School Board Policy 8.01)
- Each semester contains three grades (two nine-week periods and an exam). A student must pass at least two of the three grades to receive semester credit, if the attendance policy has been satisfied.
- **All students must take the semester exam.**
Exception: Graduating seniors shall, at their option, be exempt from the final semester exam in a course if:
 - They have no failing marks on a marking period during their final semester, and they have a 90% attendance rate their final semester whether absences are excused or unexcused. (*refer to Attendance-Procedures for the Awarding of Credit; High School Student Progression Plan*).

Conduct Marks are issued by the classroom teacher on progress reports and report cards to communicate the student's level of behavior in the classroom to his/her parent(s):

- 4 –Behavior very constructive to the learning of self & others
- 3 –Behavior constructive to one's own learning
- 2 –Behavior detrimental to own learning
- 1 –Behavior detrimental to the learning environment

Edline is a learning tool for students and families in the Palm Beach County School District. It is a web page where both student and parent may access grades and other school information at any time. Each student and parent receives a username and password to be used to access this information. The username and password will carry over from year to year; however; if you forget your password, you must come to Mr. Myszkowski in Student Services.

Description and definition of grade

Grade of **A**: Outstanding Progress (90% - 100%)

Indicates thorough mastery of the subject or areas as reflected in daily work, reports, tests, examinations, Industry Certification etc.

Grade of **B**: Above Average Progress (80% - 89%)

Indicates above average achievement, consistent effort reflected in daily work, reports, tests, examinations, Industry Certification etc.

Grade of **C**: Average Progress (70% - 79%)

Indicates average achievement in daily work, reports, tests, examinations, Industry Certification etc.

Grade of **D**: Below Average Progress (60% - 69%)

Indicates below average achievement, consistent effort reflected in daily work, reports, tests, examinations, Industry Certification etc.

Grade of **F**: Failing (below 60%)

Indicates unsatisfactory or failing work in daily work, reports, tests, examinations, Industry Certification etc.

All Ds and Fs shall be retaken.

Parent notification requirements

Parents and students must be notified in writing of:

- Requirements for a standard HS Diploma
- Available Diploma designations
- Eligibility requirements for state scholarship programs
- Post secondary admissions requirements

| High School Graduation Designations Beginning with Students Entering Grade 9 in 2013-2014 | | | |
|---|--|--|--|
| Subject Area | Standard Diploma | Merit Designation | Scholar Designation |
| English | <ul style="list-style-type: none"> •4 credits in English Language Arts (ELA) I, II, III, and IV •Passing score on grade 10 FCAT 2.0 Reading* | <ul style="list-style-type: none"> •4 credits in English Language Arts (ELA) I, II, III, and IV •Passing score on grade 10 FCAT 2.0 Reading* | <ul style="list-style-type: none"> •4 credits ELA I, II, III, and IV •Passing score on grade to FCAT 2.0 Reading* •Passing score on the 11th grade ELA common core assessment*** |
| Mathematics | <ul style="list-style-type: none"> •4 credits including Algebra 1 and Geometry •The Algebra 1 EOC is 30% of course grade & passing score is required.* •The Geometry EOC is 30% of course grade.** | <ul style="list-style-type: none"> •4 credits including Algebra 1 and Geometry •The Algebra 1 EOC is 30% of course grade & passing score is required.* •The Geometry EOC is 30% of course grade.** | <ul style="list-style-type: none"> •4 credits including Algebra 1, Geometry, Algebra 2, and Statistics or an equally rigorous course •The Algebra 1 EOC is 30% of course grade & passing score is required.* •The Geometry EOC is 30% of course grade.** •The Algebra 2 common core assessment |
| Science | <ul style="list-style-type: none"> •3 credits including Biology I and two equally rigorous courses •The Biology I EOC is 30% of course grade. •Two of the three credits must have a laboratory component. | <ul style="list-style-type: none"> •3 credits including Biology I and two equally rigorous courses •The Biology I EOC is 30% of course grade. •Two of the three credits must have a laboratory component. | <ul style="list-style-type: none"> •3 credits including Biology I, Chemistry or Physics, and one equally rigorous course •The Biology I EOC is 30% of course grade & passing score is required. |
| Social Studies | <ul style="list-style-type: none"> •3 credits including 1 U.S. History, 1 World History, .5 Economics, .5 U.S. Government •The U.S. History EOC is 30% of course grade. | <ul style="list-style-type: none"> •3 credits including 1 U.S. History, 1 World History, .5 Economics, .5 U.S. Government •The U.S. History EOC is 30% of course grade. | <ul style="list-style-type: none"> •3 credits including 1 U.S. History, 1 World History, .5 Economics, .5 U.S. Government •The U.S. History EOC is 30% of course grade & passing score is required. |
| Foreign Language | None | None | 2 credits in same foreign language |
| Fine or Performing Arts, Speech and Debate or Practical Arts | 1 credit | 1 credit | 1 credit |
| Physical Education | 1 credit | 1 credit | 1 credit |
| Online Course | 1 course, excluding Driver's Education | 1 course, excluding Driver's Education | 1 course, excluding Driver's Education |
| Electives | 8 credits which must be coordinated so that students may develop knowledge and skills in their area of interest or in career education courses leading to industry certification | <ul style="list-style-type: none"> • 8 credits as required by standard diploma • Attain one or more industry certifications from the list established under s.1003.492 | <ul style="list-style-type: none"> • 6 credits which must be coordinated so that students may develop knowledge and skills in their area of interest or in career education courses leading to industry certification |

