



# **Student Handbook**

**2023-2024**

# DESTIN HIGH SCHOOL

## OUR MISSION

The mission of Destin High School is to provide a high quality academic and technical comprehensive education experience for high school students. Destin High School will be a model for innovation, providing unique educational opportunities for both college-bound and career-minded students living along Florida's Emerald Coast.

## OUR VISION

The vision of Destin High School is to prepare students academically, physically, and mentally to become responsible, productive, empowered citizens. Embracing the area's history as a tourist destination, military hub, and "world's luckiest fishing village" and supported by strong public/private partnerships, our diverse and specialized programs will provide the foundation each student needs to secure a solid future.

We are committed to implementing a comprehensive framework for 21st century education that focuses on the skills, knowledge, and expertise students must master to succeed in work and life. Critical thinking, communication, collaboration, and creativity will be embedded within the context of core subjects and interdisciplinary themes that will challenge our students, teachers, and school leaders to excel. A place-based approach to learning will take advantage of the local geography and community to create authentic, meaningful, and engaging personalized learning for students.

Destin High School (DHS) strives to meet the diverse needs of our local community by providing specialized programs and career academies in areas.



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**Destin High School Calendar  
2023-2024**

August 10	First day of school
September 4	Labor Day holiday
October 6	End of 1st grading period
October 9	Student holiday/Teacher workday
November 10	Veteran's Day holiday
November 20 -November 24	Thanksgiving holidays
December 21	End of 1st semester
December 22-January 3	Winter break holidays
January 4-5	Student Holiday/Teacher workday
January 8	Classes resume
January 15	Martin Luther King Jr holiday
February 19	President's Day holiday
March 14	End of 3rd grading period
March 15-March 22	Spring Break
March 25	Student Holiday/Teacher workday
May 24	Last day of School/Students

**Bell Schedule – 1st Semester**  
**AM – Periods 1-3**  
**PM – Periods 3-5**  
**Team Sports (TS) – Periods 4-6**

AM Arrives 6:40	Block 1 (AM)	6:45 am- 8:31 am	106 minutes
	Block 2 (AM)	8:34 am-10:20 am	106 minutes
PM Arrives 10:15	Block 3 (AM/PM)	10:23 am-12:12 pm	131 minutes (w/lunch)
	Lunch A	10:23 am-10:48 am	25 minutes
	Lunch B	11:17 am-11:42 am	25 minutes
AM Depart 12:12 TS Arrive/Lunch 11:47	Lunch C	11:47 am-12:12 pm	25 minutes
	Block 4 (PM/TS)	12:12 pm-1:58 pm	106 minutes
PM Depart 3:47	Block 5 (PM/TS)	2:01 pm-3:47 pm	106 minutes
	Block 6 (TS)	3:50 pm-5:36 pm	106 minutes

**Bell Schedule – 2nd Semester**

Block 1	8:00 am – 9:30 am	90 minutes
Block 2	9:35 am – 11:05 am	90 minutes
Block 3	11:10 am – 1:05 pm	115 minutes (w/lunch)
Lunch A	11:10 am -11:35 am	25 minutes
Lunch B	11:55 am -12:20 pm	25 minutes
Lunch C	12:40 pm -1:05 pm	25 minutes
Block 4	1:10 pm – 2:40 pm	90 minutes

## Communication

Regular communication between home and school is an important factor in the academic success of students. Parents are encouraged to contact the Destin High School office [(850) 204-4044] anytime they wish to discuss their child’s academic progress or general welfare. The DHS staff relies on informal communication with parents concerning attendance, minor discipline issues, student directory information, and other items that may occasionally emerge. Should you need to contact your child’s teacher or someone on our staff, the most efficient way to do that is through email.

