
Student and Family Manual

2019-2020



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This PHS Manual is a living document and as we at Patel High School continue to create a superior learning environment, the administration reserves the right to make changes to policies in this Manual.

All policies and procedures have been approved by our Board and comply fully with the Florida State Statutes for public schools.

Employees, parents/guardians, and students will be notified of any changes or revisions to the Manual.

Dr. Kiran Patel High School (PHS) is a public charter high school, approved and sponsored by the Hillsborough County Public School (HCPS) Board. This document reflects policies set by the Governing Board of PHS. All policies listed in this Manual are subject to change based on administrative actions by the PHS Board of Directors. Students and families will be notified when such changes occur.

TO THE PHS PARENTS/GUARDIANS

This Manual provides information regarding school regulations, the Code of Student Conduct, and other important policies and procedures to assist each student and family with becoming active and productive members of the school community.

TO THE PHS STUDENTS

The PHS Manual has been developed for the purpose of informing you of the policies, procedures, and practices of PHS. We hope that it will assist you in making our school a productive and beneficial learning environment. It is the responsibility of each student and parent to read, understand, and abide by the guidelines set forth in this Manual.

NON-DISCRIMINATION STATEMENT

No person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by PHS, except as provided by law, on the basis of race, color, sex, sexual orientation, gender identity, national or ethnic origin, marital status, disability, age, political beliefs, social and family background, or religion.

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Section 1 - Academic Info

1.A PHS Mission Statement

To educate, inspire, and empower students by providing a mutually transformative educational environment that integrates 21st century knowledge and skills with personalized and innovative instruction, school/community partnerships, and focuses on social responsibility and leadership.

1.B PHS Vision

We will be a model for transformative teaching and learning, demonstrating methods and techniques that are replicated in high quality public high schools across the state and the nation.

1.C Academic Design

PHS enrollment is open to any student residing in or around Hillsborough County who demonstrates potential to succeed in the academic program.

1.C.1 Standards-Based Instruction:

Academic content to be taught in individual teacher's classrooms at PHS aligns with the state of Florida's adopted academic curriculum, specifically the Florida Standards and Next Generation Sunshine State Standards (NGSSS). Classroom teachers select their own content in line with the Florida Standards and how it applies to their specific subject matter.

1.C.2 Transformative Education:

PHS will provide a transformative education that focuses on transforming students' learning-related attitudes, values, beliefs, and skills. PHS will do this through project based learning supported by community mentors, flipped classrooms, blended learning, and daily power hours.

The philosophy of PHS is that a teacher's purpose is far greater than to simply deliver information. Traditional secondary education models are often "transactional" in that they rely on the transmission of knowledge from teacher to student, and anticipate that students will assimilate and synthesize new knowledge on their own, either in real time or in review. In contrast, PHS teachers will serve more as facilitators of learning rather than simply transmitters.

1.C.3 Project-Based Learning (PBL):

All teachers will be expected to provide PBL in their classroom instruction. Project Based Learning (PBL) is a teaching method in which students gain knowledge and skills by investigating and responding to complex questions, problems or challenges. With PBL students learn how to take initiative, build confidence, solve problems, work in teams, communicate ideas, and time manage.

Project Based Learning will come to life when PHS students align with a community-based mentor. Working with mentors from throughout the community will give students the opportunity to explore potential career interests, community outreach, and real-world application.

1.C.4 Power Hour:

Each day will include Power Hour. Power Hour is positive school-wide initiative to encourage and support student achievement. During Power Hour, the entire school participates in an hour-long lunchtime academic development period. In addition to lunch, student options during Power Hour will include participating in open labs, clubs, tutoring, intensive intervention, or other academically enriching choices. They will be able to meet with teachers, catch up on assignments, and collaborate on projects with peers. Power Hour restructures the traditional school day to expand the lunch period increasing student opportunities for academic success and extracurriculars.

1.C.5 Flipped Classroom:

When appropriate, based on the content being covered, teachers will utilize a flipped classroom approach. In a flipped classroom the traditional learning environment is “flipped” by delivering instructional content, often online, outside of the classroom, while moving other activities, including those that may have traditionally been considered homework, into the classroom. In a flipped classroom, students watch online lectures, collaborate in online discussions, or carry out research at home and engage in concepts in the classroom with the teacher’s guidance. The flipped classrooms at PHS will invert the typical cycle of content acquisition and application so that students gain necessary knowledge before class, and instructors guide students to interactively clarify and apply that knowledge during class. This approach gives teachers the opportunity to guide their students to deeper thinking and higher levels of application. A flipped class keeps student learning at the center of teaching.