*Until the state transitions to a common core assessment, after which time the student must pass that assessment.

**Until the state transitions to a common core assessment, after which time that assessment will constitute 30% of the final grade.

*** When the state transitions to common core assessments

Notes:

- When the state administers a common core Algebra 2 assessment, students electing to take Algebra 2 must take the assessment and it will constitute 30% of the final grade.
- Industry certification courses that lead to college credit may substitute for up to two math credits (specific courses to be determined).
- Industry certification courses that lead to college credit may substitute for up to one science credit (specific courses to be determined).

Industry Certification

Every student enrolled in a Career Education course must take the state aligned and approved Industry Certification Exam for that course. The School District of Palm Beach County may pay for the cost of the Industry Certification Exam, but if the School District does not pay for the Industry Certification, the cost of that certification will be placed upon the student. See 2014-2015 Curriculum Handbook for suggested career path and pupil progression information.

Pre-Law students must participate in all law offerings, debate and advanced placement courses.

For the 2014-2015 school year there will be a \$25.00 lab fee assessed for every Career Academy student. This lab fee will be a mandatory requirement for every student enrolled in a Career Academy at Inlet Grove.

Schedule Changes

Schedule changes are permitted during the first week of class if they are administratively approved and will be granted only for the following reasons:

- Incorrect class assignment
- Graduation requirement
- Level change (i.e., honors, regular, etc. Students are hand-scheduled at Inlet Grove and every attempt is made to meet the student's academic needs. Schedule changes will be rare. Appropriate forms will be available in the Guidance Department.)

NOTE:

- Schedule change request forms must be obtained from the student's first period teacher and are initiated through the guidance counselor.
- Students MUST maintain their current schedules, until officially notified of an approved schedule change.
- Students must schedule an appointment with their guidance counselor to discuss a schedule change.

Transcript (Requesting)

- When requesting transcripts, student must sign the appropriate request form in the Guidance Department.
- The following fees will apply when requesting transcripts:
 - Transcript request at graduation (one) – FREE
 - Electronic transcripts - \$1.00 each
 - All other transcripts - \$3.00 each

Student Records D-5.05 (12) (a) states that any request for directory information including name, birth date, school address, telephone number or dates of attendance about a specific student, as well as request for lists of students, must be screened through the District Department of Charter Schools. Parents/guardians and adult students have the right to refuse the release of such information, but must state their refusal in writing to the District Department of Charter Schools.



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

DEPARTMENT OF K-12 CURRICULUM
3300 FOREST HILL BLVD., C-223
WEST PALM BEACH, FL 33406-5813

Ph: 561-434-8255 Fax: 561-434-8091
www.palmbeachschools.org

LIZ PERLMAN
Director

KEITH OSWALD
Assistant Superintendent

November 27, 2012
Bulletin # HSP-1964-CLS/K12C

Contact:
Eric Stern/PX 47450

TO: Area Superintendents and High School Principals

Information Only

FROM: Janis Andrews, Ed.D., Chief Academic Officer *J.A.*

SUBJECT: HIGH SCHOOL ATHLETICS – DIVISION OF ATHLETICS

There have been several updates to the policies and procedures relating to high school athletics. The National Collegiate Athletic Association (NCAA) updated their initial eligibility requirements for student athletes beginning August 1, 2016. In addition, two statutory changes specific to high school athletics in Florida occurred this legislative session. Information regarding each of the three updates is included below.