STAFF NAME/TITLE	EMAIL
<b>Executive Director/Athletic Director</b>	
<b>Christine Cruickshank--Principal</b>	<b>principal@destinhigh.org</b>
<b>Matt Means – Counselor</b>	<b>meansm@destinhigh.org</b>
<b>Julie Worth – Dean</b>	<b>worthj@destinhigh.org</b>
<b>Nicki Cordell – Registrar</b>	<b>cordelln@destinhigh.org</b>
<b>Tom Henry – SRO</b>	<b>henryt@destinhigh.org</b>
<b>Jessica Carpenter – ESE</b>	<b>carpenterj@destinhigh.org</b>
<b>Tyler Bergman – Math</b>	<b>bergmant@destinhigh.org</b>
<b>Katherine Lake--English</b>	<b>lakek@destinhigh.org</b>
<b>Lenoir Dottin – Spanish</b>	<b>dottinl@destinhigh.org</b>
<b>Jody Evans – Drama/Theater/English</b>	<b>evansj@destinhigh.org</b>
<b>Wendy Gill – Social Studies</b>	<b>gillw@destinhigh.org</b>
<b>E.G. Green – PE/Football</b>	<b>greene@destinhigh.org</b>
<b>Frank Luke – Math</b>	<b>lukef@destinhigh.org</b>
<b>Shannon Madison – Science</b>	<b>madisons@destinhigh.org</b>
<b>Austin May – PE</b>	<b>maya@destinhigh.org</b>
<b>Christopher McFadden – PE</b>	<b>mcfaddenc@destinhigh.org</b>
<b>Carmen Murphy – Spanish</b>	<b>murphyc@destinhigh.org</b>
<b>Jonathan Ramos – PE</b>	<b>ramosj@destinhigh.org</b>

Garrett Ruppel – Business/Basketball	ruppelg@destinhigh.org
Samantha Ruppel – Social Studies	ruppels@destinhigh.org
Capt. Mike Parker – Fishing	parkerkm@destinhigh.org
Mackenzie Boyle – English	boylem@destinhigh.org
Alexandra Sharp – Art/Design	sharpa@destinhigh.org
Brett Harkins – Science	harkinsb@destinhigh.org
Alicia St. John – Science	stjohna@destinhigh.org
Therese Sweeney – English	sweeneyt@destinhigh.org
Zach Tamanini – Math	tamaniniz@destinhigh.org
Karla Theriault – Social Studies	theriaultk@destinhigh.org
Kelly Tucker – Business/Leadership	tuckerk@destinhigh.org
Drew Walters – Social Studies	waltersd@destinhigh.org
Tara Paretto – Math	parettit@destinhigh.org
Jennah Gordon – Social Studies	gordonj@destinhigh.org
Susan Sharp – Bookkeeper	sharps@destinhigh.org
Brandy Miles – Fishing	milesb@destinhigh.org

### Destin High School Web Page

From the DHS Home Page, parents may access a variety of information including the Code of Conduct, School Handbook, Annual Report and general information on curriculum and instruction. The web address is [www.destinhighschool.org](http://www.destinhighschool.org).

### Student Email Accounts

DHS students have been assigned a school email. The account remains active as long as a student uses it responsibly and is enrolled at DHS. Although students may have other personal addresses, **it is important to use their DHS account for school-related communications** as teachers and staff will be using these accounts for distributing important information about their classes and school business.

### DHS Newsletters

Parents may expect newsletters to be emailed home with information concerning current school events and other timely topics. Individual class newsletters on special topics of interest to specific grade levels are periodically produced and distributed to students and parents. A hard copy will be made available upon request.

### Grade Reports/Student Progress

Student grades and report cards are available to parents via the Parent Portal on FOCUS. It is extremely important that all parents check their student's progress frequently. At the beginning of the school year, parents will be sent information on how to access the portal. There is also a link for FOCUS instructions on the school website at [www.destinhighschool.org](http://www.destinhighschool.org).



### **Advisory/Volunteer Committees**

As a small school, we enjoy the opportunity to communicate directly with parents on a regular basis. School Advisory Council business meetings are held on a regular basis for formal action on issues needing advisory committee action. Additional meetings may be scheduled as needed as requested by School Advisory Council members or school staff. Parents are welcome to visit the school at any time and are encouraged to communicate through formal surveys and informally as desired with the school administration. Many opportunities are available for parents to serve on volunteer advisory committees and to assist with school activities and events.

### **School Closure Guidelines**

In the case of a weather-related emergency, Destin High School will coordinate closely with the Okaloosa County School District, as well as city and county officials. The school will observe the following guidelines regarding closure during such circumstances.