Assignments related to the Flipped Classroom may include:

1. Practice and reinforce fundamental skills to meet course objectives
2. Aid in processing needed information to demonstrate mastery
3. Provide an opportunity to increase their learning ability through independent experiences with resources found outside of a classroom setting
4. Engage in shared learning experiences with family.
5. Enhance concepts taught in class and may reinforce real-world applications.

1.D Statement of Parent/Family Volunteerism

As a part of the PHS philosophy of setting and maintaining higher standards for students, parents, faculty, staff, administration and board members, each year families are asked to volunteer a minimum of 10 hours of time in service to the school community.

Each parent (adult family member) volunteering will need to complete the Hillsborough County Public Schools Volunteer Application found on the PHS website.

1.E PHS Student Bell Schedule

Patel Schedule 8:00-2:50

Monday	Time	T	W	Th	F	
8:00-8:07	Homeroom					
8:10-9:05 (55 mins)	1	8:10-9:35 (85 mins)	1	4	1	4
9:09-10:04 (55 mins)	2					
10:08-11:03 (55 mins)	3	9:40-11:05 (85 mins)	2	5	2	5
11:07-12:02 (55 mins)	4					
12:02-12:56	PH	11:05-12:05	Power Hour			
12:56-1:51 (55 mins)	5	12:05-1:30 (85 mins)	3	6	3	6
1:55-2:50 (55 mins)	6	1:35-2:50 (75 mins)	7	7	7	Student Early Release/ Teacher PD
225 mins total of instructional time each period per week						

1.F PHS Student Academic Calendar

Students' First Day of School	08/12/19
Labor Day Holiday/Non-Student Day	09/02/19
End of 1st Grading Period	10/11/19
* Veterans Day/Non-Student Day	11/11/19
* Fall Break/Non-Student Days	11/25/19 - 11/29/19
Students Return to School	12/02/19
End of 2nd Grading Period (End of 1st Semester)	12/20/19
Winter Break/Non-Student Days	12/23/19 - 1/03/20
Non-Student Day	01/06/20
Students Return to School	01/07/20
Martin Luther King, Jr. Holiday/Non-Student Day	01/20/20
** Florida State Fair Day/Non-Student Day (all students districtwide)	02/07/20
Presidents' Day/Non-Student Day	02/17/20
** Strawberry Festival Day/Non-Student Day (all students districtwide)	03/02/20
End of 3rd Grading Period	03/13/20
Spring Break/Non-Student Days	03/16/20 - 03/20/20
Students Return to School	03/23/20
Non-Student Day	04/10/20
Non-Student Day	04/20/20
Memorial Day/Non-Student Day	05/25/20
Last Day of School/End of 4th Grading Period (End of 2nd Semester)	05/29/20

* Hurricane Day(s) if needed - November 11, 25, 26, & 27- Any school closures will be in accordance to Hillsborough County Schools

** All students district-wide will have off for both the Florida State Fair and the Strawberry Festival

1.G 2019-2020 Important Dates

Non-Student Days/Holidays:

- September 2, 2019: Labor Day
- November 11, 2019: Veteran's Day (Obs.)
- November 25-29, 2019: Fall Break
- December 23, 2019-January 3, 2020: Winter Break
- January 6, 2020: Non-Student Day
- January 20, 2020: Martin Luther King Day
- February 07, 2020: Non-Student Day: State Fair Day
- March 02, 2020: Non-Student Day: Strawberry Festival
- March 16-20, 2020: Spring Break
- April 10, 2020: Non-Student Day
- April 20, 2020: Non-Student Day
- May 25, 2020: Memorial Day

Progress Reports:

- Disseminated September 11, 2019
- Disseminated November 13, 2019
- Disseminated February 5, 2020
- Disseminated April 16, 2020

End of Quarters:

- October 11, 2019: 1st Quarter
- December 20, 2019: 2nd Quarter
- March 13, 2020: 3rd Quarter
- May 29, 2020: 4th Quarter

Report Card Distribution (Online):

- October 30, 2019: 1st Quarter
- January 23, 2020: 2nd Quarter
- April 09, 2020: 3rd Quarter
- June 11, 2020: 4th Quarter

FTE Week (Students must be in attendance during FTE week.)