Updates from the NCAA regarding eligibility for Division I and Division II student athletes include the following:

- College-bound student athletes first entering a Division I college or university on or after August 1, 2016, will need to meet new academic rules in order to receive athletic aid (scholarship), practice, or compete during their first year. This change will impact students entering ninth grade beginning in the 2012–2013 school year.
- Academic rules that will go into effect in 2016 are significantly more rigorous and will require a higher grade point average (GPA) with correlated standardized test scores.
- An academic redshirt component was added.

The following links are provided by the NCAA and contain more detailed information about the requirements to become a NCAA Division I student athlete.

- [NCAA Eligibility Website](#)
- [Guide for the College Bound Student Athlete](#)
- [Eligibility Quick Reference Sheet](#)

The chart below reflects the NCAA initial eligibility standards beginning August 1, 2016, in comparison to the Florida statutory requirements for high school graduation:

| NCAA Requirements for Full Qualifiers (beginning August 1, 2016) | Florida's High School Graduation Requirements |
|---|--|
| <ul style="list-style-type: none"> • Complete sixteen courses <ul style="list-style-type: none"> ➢ Ten of the sixteen core courses must be completed before senior year. ➢ Seven of the ten core courses must be English, math, or science. | <ul style="list-style-type: none"> • Successfully complete a minimum of twenty-four credits to include the following: <ul style="list-style-type: none"> ➢ Four credits in English ➢ Four credits in mathematics (including Algebra I, Geometry, Algebra II) |

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| | |
|---|---|
| <ul style="list-style-type: none">• Have a minimum core course GPA of 2.300<ul style="list-style-type: none">➤ Grades earned in the ten required courses are "locked in" for purposes of GPA calculation.• Meet the competition sliding scale requirement of GPA and ACT/SAT score (this is a new scale with increased GPA/test score requirements).• Graduate from high school | <ul style="list-style-type: none">➤ Three credits in science (including Biology)➤ Three credits in social studies (including United States History, World History, Economics and United States Government)➤ One credit in physical education to include the integration of health➤ One credit in fine or performing arts➤ Eight electives |
|---|---|

The following legislative changes were included within [House Bill 1403](#), effective July 1, 2012, updating:

- Eligibility and transfer requirements for students participating in interscholastic athletics
- FHSAA policies, procedures, and bylaws
- Policies related to background screening exceptions for certain investigators for the FHSAA

Please make this information available to students and parents.

The FHSAA is a non-profit governing body that is responsible for overseeing all Florida high school athletic programs and events. The Department of Education does not have legislative authority over high school athletics or the FHSAA. If you would like to contact the FHSAA for information on policies or procedures, the contact information is included below:

Florida High School Athletic Association
801 NW 80th Boulevard
Gainesville, Florida 32606
Phone: (800) 461-7895
Website: <http://www.fhsaa.org>

EWG/JA/KO/LP/NK/ES:sm



Approved by: _____
E. Wayne Gent, Superintendent

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Request For Lists of Students D-5.31 states that (1) Lists of students, their addresses or telephone numbers shall not be provided by schools to any person or agency and (2) All requests for lists of students should be referred to the District Department of Charter Schools which will serve as the central agency for screening of request for lists of students.

Detention of student/search and seizure of property

Parents, students, Inlet Grove employees, and the public are reminded that public school campuses including buildings, parking areas, athletic or recreation areas, and lockers are the property of the School District and no one using said property, whether as a student or in any other capacity, has any exception of privacy in, on, or around said property.

Authorized personnel may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law. If reasonable suspicion arises that the detained student is unlawfully concealing stolen property, authorized personnel may search the student, the student's locker, or the student's personal property. Any prohibited or illegally possessed substances or objects may be confiscated and turned over to the Police.

Career appropriate dress code

Inlet Grove is committed to providing a safe, friendly learning environment for students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and community. Students are required to wear appropriate, comfortable and safe clothing that are neat and clean.