1. Destin High School will close when Okaloosa Counties schools are closed and are placed in a "Hurricane Warning" status by the National Hurricane Center as reported by the network media and confirmed by the Okaloosa County Emergency Centers.
2. Destin High School will remain closed throughout the hurricane/tropical storm event.
3. If the school suffers damage, the closure period will be extended if necessary to make repairs and will re-open as soon as possible. If an unusually long period of time is necessary for repairs, arrangements will be made for alternate instructional sites.
4. When Destin High School is closed, all school-related events are canceled.
5. Destin High School will attempt to coordinate closure information and status reports with the local radio and television stations. The school voice mail system will be updated to indicate the latest schedule information.
6. In the event of a mid-day closure, every attempt will be made to adjust bus transportation schedules accordingly. Parents should be prepared to assist in getting their student home in such emergencies. In no case will students be allowed to remain at the school during a period of closure.

**EMERGENCY SCHOOL CLOSURE PROCEDURES:** In the event of a severe weather alert or other emergency requiring the mid-day closing of the school between 7:00 and 4:30 p.m., the following procedures will apply.

1. Students who are in the building at the time of the emergency will remain in the building.

2. The Principal or designee will use the daily attendance records to account for each student at the time of the emergency.
3. Students who drive to school will be allowed to call parents to verify permission to leave campus. A DHS staff person will speak with parents to verify permission to leave campus. If unable to reach a parent directly, students who drive their own vehicles will be allowed to leave campus after signing out if the nature of the emergency does not place students in greater danger upon leaving.
4. Students who do not drive to school will remain in the building or other designated place of safety until parents are contacted and transportation is arranged.
5. The Principal/ designee will use the emergency contact phone process to notify parents to pick up students or to make other arrangements for their child.

*Note: To ensure smooth communication in emergencies, parents should notify the DHS Office of any change in home, work, and/or emergency contact telephone numbers as soon as possible.*

6. The Principal or designee will contact the transportation provider to coordinate transportation schedule changes as needed. If a schedule change is unnecessary, students remaining until the end of the school day will follow the normal transportation schedule.
7. DHS staff will remain on duty until arrangements are made for all students or until dismissed by the Principal.
8. If telephones are working, the DHS Office voice mail system will have the most current information on closure, as well as other related instructions for students.

## **FERPA**

Under the Family Educational Rights and Privacy Act (FERPA), schools may disclose without consent, 'directory' information such as a student's name, address, telephone number, date and place of birth, honors awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify Parents and eligible students annually of their rights under FERPA.

## **ATTENDANCE: ABSENCES**

"Each public K-12 student must remain in attendance throughout the school year, unless excused by the school for illness or other Good Cause..." F.S. 1003.04; 1003.21; 1003.24; 1003.26. Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers, and direct instruction, cannot be simulated or replicated with written work. Therefore, with the goal of promoting student success, Destin High School has adopted a uniform attendance policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators.

## **Absences Defined**

Students will be counted in attendance only if they are physically present or if they are away on an official school field trip or other school activity. A student who is not in class for at least one-half of the class period shall be counted as absent.

Excused absences are absences resulting from:

- Death in the family or any other bona fide family emergency.
- Illness or injury requiring medical or dental attention (Physician's statement required).
- Illness, injury, or circumstances not requiring medical attention will require a parent note explaining the absence.
- Appointments for medical or dental care (Physician's statement required).
- Religious holidays: Pupils are permitted to be absent in observation of established religious holidays, but they must be counted absent on all school records. Absences of a religious nature, preceded by prior parent notice, will not require written notification on the student's return to school. Religious holidays considered excused absences include Good Friday, Yom Kippur, Passover, Rosh Hashanah, and Hanukkah. Students may be excused for other religious holidays if a parent makes a request in writing five (5) days prior to the absence.

Unexcused absences are absences resulting from:

- Unverified absence
- Truancy
- Suspension (suspension absences do not impact driver's license suspension)
- Expulsion

School Leave is an approved activity or event where the student is participating during school hours. Students must complete MIS 5185 form and return to sponsor/coach prior to event.

- Students will not be marked absent during the period(s) of leave
- Students must see their teachers about missed work prior to the event
- Students must follow each teacher's requirements for turning in missed assignments
- If a test is missed, the student will be required to make up the test on the first day back from the event.

### **Absences, Accumulation of Nine (9)**

When a student accumulates a total of nine (9) excused or unexcused absences in any class period per semester, the student must have a note from a doctor or official agency (i.e., Department of Juvenile Justice, Department of Children and Families, etc.) for each subsequent absence to be excused.