- October 7-11, 2019
- February 3-7, 2020

Semester Exams:

- December 16-20, 2019: Semester 1 Exams
- May 26-29, 2020: Semester 2 Exams

State-Mandated Assessments:

- [FLORIDA STATEWIDE ASSESSMENT PROGRAM](#)

ACT Test Dates: *More information may be accessed [here](#).*

- September 14, 2019 - Deadline, August 16, 2019
- October 26, 2019 - Deadline, September 27, 2019
- December 14, 2019 - Deadline, November 8, 2019
- February 8, 2020 - Deadline, January 10, 2020
- April 4, 2020 - Deadline, February 29, 2020
- June 13, 2020 - Deadline, May 8, 2020

SAT Test Dates: **More information may be accessed [here](#).*

- October 5, 2019 - Deadline, September 5, 2019
- November 2, 2019 - Deadline, October 2, 2019
- December 7, 2019 - Deadline, November 7, 2019
- March 14, 2020 - Deadline, February 13, 2020
- May 2, 2020 - Deadline, April 2, 2020
- June 6, 2020 - Deadline, May 6, 2020

College Board Exams

- [PSAT: Wednesday, October 16, 2019](#)
- May 08, 2020 - AP Art

HCC Important Dates:

Click [here](#) for all up-to-date calendars and important dates for HCC

- [Fall 2019 Academic Calendar](#)
- [Spring 2020 Academic Calendar](#)

College Night Dates:

- September 23, 2019 – Sickles High School
- September 24, 2019 – Plant High School
- September 25, 2019 – Chamberlain High School
- September 26, 2019 – Brandon High School

1.H Attendance Policy

1.H.1 Excused Absences

Examples of excused absences are:

- an illness of the student or a medical or dental appointment; a doctor's statement may be required by school officials;
- an accident resulting in injury to the student;
- a death in the immediate family of the student;
- an observance of an established religious holiday; documentation of the religious affiliation of the student may be required by school officials; in secondary schools, absences on approved religious holidays shall not cause a graduating senior to forfeit quarter four, second-semester exam exemption;
 - Note: If the religious holiday observance cannot be identified as a traditionally well-known day such as Rosh Hashanah, school officials should require a note from the parent/guardian and a letter from the leader of the faith organization stating that the day, if celebrated, would result in an absence. If the letters are submitted, the absence should be excused and also recognized as an established religious holiday that does not impact any attendance incentives including exam exemptions.
- a pre-planned absence for a personal reason that is acceptable to the Principal or designee. To request consideration that a pre-planned personal absence be excused, a parent/guardian must make the request in writing to the Principal at least three (3) days prior to the date of the absence. The parent/guardian will be notified of the decision.
- a subpoena by a law enforcement agency or a required court appearance;
- an emergency for a reason acceptable to the Principal or designee for an emergency, such as severe weather conditions; a major personal or family problem; fire, flood, or other major damage to the home; an accident on the way to school; or a breakdown of the public bus (failure to pick up the student).
- college visits by students shall be considered an excused absence for school business, as defined in Section 1.H.3, only if a visit is required for admission and is documented on the college letterhead.

1.H.2 Unexcused Absences

Absences not included in the excused absence list above are considered unexcused

- A student who receives an unexcused absence for any class period shall receive a grade of "zero" for tests and/or graded work missed.
- A student suspended out-of-school shall receive a grade of "zero" for tests and/or graded work missed.

1.H.3 School Business

Examples are:

- an academic activity directly related to the instructional outcomes of one or more courses;
- participation in a regularly scheduled, school-sponsored athletic event;
- a summons to one of the school offices;
- college visits required for admission and documented on the college's letterhead;
- other approved activities such as Student Government, National Honor Society, pep rallies, class meetings, club meetings, senior graduation activities or an event that is designated by the Principal at which the student represents the school and is approved by the Principal.

STUDENTS WHO ARE ABSENT FROM SCHOOL (excluding school business) ARE NOT PERMITTED TO PARTICIPATE IN SCHOOL-RELATED EXTRACURRICULAR ACTIVITIES SUCH AS CLUB OR SPORTS COMPETITIONS, PERFORMANCES, CELEBRATIONS, ETC.

1.H.4 Make-Up Work

A student who has been absent and whose absence is EXCUSED is permitted to make up the work missed, **provided that the student makes arrangements with teachers within three days of the student's return to school.** It is the student's responsibility to make these arrangements. Make-up work **must be submitted within the deadline(s) set by the teacher(s).** Students on school business shall be counted present and be allowed to make up work missed within three days of the student's return to school.

If a student is making up work when grades are due, the student shall receive a zero for the missing assignments. Upon completion of the required make-up work within the deadline set by the teachers, the grade will be retroactively corrected in the student database. If the student fails to complete the make-up work within the deadline set by the teachers, the grade will stand without completed work.

1.H.5 Missing Midterm and/or Final Exams

Students are encouraged to be present during exam week(s) designated by the school administration. Any excused absence during exam week(s), must be pre-approved two weeks in advance by the Principal. This will ensure teachers have notice of any student missing an exam. Once approval is received, it is the student's responsibility to make arrangements with their teacher(s) to make-up the missing exam(s). **Make-up exams must be completed within the deadline(s) set by the teacher(s).** Vacations will not be approved as excused absences.

Any absence that is deemed unexcused during exam week(s) will result in a zero for the exam grade.