Male students at all times must wear a belt, have their career polo shirts tucked in, and black or tan khaki docker style pants. Female students may wear black or tan khaki slacks/skirts (no carpi's) with closed shoes or sneakers. Skirts must be knee length or longer.

POLO SHIRTS

| <u>Programs</u> | <u>Colors</u> |
|-------------------------------|----------------------|
| Commercial Art/Graphic Design | Red |
| Culinary Arts | Royal Blue |
| Journalism | Light Blue |
| Pre-Architecture | Green |
| Pre-Engineering | Yellow |
| Pre-Law | Navy |
| TV Productions | Black |
| Web Design | White |

Medical

First and second year medical students will wear navy blue scrubs with totally white tennis shoes.

Upon passing **Algebra 1, Geometry, Biology, US History, End-of-Course Exams and Reading 10th grade FCAT:**

Pre-Med Students will wear teal scrubs with totally white tennis shoes.

Practical Nursing students will wear purple scrubs with totally white tennis shoes.

Additional requirements for medical students can be found in the Medical Student Handbook that will be distributed via your Medical Instructors.

Culinary

Students will be required to wear and purchase a chef's jacket and hat which they will have to wear with closed toe shoes and a hair covering. During their other classes they may wear their culinary jacket or culinary career shirt.

The following listed attire is not dress code appropriate during the regular, dress down, or dress up days:

- No head coverings (hats, caps, beanies, bandanas, sweat bands, etc.).
- No “jean” material garments of any kind except for jeans day.
- No markings, slogans or writing of any kind.
- No backless, strapless, low-cut or sleeveless shirts/ blouses and midriff showing.
- No cargo pants (pockets on sides), no Capri pants, or shorts.
- No flip-flops or other footwear that does not have backs.
- No excessive and/or ostentatious jewelry, make-up, or hairstyles. No hoop earrings larger than a quarter.
- No visible body piercing jewelry other than single earrings worn on the ear lobe.
- No spiked jewelry, pocket chains or chains worn as jewelry.
- No sweat pants/sweat tops, warm-ups (velour or terry) pajamas, or lounging pants.
- No spandex leggings.
- No frayed articles of clothing.
- No hooded sweatshirts or jackets (hoodies).
- No grills or teeth inlays.
- No students may wear dreadlocks or braids.
- No hair dye colors either temporary or permanent other than your natural hair color.

Dress up Day Attire: Girls are to wear professional suits (pants or dresses with jacket)
Boys are to wear dress pants, dress shirts and a tie

If not in appropriate dress, students will not be allowed to attend class.

Grievance Procedure

Step #1 – Most grievances can be resolved at the school level through informal conferences with teachers or other school personnel. This action should be the first step taken by the grievant in seeking clarification of questions or concerns before the formal grievance procedure is utilized. If efforts to resolve the grievance in this informal manner fail, the grievant may file a formal complaint with the school Grievance Coordinator. Forms for filing grievances are in the school office and shall be provided upon request.

Step #2 – The initial grievance form (Form “A”) shall be presented to the Grievance Coordinator no more than five (5) school days after conclusion of Step #1. The Grievance Coordinator will assign a Grievance Number to the form, record the number on Form “A” and place a copy in the Grievance Log Book and also provide the grievant with a copy of the form.

The Coordinator will discuss the nature of the complaint with the grievant and arrange for an informal conference to be held with the individuals involved within ten (10) school days. The Coordinator will notify the participants of the date, time and location of the conference and record the proceedings on Form “B”. The Coordinator will notify all individuals involved, in writing, of the decision reached within five (5) school days.

Step #3 – If the grievant is not satisfied with the decision reached in Step #2, it may be appealed to the principal, within five (5) school days. In unusual, extreme, or critical circumstances, the principal may request the assistance of the Board of Directors Grievance Committee, if needed to resolve the grievance.

If the grievance involves the principal, the Step #2 conference will be scheduled and conducted by the Board of Directors Grievance Committee consisting of three (3) members of the Board of Directors or their designates at a mutually acceptable time and place but no longer than thirty (30) calendar days from initiation of Step #2. A decision is to be rendered within ten (10) calendar days after conclusion of the conference.

Volunteers in Public Schools (VIPS) program encourages volunteer participation by individuals and groups in School Board sponsored programs. A volunteer is a non-paid person functioning under the sponsorship of the Palm Beach County School District that supervises in local schools, central and area offices, School Board sponsored and supervised off-school campus activities before, during, and after regular school hours.