### **Absences, Accumulation of Fifteen (15)**

After the fifteenth (15th) absence per semester in any class period, no make-up work will be allowed. The student's parent or legal guardian can appeal to the school's attendance review committee for permission to make up missed work, provided the nature of the absence(s) was an insurmountable or extraordinary situation or event that placed an undue hardship on the student. Students will be assigned detention for all unexcused absences after fifteen (15).

### **Reporting of Absences**

To excuse an absence, parents must call the attendance office at 850-204-4044 (Choose menu option 1) to report a student's absence the day of, or send a note explaining the nature of the absence the day the student returns to school. The note should be submitted to the attendance office between 6:30 and 6:55 a.m. Students will have five (5) school days, including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification or a phone call for the excused absence within that time frame.

### **Absences Leading to Suspension of Driver's License**

Each public-school Principal or designee is required to notify the School Board of each minor who accumulates fifteen (15) unexcused absences within ninety (90) calendar days. The superintendent must report each minor who fails to meet attendance requirements to the Department of Highway Safety and Motor Vehicles to have his/her driving privileges suspended. A student who has his/her driving privileges suspended may have them reinstated when the student accumulates thirty (30) consecutive days of school without an unexcused absence. Within that 30-day period, if the student were to have an unexcused absence, they would have to restart the 30-day process (F.S.1003.27).

### **Checking Out of School**

All appointments involving students should be scheduled after school hours. However, if an appointment cannot be handled after school hours, the student should bring a physician's appointment card to the front office on the day of dismissal. The student will then be signed out for the specified time. When the student has been signed out in advance, he/she may leave class at the appointed time.

Students will not be released to anyone except parents or their authorized representatives (written certification and identification are required) during school hours. These authorized representatives must be noted on the student's emergency screen by use of the emergency card. **Students may not leave campus while school is in session without receiving a dismissal slip from the front office. Students must go to the front office and sign out prior to leaving campus. Students who leave the school grounds without an authorized dismissal slip are considered truant and will receive in-school suspension.**

## Make-Up Work

Students will be provided five (5) school days to complete assignments following an excused absence; the five (5) day period begins the day the student returns to school. However, the teacher and/or principal may grant additional time for make-up work to be completed if the situation warrants. It is the student's responsibility to request make-up work for excused absences (up to 15). Students absent for multiple days are expected to seek and work on make-up assignments as medically appropriate and practical.

Students absent for any reason on a school sanctioned/sponsored trip on the day a previously assigned project is due or a previously assigned test is scheduled will submit the project or take the test the day of his/her return, as appropriate and practical. At the discretion of the principal, additional time may be allowed. Principals will ensure that teachers provide make-up assignments upon parental or student request. Make-up work will be provided no later than 24 hours following a parental or student request.

## Exam Exemption Policy (For non-state mandated tests)

Each classroom teacher will determine if a student is eligible for exemption from their final exam. The averages and absences will be determined **by class period**. The following guidelines will apply to SEMESTER EXAMS. All students will be required to take mid-term exams at the end of 1<sup>st</sup> quarter and 3<sup>rd</sup> quarter.

A student may qualify for exemption from a SEMESTER exam if..

The student has an **A average in the class** with no more than **5 excused absences**

The student has a **B average in the class** with no more than **4 excused absences**

The student has a **C average in the class** with no more than **3 excused absences**

**In addition, the student must have...**

No more than 5 tardies to school for the semester

NO UNEXCUSED ABSENCES

NO OFFICE REFERRALS

## TARDY POLICY - SCHOOL AND CLASS

### Tardy Policy to School

The school day begins promptly at 6:45 a.m. (Semester 1) and 8:00 a.m. (Semester 2), Monday through Friday. Students should be in their first block classroom by the designated time.

Students who arrive at school after the designated time must sign in with the front office.

Parents may excuse up to 3 (three) tardies to school per semester; this means that a student may

receive an excused tardy with a parent note three times – after the third note, the tardies will be unexcused and discipline will be administered according to the chart below. The note must be presented at the time the student checks in. If a student has a note from a physician, that tardy will be considered excused.