In the case of an emergency absence during exam week(s) please contact the Principal immediately.

1.H.6 Student Absence Notification

To report an absence go to: <https://tinyurl.com/PHSAbsenceReport> by 9:00 am.

A ROBOCALL MESSAGE WILL BE DELIVERED AT APPROXIMATELY 11:00 A.M. FOR A STUDENT ABSENCE.

Students and parents/guardians must provide school personnel with accurate telephone contact numbers (home and work for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be given on the emergency contact card provided by the school at the beginning of the school year and updated as changes occur.

- Parents/guardians are expected to call the school by 9 am when students are absent for all or any part of the day to report the absence. **Parents/guardians must contact the school within 24 hours of the absence in order to be considered excused.**
- When a student accumulates five and/or ten absences during a semester, a letter shall be sent to the parent
- As per Hillsborough County's policy, chronic truancy or deliberate nonattendance in excess of 15 school days within a semester shall be sufficient grounds for withdrawal of students 16 years of age or older, who are subject to compulsory school attendance under F.S. 1003.21.
- According to F.S. 1003.27, PHS will report to the Department of Highway Safety and Motor Vehicles the names of

minors who accumulate fifteen unexcused absences in a period of ninety calendar days, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon application.

- Students who display a pattern of nonattendance may be required to present medical evidence and an attendance intervention form shall be completed.
- Students who are absent from class but not listed on the absentee bulletin shall be reported by the teacher to the appropriate office. Likewise, students who may have been inadvertently reported as absent who are present shall be reported by the teacher to the appropriate office.
- Students not in class at least one half of the class period shall be counted absent from that class. Students in attendance for any part of the day are counted present for the day, but shall be counted absent for any class missed.

1.H.7 Tardy to School

Students who are late to school must be signed-in at the Main Office. A pass will be issued to the student at that time. Students who fail to check in shall be considered truant (unexcused absence) for the classes affected. As a school of choice, parents/guardians and students agree to consistent and regular attendance including arriving to school on time to ensure the best learning environment for students and to maximize instructional time.

A late arrival to school may be excused, when reasons acceptable to the Principal or his/her designee are given.

- **Excused sign-ins include the following:**
 - illness;
 - medical or dental appointments (doctor's statement may be required);
 - automobile accident;
 - deaths or funerals;
 - emergency situations acceptable to the Principal or designee;
 - required court appearance (subpoena required);
 - established religious observance;
 - severe weather;
- **Unexcused sign-ins include the following:**
 - car problems (for instance, flat tire, no gas, car won't start);
 - heavy traffic;
 - overslept;
 - returned for forgotten items (for example, books, lunch, money, homework, projects, absentee notes);
 - non-educational appointments.

More than five sign-ins in a grading period shall require medical or other documentation to be considered excused.

1.H.8 Sign-Out Procedure (Pre-approved and emergency)

Once students arrive on campus, they may not leave without permission from the Principal or the Dean of Academic and Student Affairs.

- Students must be signed out by 2:20 pm unless it is an emergency and/or approved by an administrator.
- A parent/guardian on the emergency contact list can sign out a student prior to 2:20 pm.

- Students who have parking privileges and must leave school during school hours must have an approved parent/guardian request early dismissal by email. This email request must have proof of parent/guardian picture identification.
 - More than four sign-outs in a grading period shall require medical or other documentation and/or a parent/guardian must be present in order to be considered excused.
- Students will not be released to any individual not on emergency contact list, including siblings.
- **Excused sign-outs include the following:**
 - medical or dental appointments (doctors statement may be required);
 - deaths or funerals;
 - emergency situations acceptable to the Principal or designee;
 - court appearance (subpoena required);
 - personal reasons acceptable to the Principal or designee;
- **Unexcused sign-outs include the following:**
 - forgotten items (for instance, books, lunch, money, homework, projects,);
 - violation of dress code (to obtain appropriate dress);
 - non-educational appointments.

1.H.9 Release of Students

During school hours a Principal or designee shall permit a child to leave school only in custody of one of the following adults:

- parents/legal guardians of the student with photo ID.
- person listed on emergency contact card, with photo ID;
- a law enforcement officer;
- an authorized worker Child Protective Investigator from the Department of Children and Families or Hillsborough Sheriff's Department.

1.H.10 Tardy to Class

A student should make every effort to be in class on time. A student failing to attend class shall be considered truant and subject to disciplinary action. Students are considered tardy to class if they are not in the classroom and seated in their assigned seats (if applicable) when the bell rings.

At the end of the school day, students are released at a specified time and place and are expected to go directly home.

1.I Parent/Guardian Communication

Patel High School takes pride in its active communication with parents, stakeholders, and members of the community. Through an assortment of media outlets, information and celebrations are shared regularly, with integrity, and are in alignment with the school's vision and mission.