It is required that all students and adults who volunteer must register in the VIPS Count Program on an annual basis. All chaperones who are not PBCSD employees must register in the VIPS Count program three weeks prior to the event or six weeks prior to overnight field trips/activities.

All volunteer hours must be logged in on a regular basis. It is recommended that these hours are logged in during club and organization meetings, and the chaperone or sponsor will be able to assist you with this. You may also log your hours in on the computer in the main office for this purpose as well as in the Media Center.

Withdrawal from school procedures are outlined as follows:

- Parents/guardians must contact the school as soon as they are aware that withdrawal from Inlet Grove High School is necessary.
- Before the student can be released from Inlet Grove, a **letter must be addressed to the principal** and given to the principal’s secretary with the following information (please allow 48 hours for principal approval of request):
 - Date
 - Student name
 - Grade
 - New school name
 - Reason for withdrawal

During the student’s last day of school attendance, a **withdrawal form will be issued to the student** by the data processor to obtain teacher signatures and to **return textbooks**.

All **obligations must be paid** with cash or money order to the bookkeeper before the student can be released from Inlet Grove. Once approval has been received from the principal and the completed withdrawal form has been returned to the data processor, the student will be released to the new school.

| <u>INLET GROVE COMMUNITY HIGH SCHOOL</u> | | | | | |
|---|--------------|----------------------|--------------|----------------------|--------------|
| <u>Sports Programs</u> | | | | | |
| <u>2014-2015</u> | | | | | |
| FALL SPORTS | | WINTER SPORTS | | SPRING SPORTS | |
| Cross Country | Boys & Girls | Basketball | Boys & Girls | Flag Football | Girls |
| Football | Boys | Cheerleading | Co-ed | Track & Field | Boys & Girls |
| | | Soccer | Boys & Girls | | |

Disciplinary Procedures for Violation of Conduct Code

Inlet Grove Community High School has adopted the Palm Beach County School District progressive policies and procedures for violations of the student conduct code. Parents or students may pick up a copy of the discipline Coding System from the main office.

Suspensions (Out of School-OSS)

Out of school suspensions are unexcused absences and students who are suspended from school for a disciplinary problem will be permitted to make up nine week marking period and semester examinations. Projects, term papers, quizzes, etc. which represent student work for a nine week or semester period will be submitted with no penalty within three days of the student’s return to school.

Juvenile Court

All students involved in a level 1 or higher disciplinary problem will have to go to Juvenile Court with a parent. If a student is required to attend court for a second offense, we will require that the court imposes a curfew on the student and conduct community service hours.

The following acts, by any student, have been deemed serious misconduct and shall be subject to action by disciplinary and legal means:

- The possession, display, or use of any object that could be used to harm another person.
- Being present on any school campus without the permission of the principal/designee of the school center, including being present on the campus of the student’s assigned school while on an out of school suspension.

- Pushing, shoving, fighting or threatening bodily harm towards a student, member of the school staff, volunteer, or visitor.
- The use or possession of tobacco products on PBCSD property.
- The possession, sale, use or distribution of any mood modifying drug or substance, including alcohol, or being present on any school campus under the influence of any mood modifying drug or substance, including alcohol.
- The use of profane or obscene and abusive language or gestures. The use of language, which tends to socially humiliate, verbally abuse, or tease.
- To invade the privacy of any student or staff member through actions which were not consented to by that person. This includes behavior, which constitutes stalking, as defined in FS784.048.
- Disobeying or threatening physical harm to any staff member, volunteer, or chaperone; threatening the family or property of any staff member, volunteer, student, or chaperon at a school center or at any school sponsored activity at or away from the school center. Threats may include conditional, imminent and/or future acts.
- Defacing, stealing, or threatening to deprive the owner of real or personal property belonging to the District, a student, or members of the school staff, volunteers, or chaperons.
- Threatening the school, a teacher, or any person on school grounds with a verbal threat referencing “gun”, “bomb” or any other serious instrument of destruction.
- Participating in or encouraging any activity that is disruptive to the general peace and welfare of the school center or classroom.
- Discriminating against any other student, staff member, volunteer or chaperone on the basis of his or her sex, race, creed, color, disability, or national origin.
- Displaying behavior on the part of a student which is self-defacing or injurious or injurious to the student.
- Participating in a walkout, sit-in, strike or other action which is disruptive to the good order or functioning of the school.
- Sexual harassment.