1st Tardy – Warning

2nd Tardy – Lunch Detention (report to cafeteria during student’s lunch period)

3rd Tardy – Morning Detention (7:15 in the lobby of the auditorium – 2nd semester)

4th Tardy – Morning Detention (7:15 in the lobby of the auditorium – 2nd semester)

5th Tardy – 1 day ISS (In School Suspension)

6th Tardy – 2 days ISS (In School Suspension)

\*\*Tardies will reset at the beginning of each MONTH.

## **Tardy Policy to Classes**

**TARDY:** Students who are not present at the class start time will be marked tardy if they are subsequently present for 25% or more of the period. Excessive tardies to class will result in disciplinary action.

**ABSENT:** Students who are not present at the class start time will be marked absent if they are subsequently present for less than 75% of the period.

## **Principal/Teacher Withdrawal from a High School Class**

The principal, in consultation with the high school teacher, may withdraw the student from class if the number of absences is excessive and will negatively impact the student’s chance of successful course completion. Depending upon the timing and circumstances of the withdrawal, the student may lose the course credits, enroll in a comparable high school course, be redirected to individualized performance-based instruction, or be enrolled in an alternate high school course for the remainder of the semester. If withdrawal from the course is unavoidable and is based on excused absences, efforts will be made to provide alternate instructional options so that the student does not fall behind in earning credits toward completion of the high school diploma.

## **DRESS CODE**

Students are expected to dress safely and comfortably in attire which is non-distractive and appropriate to the educational setting. Except where safety or other program/course restrictions mandate special attire, students must dress in a manner that is suitable to the instructional environment and the educational experience and non-disruptive to the school climate. Bare feet are considered unsafe; shoes/footwear is required. **Beach-style or other attire providing**

minimal body coverage are not acceptable. Students may not wear the following and will be asked to contact a parent or guardian for other clothing...

- strapless tops
- short shorts
- bare midriffs or backs
- inappropriate/disrespectful slogans or images on clothing

If you are inappropriately dressed, you will be required to adjust or change your attire. Hats and hoodies are not permitted inside the building or any classroom setting but may be worn in outside areas during non-classroom setting times. Students should be aware that “dressing the part” matters to teachers; the student who takes class seriously and dresses in a respectful manner – not too casual and not too formal -- makes the statement that he or she is here to learn.

## BULLYING POLICY

### PROHIBITION OF BULLYING AND HARASSMENT

Destin High School is committed to encouraging and assisting each student in developing his/her individual talents. In order to accomplish these purposes, it is necessary that the school climate be free of disruptions that interfere with teaching and learning activities. All students and employees are entitled to a safe, secure, and equitable environment free from harassment and bullying of any kind.

Bullying or harassment will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable State and Federal laws. Conduct that constitutes bullying or harassment, as defined herein or in applicable State and Federal laws, is prohibited.

#### (A) Definitions

(1) **Bullying** means systemically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

- (a) Unwanted Teasing
- (b) Social Exclusion
- (c) Threat
- (d) Intimidation
- (e) Stalking
- (f) Physical violence
- (g) Theft

- (h) Sexual, religious, or racial harassment
- (i) Public or private humiliation
- (j) Destruction of property
- (k) Cyberstalking
- (l) Cyberbullying

(2) **Harassment** means any threatening, insulting, or dehumanizing gesture, use of data, technology, or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- (a) Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
- (b) Has the effect of substantially interfering with or limiting a student's educational performance, opportunities, or benefits.
- (c) Has the effect of substantially disrupting the education process or orderly operation of a school.

(3) **Cyberstalking**, as defined in Florida Statute 784.048(d), means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

(4) **Cyberbullying** means bullying through the use of technology or any electronic communication which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or web blog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

(5) **Bullying and harassment also encompasses:**

- (a) Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- (b) Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - 1. Incitement or coercion.



2. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school system.
3. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

(6) **Bullying, Cyberbullying, Harassment, and Discrimination** (hereinafter referred to as bullying, as defined in Section A. for the purpose of this policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, district employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the district.

(B) **Expectations.** Destin High School expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Destin High School prohibits the bullying of any student or school employee:

- (1) During any educational program or activity conducted by Destin High School,
- (2) During any school-related or school-sponsored program or activity or on a Destin High School bus.
- (3) Through the use of any electronic device or data while on school grounds or on a Destin High School bus, computer software that is accessed through a computer, computer system, or computer network within the scope of the Destin High School ("Within the scope of the Destin High School" means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school sponsored program or activity.) The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
- (4) Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by Destin High School or one of its schools. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.
- (5) Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on an Destin High School bus.