Teachers are required to have two grades per week, and updated grades posted by Friday 5pm of each school week. An updated classroom calendar is required to ensure students and stakeholders are informed about classroom assignments, projects, and assessments. To ensure the effective implementation of the "flipped classroom" students must have access to class content, assignments, projects, and assessment information.

Note: It is important to ensure that email/communication to teachers is appropriate and that it follows our civility policy. It is important to gather information in an objective manner versus writing a reactionary, emotionally

charged email without having all of the information. Parents/guardians should contact the teacher or staff member before contacting an administrator. Please allow PHS faculty and staff members 48 hours (not including holidays or weekends) to respond to any messages, as faculty members may not be able to respond immediately due to their instruction of classes. If 48 hours has been exhausted without a response, please contact the Dean of Academic and Student Affairs for further assistance.

1. Email: All PHS faculty and staff members can be emailed using their patelhighschool.org email addresses.
2. Edsby: All parents/guardians are required to sign up for and register via Edsby to monitor their students' progress. Faculty will provide weekly student progress updates via Edsby and can also receive instant messages via Edsby. Parents/guardians can customize Edsby to alert of poor progress and grades in each class.
3. Parentlink text, email, and voice messages: All families will receive various messages throughout the school year using the Parentlink system. The contact information provided on the emergency card is used. If contact information changes, notify the front office immediately.
4. Website: The PHS website contains important information about areas such as the school calendar, athletics, assessment, etc.

1.I.1 Conference Night & Progress Reports

Conference nights are scheduled twice on the school calendar. Conference night is not the exclusive method for parents/guardians to conference with a teacher. Parents/guardians are encouraged to request a conference with a teacher at any time, allowing adequate time for a conference to be scheduled.

- **Progress Reports** are prepared and disseminated at the midpoint of each quarter. They are designed to be snapshots of each student's academic achievement and must be reviewed by the parent/guardian. Students/Parents will have constant access to review grades via Edsby.

1.J Grades

Students shall be informed by the school of their academic progress and shall have periodic reviews of their instructional achievement by the school staff.

- Students' academic marks in each class should represent fairly and impartially their academic progress in that class. They should have the opportunity to periodically review their marks with their teacher.
- Students shall be graded on their progress and class work.
- A student must accept the responsibility for regular class attendance. He or she must also perform all tasks required for the successful completion of the course. He or she must be responsible for making up all work missed during excused absences. Students are not entitled to make up work missed during truancies, out-of-school suspensions, or unexplained absences.
- A student shall complete all classroom assignments to the best of his or her ability to earn the best possible grade. A student shall cooperate with the teacher to provide an appropriate learning environment in class.
- A student has the responsibility to refrain from cheating or plagiarizing on all tests and work assignments.

1.J.1 Parent/Guardian's Responsibilities

- Notify school personnel about their child's absence from school on the day of the absence or within 24 hours.
- Notify the school of any change of address, phone numbers, or emergency contact numbers.
- Notify the school if their student is eligible for hospital/homebound instruction.
- Notify school personnel if the family is moving out of town.
- Be aware of school calendar and coordinate trips, vacations, and personal business to support attendance on school days.

1.J.2 Academic counseling services are available for all students.

1. Through individual and group counseling, staff members assist students in making decisions about course selection, occupational planning, college choice and personal/social adjustment. The department provides up-to-date information about careers, colleges, technical schools, college entrance examinations, scholarships, financial aid, military service, personal-social adjustments and study skills.
2. The school assists in the systematic utilization of local resources, especially business and industry. Services include workplace readiness, technical and career recruitment, business partnerships for workplace experiences, military, and the administration and interpretation of career interest inventories. Staff members identify and support at-risk students.
3. Staff members are available to assist students and parents/guardians with post-secondary planning, scholarships, and financial aid. They provide a myriad of resources including assistance with the college selection and application process, providing current information on available scholarship opportunities, offering assistance with the financial aid application process, and providing information regarding college entrance exams (SAT and ACT).
4. The assessment program is to help students assess capabilities and achievements required for college admission. Students should discuss with their counselor the tests required for college entrance and scholarship opportunities.

1.J.3 Academic Goal Time (AGT) Program

Students who scored below proficiency in Reading or Math on Florida State Assessments will receive additional instructional support through the **Academic Goal Time (AGT) Program** which will be done during Power Hour.

1.J.4 Student Feedback (Grading) Policy

PHS will provide a transformative 21st-century education that will enhance students' learning-related attitudes, values, beliefs, and skills. When students enter their future career path, "grades" will not be used to assess performance. Instead, employers use standards-based evaluations to provide feedback on job performance and ways to improve. This provides greater opportunity to develop critical skills like self-assessment and self-reflection that lead to success in career and personal life.