Classroom Discipline Procedures

Every student has a right to expect fair rules and disciplinary measures. Instructors will post specific classroom behavior guidelines for all students. When a student’s conduct is disruptive to classroom learning, teaching, or the effective functioning of the school, the instructor will discuss the behavior with the student in an attempt to correct the behavior. If the behavior continues, the following actions will be taken and documented in an attempt to attain a more positive student attitude:

- Initially, parent contact will be made by the teacher.
- If necessary, a conference will be scheduled with the student and/or parents/guardian of the student and other support staff as needed.
- Contact will be made with an Administrator to determine the need for additional support services.
- Referral of the student will be made to the Administration for disciplinary action.

Rules – School Wide

- Respect self, others, and property.
- Take responsibility for your learning.
- Be on time and be prepared for class.
- Follow directions (i.e. Inlet Grove classroom rules).
- Eating and drinking are not allowed during class time.
- **Extreme offense will result in immediate disciplinary action including a behavior contract and consideration for EXIT from Inlet Grove Community High School.**

Bullying and Harassment

Every school district in Florida has been mandated by Florida legislature and Governor Crist, under the *Jeffrey Johnston Stand Up for ALL Students Act*, to develop and implement policies and procedures to remedy the problem of bullying and harassment of student and staff. In March 2011 the School Board of Palm Beach County adopted state revised definitions to separate bullying and harassment into two categories of behavior(s):

Bullying - (intimidating behaviors) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the school performance or participation.

Harassment – (insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that: (1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, (2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotion distress in such a person and serves no legitimate purpose.

To report a bullying OR harassment incident: a) see an administrator, b) call the anonymous contact number or c) complete the “anonymous incident report” form and place the form in the drop box located in the Main Office.

Any issue or confrontation that begins on a social media site such as Facebook, and Twitter, and continue on our school campus will be dealt with per our bullying/harassment policy.

Authority of the Principal

The Principal is the highest authority in the school on discipline and policy, subject to laws and to the rules of the state and local school boards. The Principal may designate school personnel to attend to matters of policy and discipline, but the Principal is the ultimate authority.

Authority of the teacher

Subject to law and to the rules of the Governing Board, each teacher or other member of the staff of any school shall have such authority for the control and discipline of students as assigned by the Principal or designated representative and shall keep good order in the classroom and in other places in which the teacher is assigned to be in charge of students.

Medication

Requests from a parent or guardian for their child to receive medication during school hours must be made by submitting to the school a completed ***Physician’s Authorization of Medicine/Treatment for a Student at School*** form which details the student’s name, the name of the drug, dosage and time interval, route of administration and adverse effects, for the medication which the student is to receive. This form requires a physician’s signature and must be signed by the parent/guardian. A separate ***Authorization of Medication/Treatment for a Student at School*** form must be submitted for medication/treatment, each dosage change and each school year. School personnel shall not be responsible for the administration of medication which is not prescribed by a physician.

Clinic

There are no clinic facilities available at Inlet Grove. Parents will be contacted if a student is ill or injured. Paramedics will be contacted in the event that parents cannot be reached. ***It is imperative that contact numbers be kept up to date in order to avoid being charged for emergency services.***

Students are not allowed to possess or carry any medication including prescription medication; exception: EpiPens, as prescribed by a physician. Documentation must be on file in Student Services in this case.

Accidents and Injuries

- Notify teacher(s) or an administrator immediately
- Accident report must be submitted to the principal’s secretary
- Student insurance is available at the beginning of each school year

Medication which has been prescribed by the physician must be brought to school in the original container.

Pills must be counted and signed for by the authorized personnel

- The container must be appropriately labeled by the pharmacy or by the physician with the:
- Student’s name
- Medication dose and time
- Prescription number
- Date the prescription was filled
- The name of the physician
- Expiration date on medication container

- Medications will to be kept locked in a secure place at all times. Exceptions may be made for medicine which requires refrigeration.
- Any deviation from this medication policy needs to be assessed on an individual basis by the school nurse.

Over the counter medication ordered by the physician must be in the original container and labeled with the child's name and an *Authorization of Medication/Treatment for a Student at School* completed by the physician and parent.