(C) Disciplinary sanctions (consequences) and due processes for a person who commits an act of bullying under this policy.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances, followed by the determination of the disciplinary sanctions appropriate to the perpetrator's position within the district.

- (1) Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
- (2) Consequences and appropriate interventions for a e found to have committed an act of bullying will be instituted in accordance with school policies. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state issued certificate.
- (3) Consequences and appropriate intervention for a visitor or volunteer, found to have committed an act of bullying, shall be determined by the school administrator after consideration of the nature and circumstances of the act, and may include reports to appropriate law enforcement officials.
- (4) These same actions will apply to persons, whether they are students, school employees, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

(D) Consequences for a student or employee who is found to have wrongfully and intentionally accused another of an act of bullying or harassment.

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with school policies.

(E) Procedure for reporting an act of bullying or harassment.

- (1) At each school, the Principal or the Principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Principal or the Principal's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Principal or Principal's designee.

- (2) The Principal shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in- person or anonymously and how this report will be acted upon. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. A school employee, school volunteer, student, parent/legal guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedure set forth is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grade, learning or working environment, or work assignments.
- (3) Written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely based on an anonymous report.

(F) Procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is enroute to school aboard a school bus or at a school bus stop. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

## **NON-DISCRIMINATION POLICY FOR ALL STUDENTS**

It is the policy of Destin High School to offer students the opportunity to participate in appropriate programs, services, and activities without regard to race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation, or social and family background.

Students, while they are in school or participating in school-related activities, are entitled to an environment free from discrimination, and/or harassment, by other students, adult employees, or volunteers. Students should not be should they subject others to:

- Slurs or innuendoes about any characteristics regarding race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation, or social and family background.
- Any activity or talk related to race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation or social and family background that creates an offensive educational environment or unreasonable interference with the individual's school performance or participation in educational opportunities.
- Sexual advances, requests for sexual favors, or physical conduct of a sexual nature.

Students should report complaints pertaining to the Destin High School Equity Policy to a teacher or the principal. Students should file a formal complaint by completing “Equity Complaint Form-Students” in the school’s office. The school’s administrative staff will investigate the student’s allegations. A substantiated charge against a student shall subject that student to disciplinary action, including but not limited to suspension or expulsion. A substantiated case of a false claim in which a student willfully, intentionally, in bad faith wrongfully accuses another student or adult, shall result in disciplinary action.

## **CELL PHONE AND ELECTRONICS POLICY**

Use of cell phones and electronic pagers, while an aid to communication and safety, can be a distraction to students and staff alike. Accordingly, the use of cell phones and other electronic communication devices on campus during the school day is strictly regulated.

- ◆ Cell phones and electronic communication devices must be turned off and out-of-sight whenever the student is attending class, assemblies, or other school activities, regardless of location.
- ◆ Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member.
- ◆ Students who need ongoing access to a cell phone for emergency or other safety reasons must make prior arrangements with the DHS Office.
- ◆ All student use of the school internet system, personal cell phones or other digital devices used by students on campus is subject to the provisions of the DHS Code of Conduct. In no case may cell phones and electronic communication devices be used in furtherance of activities that violate the DHS Code of Conduct, other school policy or other illegal activity.
- ◆ Failure to observe these rules will result in formal or informal disciplinary action. If a phone is being used in class, teachers will confiscate it for the first offense. The second offense, the teacher will take the phone to the front office, and the students can pick it up at the end of the day. On the third offense, the teacher will take the phone to the office, and a parent will need to pick it up. On subsequent offenses, the phone will be turned in to the front office at the beginning of each day.
- ◆ Possession of an electronic communication device while engaged in a standardized testing situation may result in a voided test score.

- ◆ Students may not record/ photograph teachers without the expressed consent of the teacher.