Therefore, PHS has adopted a Student Feedback (grading) Policy that better supports Project-Based Learning and brings out student motivation in ways that traditional grading cannot:

- **First**, all assignments will fall under one of three categories: Preparation, Practice, or Performance Evaluation.
 - **Preparation** - preparing for practice of skills, such as:
 - Reading
 - Watch lecture/videos
 - Researching
 - Prepare for discussion
 - Reviewing class notes
 - **Practice** - practice of skills, such as:
 - Classwork or homework
 - Practice questions
 - Writing drafts
 - "Show me what you can do" - mini assessments
 - Self assessments

- **Performance Evaluation** - demonstrate understanding, such as:
 - Quizzes / tests
 - End-of-unit assessments
 - Cumulative work over an extended period such as a final project or creative portfolio
 - Presentations, acting performances, etc.
- **Second**, assignments given at PHS will have rubrics that involve feedback and scores from both the teacher and the student. See the table below for more.
- **Finally**, for assignments that are part of the student’s grade, the feedback score will be placed in the school’s online grade reporting system (Edsby) for progress and grade reports according to the teacher syllabus.
 - Not all assignments will be for a grade; some will be used for the student and teacher to discuss progress toward goals
 - Parents will be able to track student progress via Edsby.

Although the feedback scores will remain the same (0-5) school-wide, the assessment language in the table below will differ according to course standards/requirements. Teachers will use both teacher assessment and student self-assessment to provide feedback to students.

Feedback Score	Teacher assessment	Student self-assessment
5 - Mastery (A 100%)	Student has fully demonstrated content proficiency and skill application of the outcomes for the particular target at this point in the school year.	I can do this on my own and communicate it clearly and accurately to others.
4 - Proficient (B 85%)	Student has demonstrated content proficiency and skill application, although there may be a few minor errors.	I understand this, but I’m not confident I could explain it.
3 - Approaching (C 70%)	Student has demonstrated partial proficiency and emerging skill application with minor errors.	I can do this with some guidance but am not ready to do this on my own.
2 - Developing (D 60%)	Student has demonstrated major gaps in understanding core content.	I need more time to learn this material and need help from teacher or peer.
1 - Beginning (F 50%)	Student has demonstrated weak or no understanding of core content.	I do not understand the material and need modeling/reteaching
0 - No Evidence (F 0%)	Student has not demonstrated any attempt to understand content.	I did not try.

1.J.5 Nine-Weeks Grades/Semester Grades

Following the end of each nine-week period, a report indicating the grade the student earned in each subject shall be sent to parents/guardians and students electronically from PHS. The final student Report Card shall also be released electronically through the school district.

Letter Grades and Quality Points shall be related as follows:

Letter Grade	Quality Points
A	4
B	3
C	2
D	1
F	0

A 0.04 bonus shall be added to the student’s cumulative grade point average for each one-half credit completed in an honors course. A grade of C or higher must be earned in the honors course for the bonus points to be awarded. An additional 0.04 bonus, beyond the 0.04 bonus for honors courses, shall be added to the student’s cumulative grade point average for each one-half credit in an advanced placement or dual-enrollment course completed. A grade of C or higher must be earned in these courses for the bonus points to be awarded. Bonus points are included in the calculation of the district GPA used for class ranking. Dual Enrollment courses will be weighted the same as Advanced Placement and International Baccalaureate courses when grade point averages are calculated.

1.K Additional Opportunities

1.K.1 Advanced Placement

The Advanced Placement (AP) program offered by the College Board offers an opportunity for students to earn up to one year of college credit in certain subject areas.

1. To potentially receive college credit for an AP course, students must earn a qualifying score on the AP exam administered in May each academic year.
2. The final decision regarding college credit and/or placement is made by the post-secondary institution in which the student enrolls.
3. Students scheduled into an AP course must remain in the course and take the AP exam unless released by the teacher and administration.

1.K.2 Distance Learning Through Virtual High School

Virtual School is supported by the Department of Education and is a possible option for students at PHS who:

- need to fulfill one course virtual credit graduation requirement (PHS recommends Drivers Education)
- need to make up credits in order to graduate with cohort, when students are unable to do credit recovery on their PHS student schedule;
- want to take courses not offered at their traditional high school.

Contact the School Counselor’s Office for more information.

1.K.3 Dual Enrollment

Dual enrollment (DE) is the process by which a student is enrolled in both a high school and a college or university and credit earned applies toward high school credit and a college degree.