Cafeteria Service

The cafeteria serves breakfast and lunch daily. **BREAKFAST IS COMPLEMENTARY (free) FROM 7:30 AM TO 7:55 AM.** Payments or checks are not accepted at outside lunch lines. **The lunch cost will be \$2.10** There is one main hot lunch line inside the cafeteria that serves the menu entrees for the day (menu can be located at the district web site).

Free/Reduced Lunch Applications will be available online on July 25, 2014. **All free/reduced lunch applications must be filled out on line.** Parents may come to the Inlet Grove campus to complete these applications. Cash and checks payable to Inlet Grove Community High School are permitted as payment. Students are not permitted to use credit cards, \$50 or \$100 bills to purchase lunch. The last date for payment by check is April 15, 2015.

In emergency situations which may result in the cafeteria staff being unable to provide a regular hot lunch. Nutritious sandwiches and juices will be provided for students. Students will be notified in advance, if possible, so they can opt to bring their own lunch.

Rules for lunch

- **Food deliveries to campus are not permitted during school hours.** We are not equipped to handle, nor will we accept, lunches delivered by family and friends. For example: Fast food, cakes, or other food items delivered to students.
- **Students are not permitted to go north of Building 3 during lunch.**
- The parking lots and athletic fields are off limits during lunch.

Rules for the cafeteria

- **Have your student ID in hand before entering the lunch line.** Students without IDs will receive a dress code violation before passing through the lunch line.
- Cutting in line is unacceptable.
- Dispose of trash in the receptacles provided.
- Throwing anything will result in severe disciplinary action.

Rules for outdoor lunch (in addition to the Rules for the Cafeteria)

- No students are allowed to use the stairwells for seating.
- No students are allowed to eat in the hallways. Do not enter the school building during lunch, unless attending a sponsored club meeting or tutorial session.
- Dispose of trash in the receptacles provided.

Violations may result in a referral and/or other disciplinary action.

Business Enterprises which include, but are not limited to, selling food, candy, DVD's, CD's, student ID cards, video games, and hair braiding are not permitted on school property. Students may not engage in usury, loan sharking, and/or borrowing money on a school campus.

Cell Phone Policy

Students may possess wireless communications devices (except for camera phones), but students shall not use or display such devices until **after school dismissal at 3:05 p.m.**

“Wireless communications device” means a handheld electronic device having the ability to receive and/or transmit voice, text, or data messages with a cable connection, such as cellular telephones, digital wireless phones; radio-phones/walkie-talkies, telephone pagers, PDA phones, or RIM wireless devices.

“Camera phone” means any cellular phone or other wireless communications device capable of taking digital photographs. Students shall not possess, display, or use any camera phone at any time on school grounds, during any school-sponsored program or activity, including school transportation. Additionally, this policy includes using cell phones for misuse such as cyber bullying or cyberspace crime.

If a cell phone is found in a student’s possession during testing, the test will be invalid. Further disciplinary consequences may occur.

Violations of cell phone use are serious and will be dealt with in accordance with the Index of Incidents and Actions for secondary school. (*PBC Student & Family Handbook.*)

If students possess a cellular phone or other wireless communication device (**including I-Pods**) it should be turned off and kept inside a book bag, purse, or similar container, and it may not be used (and may not be allowed to emit any ring tone, vibration, or other noise) on school grounds or during any school-sponsored program or activity, including school transportation.

Consequences: Every time a student’s cell phone is confiscated, it will cost \$20 to get the phone back. This money is placed into the Student Activity Account and will go towards the student’s senior dues. After the third offense, disciplinary action will result.

Books and request for payment from students

The school provides textbooks for instructional purposes on a loan basis. It is important that students care for and return these books at the end of the school year. Books that are lost or damaged will be paid for by the student who was assigned the book. Replacements costs will be charged if the book is lost or unusable. Students will be placed on our obligation list for unpaid, lost or damaged textbook assessments.

Some courses and programs at Inlet Grove Community High School require that a student have personal equipment, uniforms, and/or insurance. Students may also have voluntary lab, activity, or program fees used to enhance the instructional program. Specific information can be obtained from the course/program instructor.