## STUDENT EMAIL GUIDELINES AND POLICIES

- A student e-mail account will be created for each new student upon registration. Students need to use and regularly check their DHS e-mail account. Important Destin High School information will be communicated to students through the student e-mail.
- Student e-mail accounts will be deactivated at the end of each semester if a student is not currently registered for the next semester and all contents of the mailbox purged.
- Only the assigned DHS Student e-mail addresses will be used by Destin High School for e-mail communications with students.
- **Prohibited uses of e-mail include:**
  - Forgery or attempted forgery of e-mail messages.
  - Access/interception or attempted access/interception of e-mail transmissions without authorization.
  - Breach or attempted breach of security measures.
  - Use of e-mail to violate copyright laws or state and federal statutes.
  - Use of e-mail to intimidate, harass, annoy, or threaten or cause harm to the e-mail recipient.
  - Use of e-mail to send or create junk mail, chain letters, computer viruses or hoaxes or other disruptive materials.
  - Access or attempted access of pornographic or obscene materials.
  - Use of the network for mass mailings will not be permitted.

## ACTIVITIES

All school related/sponsored activities, on or off campus, must be cleared with the principal and registered on the school calendar before final plans are made. All school policies are in effect at all extra-curricular activities.

## PARKING

Parking on campus may be limited to juniors and seniors, depending on availability. Once students arrive on campus, they should lock their vehicles and immediately leave them when they arrive. Loitering in the parking lot is strictly prohibited. Students are not to be in their cars or the parking area at any time during the day and cannot leave campus at any time without checking out in the office. Under no circumstances should student vehicles be parked anywhere except the designated student parking area. Parking off campus is not allowed.

1. All students who drive and park on campus are required to purchase a \$25.00 parking permit. Any lost or damaged hang tag will require a student to purchase another hang tag at regular price.

2. Any student operating a motor vehicle in the school area must have a valid driver's license, tag receipt, and insurance card.

3. Motor vehicles brought to school by students must meet the Florida State Requirements for safety factors.

4. A student's [locker, vehicle, purse, backpack, and other personal possessions](#) can be searched if there is a reasonable belief any of them contain drugs, weapons, contraband, or other items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. The routine checks by the dogs are not considered a search by law. They are safety preventions to give students a safe and healthy school in which to learn.

5. Any student who violates good, safe driving standards or who fails to abide by the school's driving/parking regulations may be forbidden to use his/her vehicle in the school area for an indefinite period of time and may be subject to disciplinary action.

6. The school reserves the right to make necessary adjustments to parking/driving regulations at DHS. Refusal to observe these regulations could result in the revocation of parking and/or driving privileges and appropriate disciplinary action being taken.

7. No student-driven vehicle shall use an illegal muffler, air horn, or other noise-making device in the school area.

8. Parking permits must always be displayed on the interior rearview mirror while on campus.

9. Parking permits will be sold at DHS during published, designated times.

10. A senior may not buy a parking permit for an underclassman. Students found guilty of this offense may have their parking privileges revoked. When purchasing parking permits, students must have their driver's license in hand.

11. Students must comply with all parking signs or markings. The following are NO PARKING areas:

- a. Grass areas on campus
- b. Curbs in front parking lot
- c. Front area next to auditorium
- d. Curbs on drive in front & rear of building
- e. All curbs painted yellow
- f. Handicap parking spots
- g. The gravel lot between the school and the pool

12. Violations of parking regulations may result in the vehicle being towed at the owner's expense.

13. The school assumes no responsibility for damages to vehicles parked on the campus.

## **SCHOOL BUS**

Bus transportation is available to students living more than two miles from the campus. The following guidelines should be followed for maintaining appropriate behavior and high standards of discipline on the school bus. The driver of the school bus shall have authority over pupils being transported to and from the school. Any pupil who persists in disorderly conduct on the bus shall be reported to the administration of the school he/she attends and may be suspended from riding the bus.

**The responsibilities of pupils transported at public expense shall be as follows:**

- To occupy a seat that is assigned by the bus driver
- To refrain from moving around while the bus is in motion
- To maintain school conduct while: getting on and off; riding in the bus to and from school; and while waiting at the bus stop
- To obey the driver in a respectful manner
- To observe all safety rules issued by the driver
- To refrain from abusing or destroying school property
- A bus pass is REQUIRED and must be verified by attendance if your student will be riding a different bus home.