1. A student may be enrolled full-time in a high school and part-time in a college or university.

2. Any high school student who meets the qualifications of DE as set forth by legislation may enroll both in a high school and a college or university and may use the credits earned to meet high school graduation requirements.
3. Only courses approved by the Department of Education and listed in the State Course Code Directory shall qualify as DE.
4. Students must have a minimum GPA of 3.0 (unweighted) and a qualifying score on the SAT, ACT and/or Postsecondary Education Readiness Test (PERT) to be enrolled in DE.
5. A bonus of 0.04 shall be added to the cumulative GPA for every one-half credit of a district-approved dual enrollment course passed with a grade of C or higher. Beginning with students entering grade 9, DE courses will be weighted the same as Advanced Placement and International Baccalaureate courses when grade point averages are calculated.

1.K.4 Honor Courses

Having weighted grades in advanced courses accurately correlates a student's achievement with his or her class standing.

1. A 0.04 bonus shall be added to the student's cumulative grade point average for each one-half credit completed in an honors course. A 0.08 bonus shall be added to the student's cumulative grade point average for each one-half credit completed in an advanced placement course. A grade of C or higher must be earned in the honors or advanced placement course for the bonus points to be awarded.
2. In determining if a transfer course should receive Hillsborough County honors points, all of the following criteria must be met for honors points to be granted:
 - a. the course must have carried an honors designation in the sending school;
 - b. the course must carry an honors designation in our system;
 - c. the sending school must have granted a weighted grade for the designated honors course.

1.K.5 Honor Roll

Honor Roll recipients are determined based on quarterly grades

1. To attain Principal's Honor Roll, a student must earn an A in each subject.
2. To attain High Honor Roll, a student must earn at least three A's with no grade lower than a B.
3. To attain Honor Roll, a student must have no grade lower than a B.

1.K.6 National Honor Society

The National Honor Society (NHS) is an organization which honors students who are outstanding in (1) scholarship, (2) character, (3) leadership, and (4) service. Membership in the National Honor Society is a privilege and not a right. Only those individuals who are outstanding in all areas receive this honor. All sophomore, junior, and senior class students who have been enrolled in their present high school one semester or more shall be eligible candidates for the National Honor Society if they fulfill the following scholastic requirements based on semester grades for grades 9-12:

- A cumulative unweighted grade average of 3.5 or better (no rounding);
- All grades earned in grades 9, 10, 11, and first semester of grade 12 in determining a student's average are considered by the school.

In addition to the service and meeting requirements, students must maintain an unweighted quarterly average of 3.0 in order to continue membership in the NHS. Students not meeting the requirements shall be placed on probation. Students will be allowed only one probationary period.

Members may also be placed on probation or dismissed from the NHS for failure to maintain standards for character, leadership, or service.

1.L Senior and Graduation Topics

1.L.1 Units Earned

A student will receive one full credit for completing a year-long course and one-half unit is earned by successfully completing a semester subject.

1.L.2 Graduation Requirements

Proper registration, fulfilling requirements for graduation and passing class work and examinations are the direct responsibility of each student. While the school attempts to check each student's record and to direct his or her work, it cannot be responsible for seeing that all requirements are met within the regular time.

Graduation requirements are accessible via <http://www.fl DOE.org/academics/graduation-requirements/>

1. A diploma may be presented to a student who completes twenty-four prescribed units from those approved by the Hillsborough County School Board and listed in the State Course Code Directory for grades 9-12 and who completes all the graduation standards.
2. The student's careful selection of an appropriate course of study and appropriate electives that are commensurate with his/her ability, interests, and aptitudes shall be necessary to round out his or her program.
3. Graduation standards include the following:
 - unweighted GPA;
 - attainment of all assessment benchmarks as set forth by the FLDOE;
 - completion of all required courses as set forth by FLDOE;

1.L.3 Requirements for Participation in Graduation Exercises

To be eligible for participation in the graduation ceremony, students must have earned twenty-three credits before the end of the school year in which graduation is anticipated. The twenty-fourth credit must be earned before the end of the summer school program for the diploma to be awarded with the spring graduating class

- Students successfully completing the requirements of a performance-based graduation program operated as a component of the School District of Hillsborough County Comprehensive Dropout Prevention Plan may also be eligible for participation in the graduation ceremony.
- Students must have met all financial obligations to the school before being given a diploma.
- Participation in a graduation ceremony is dependent upon a student's meeting both graduation requirements and abiding by discipline standards. Students shall only participate in one graduation ceremony. Disciplinary infractions include breaking school rules or breaking laws that result in criminal charges. Please refer to participation in school events policy.

1.L.4 Honor Students at Graduation

The senior scholastic honor students to be honored at graduation shall consist of the top five percent of the senior class seeking a standard diploma. Rank in class shall be determined upon the completion of seven semesters.