Any such voluntary request for money from a student shall be in writing, addressed to the student’s parent or legal guardian. If a student fails to pay a fee associated with the regular curriculum, no penalty of any type will be imposed against the student nor shall they be denied the right to participate. The principal may, however, forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost.

Lost and found

Students or staff members who find lost articles are requested to take them to the office. This includes textbooks or library books.

Clubs and organizations

The school recommends that a student chooses to participate in club activities. These clubs will be held after school with adult supervision. Contact individual club sponsors for more information. **CLASS DUES:** Class dues cover extracurricular activities and events such as Homecoming, Prom and class trips, in addition to the purchase of class t-shirts. **Dues MUST be paid each year.**

Bus Transportation

Bus Passes for students who ride a school bus will not be approved by the administration, except on an emergency case-by-case basis. It is also important to understand that bus drivers are not permitted to let students off the bus except at the school campus or at the student’s designated stop. (*School Board Policy 5.186, section 2P*) Students and parents should contact the designated administrator to submit any special requests in writing.

Transportation of Musical Instruments/Other Items on School Busses

For the safety of students being transported on school buses, the items listed below cannot be transported. These items will impede the evacuation of the bus during an emergency and the ability of the school bus driver to keep all students and traffic in view.

Musical Instrument

Baritone Horn
Baritone and Tenor Saxophone
Bass Drums
Cello (half and full)
Contra-bass Clarinet
Contra Bassoon
French Horn
Snare Drum
Sousaphone
Tuba
Guitar
Trombone

Other Items

Fishing poles
Skateboards
Helium inflated balloons
Large science projects*
All animals

*Students must be able to hold science projects in their laps without obstructing the school bus driver's view.

Poor Conduct on the Bus may result in a ten-day suspension from the bus for the first violation and loss of bus transportation privileges for the remainder of the school year for the second violation. **School bus transportation is a privilege not a right. This privilege can be denied for unacceptable bus behavior.** Please refrain from the following behaviors:

- Opening a school bus emergency exit door while the bus in motion.
- Opening a school bus emergency door and exiting the bus when the bus is stopped - unless directed by the school bus driver in an emergency or during an emergency evacuation drill.
- Extending any body part—head, hands, feet, etc.—out of the bus window.

Students who violate the discipline policy on any school transportation vehicle or at the bus stop while on the way to or from school are subject to school disciplinary consequences and possible criminal prosecution (*School Board Policy 5.186*).

Internships & Community Service

Students will be required to participate in paid and unpaid internships, job shadowing experiences, and clinical experiences, to enhance their overall learning experience. Also, all students are required to perform 100 hours of Community Service by the end of their senior year in order to be eligible for Bright Futures, Gold Seal Scholarships, and to graduate. This should include at least 20 hours related to their career area.

Assessment of Student

Quality of work will be assessed by a combination of procedures including but not limited to: Teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation, laboratory practical, and demonstrations); Classroom assignments (paper and pencil assignments, reports, term or research papers, models, projects, exhibits, posters, computer programs, and homework); Examinations (paper and pencil tests including essay, multiple choice, and completion; oral tests; and skill tests requiring demonstration); Alternative methods (portfolios and performance assessments and peer assessments).

Security Cameras

Inlet Grove Community High School, Inc. has authorized the use of video cameras in school buildings for the purpose of maintaining a safe and orderly educational environment, evaluation of instructional programs, for identifying disciplinary issues, for maximizing theft and vandalism, and for enforcing school policies and rules.

Cameras are authorized for use in the following areas where the public, students and staff have no reasonable expectation of privacy: entrances, hallways, classrooms, commons, gymnasiums, athletic fields, parking lots and the exterior of buildings. Cameras are prohibited in areas such as bathrooms, locker rooms and health rooms.

Other public areas of school and grounds may be subject to limited term surveillance with the written authorization of the school principal. Such approval will be granted only in situations when the school has reason to believe that a safe and orderly educational environment is at risk or to monitor areas where theft and vandalism are believed to be occurring.

Signs will be posted at all main entrances to district buildings stating "Surveillance Cameras are in Use."

Only individuals authorized by the school principal may view recordings of the security tapes. The district reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the principal and in compliance with appropriate federal and state laws.

Video recordings will be kept only when they become a part of a student disciplinary action per the student records policy, or as part of an ongoing investigation.

This policy will be distributed through student and employee handbooks, on facility use forms and by other reasonable means.