**Misbehavior on the school bus may result in suspension of riding privilege.**

## **INTERNET USAGE**

Students should have their Internet permission form on file at school before using the Internet. The Internet is provided for classroom research, college scholarship information, and career research only. Playing online games or accessing chat rooms is prohibited. Sending and receiving of personal email is not permitted.

## **PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE**

The Pledge shall be recited at the beginning of each school day. Students will not be exempt from participating unless a written request from the parent or guardian is submitted to the Principal who will keep it on file. FL. Statute 1001.41(2).

## **SAFETY DRILLS**

The drill signal will be transmitted over the public address system. Evacuation maps are in all classrooms of the building showing the nearest route from which students should exit the building. Upon exiting the building, students should always go far enough (100-200 feet) from the building to ensure their safety. Students must stay in touch with teachers for instructions. Fire



lanes must not be blocked to allow the fire department use during an emergency. Various drills will be practiced regularly throughout the school year.

## **VISITORS**

Any individual who is not enrolled, or directly related to the operation of the school, must receive written authorization from a school administrator upon entering the campus. Individuals on campus without authorization will be considered trespassing on school property. Students may not bring visitors to class during the school day.

## **GUIDANCE**

Students are welcome to come to the Guidance Office during office hours to arrange an appointment with their guidance counselor. When entering the Guidance office, the student must sign-in with his/her appropriate counselor to schedule an appointment. Services in Guidance include:

- Assistance with educational planning
- Interpretation of test scores
- Career information
- College entrance details
- Study help
- Help with home, school, and social concerns
- Scholarship information
- Crisis intervention counseling

## **COLLEGE VISITS**

College visits will be approved by the counselors and are school-sanctioned absences (School Leave). Students (juniors and seniors) must have a legitimate interest in the university or college and the qualifications for eligibility for admission. Field trip permission forms must be completed and approved by the guidance counselor prior to the visit. Documentation of the visit must be on college or university letterhead and returned to the attendance office within three (3) days of the visit for verification of the school leave. If a student requests more than three visits, a committee will determine the necessity. Juniors are eligible for one college visit second semester.

## **PARENT/TEACHER CONFERENCES**

Parents may call and make an appointment to see the counselor at any time during the school day. Students should not hesitate to ask for assistance in dealing with personal, vocational, academic, or other problems. All teacher conferences are scheduled by the Guidance Office. Should you need to talk with one teacher, the Guidance Office can arrange a conference during

that teacher's planning period or at 7:30 a.m. Twenty-four-hour notice is required. No conference will be held without the student being present.

## **GRADE LEVEL CLASSIFICATION**

For classification purposes, a student must have earned six (6) credits to be a sophomore, twelve (12) to be a junior, and seventeen (17) credits to be a senior. The Twenty-Four Credit Program (1003.4282 F.S., 1003.4285 F.S.) takes the traditional four years to complete high school and requires students to take at least 24 credits in core and elective content areas. Foreign language credit is not required for this program, although it is recommended for Florida college preparation and is required for admission to Florida's state universities and is required for Florida's Bright Futures Scholarships. Students are required to take .5 credit in physical education and .5 credit in personal fitness.

## **GRADING SYSTEM**

<b>Grade</b>	<b>Percent</b>	<b>Grade Point Value</b>	<b>Definition</b>
A	90 - 100	4	Outstanding Progress
B	80 - 89	3	Above Average Progress
C	70 - 79	2	Average Progress
D	60 - 69	1	Lowest Acceptable Progress
F	0 - 59	0	Failure
I	0	0	Incomplete

## **HOMEBOUND STUDENTS**

The procedure for classifying a student as homebound is as follows:

1. The student must be expected to be out three (3) or more weeks.
2. An application for Homebound/Hospitalized Instruction may be picked up in the Guidance office.
3. The classification is done by the county office upon receiving a signed doctor's statement on the application form.
4. The county Homebound Coordinator contacts the Guidance Department to make arrangements.

## **SCHEDULE CHANGES**

Once a student has registered for a course and verified that course, the student will not be allowed to change that schedule. If a teacher change is requested by a parent, it will be considered after a conference is held with the parent, teacher, student, and guidance counselor.

Should a student be registered for a course that they do not have the prerequisite course work or grades to complete, guidance counselors will consider appropriate alternatives with the student and/or parent. No schedule change will be granted that puts a class out of compliance with the class size amendment. There will be no schedule changes after the 4th week of the semester.



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