1.L.5 Valedictorian and Salutatorian Designation

Only students who are enrolled on the first day of school of their 11th-grade year and have continuous uninterrupted enrollment at Dr. Kiran Patel High School shall be named valedictorian or salutatorian based on GPA.

- PHS shall recognize a valedictorian and salutatorian from among each year's graduating seniors. The valedictorian shall be the student whose rank in class is number one (1), and the salutatorian shall be the student whose rank in class is number two (2). In the event of a tie for the position of valedictorian, each student whose rank is tied for first in the class shall be recognized as a co-valedictorian. If there are co-valedictorians, there shall be no salutatorian since the next student's rank would be third (or lower).
- In instances where there is a tie for the position of salutatorian, each student whose rank is tied for second in the class shall be recognized as a co-salutatorian. If there are co-salutatorians, the rank of the next student would be fourth (or lower).

1.L.6 Rank in Class

At the end of the first semester, the final rank in class shall be determined for each senior student.

1. All credit-bearing grades earned through the first term of grade twelve and all grades earned for courses listed for grades 9-12 in the State Course Code Directory shall be used in determining class rank as well as the district grade point average. Rank is "frozen" on a designated day during Quarter 3. The time between the end of the first term and the rank-freeze date of the senior year is provided to allow for first semester/term corrections or additions.
2. Students enrolled in the International Baccalaureate and other magnet programs who leave their magnet program after the first day of their eleventh-grade year are ranked with their magnet program.
3. The grading system of senior high school shall be based on quality point values. Quality points are to be earned every nine-week grading period in each subject. Quality point values are described in the next section.

1.L.7 12th grade Second-Semester Exam Policy

Only 12th grade students may exempt exams.

Twelfth-grade students shall:

- Earn at least an A or B in quarters 3 and 4
- Have no more than 5 excused absences in Semester 2 per course (must be in attendance for more than half of each period in order to be counted as present)
- Have no suspensions for the Semester
- Must not have any money owed to the school
- Must meet these stipulations up to the day of the exam

Important Notes:

1. Exam Exemption does NOT apply to End of Course Exams or AP Exams.
2. The teacher of the course may declare that an exam is necessary to determine course mastery.
3. Students who meet exam exemption requirements may choose to take the exam to boost their semester grade.
4. If a student misses the exam, that student will receive an F for the exam. Make-up exams within the grading period may be permitted due to extenuating circumstances and upon administrative approval. See missed exams policy

Section 2 - Personal Appearance and Belongings

2.A School Dress Code Policy

As a school of choice, the mandatory uniform program establishes an environment of respect and focus on academia. Risse Brothers is the approved PHS uniform vendor for all uniform polos, dress code approved bottoms, PE uniforms, and outerwear.

Risse Brothers: 4228 N Armenia Ave, Tampa, FL 33607

Physical Education (PE): Gray Dri-Fit tops and royal blue bottom- must be purchased from the uniform company. Students must wear their PE uniforms in the appropriate manner as outlined here: no sagging, must be appropriate fit and length. Students may face penalty in PE class if they do not wear their PHS approved PE uniform. Female students may wear yoga pants while participating in physical education.

Outerwear: PHS Purchased or SOLID Black hoodies, pullovers, or jackets - no logo visible - Uniform polo must be worn under all outerwear

Tops:

- Grey and Royal Blue - Dri-fit only - must be purchased from the uniform company
- Shirts are required to be tucked in

Bottoms:

- Skort option - Knee-length skorts can only be purchased from the uniform company - logo required
- Khaki or Black bottoms
 - Bottoms (with the exception of the skorts) may be purchased through the uniform company or they may be purchased through other vendors, but they must be the correct style as indicated in this dress code policy.
 - Bottoms may include long pants, capri pants (girls), knee-length shorts, and skorts.
 - Students must wear belts in the belt loops that are simple black or brown leather or cloth. Studs, extreme buckles, or extreme messages on belts are not permitted.
 - Dress code policy: No yoga style, spandex, jeans, sweatpants style, jogger style, cargo shorts, or baggy style bottom is permitted. Bottoms should be an appropriate fit. Bottoms with drawstrings or that cinch at the top and/or bottom are not permitted. No tight fitting bottoms are permitted. Uniform style pant only.

Shoes:

- Must be closed toe and closed back
- Shoes must be tied if they have laces.
- Flip-flops/beach/open-toed sandals/sandals with Velcro closures/open-back/high heel/water/shower shoes/combat boots/shoes with wheels/Croc-style shoes with open-backs or straps and “speaker shoes” are NOT permitted
- Socks - school appropriate - no requirement for color

Picture Day: Students shall be dressed in their uniform. All uniform rules still apply.

2.A.1 PHS Non-Uniform Days

There will be non-uniform days as designated by school administration.

Tops of appropriate fit - nothing too tight or revealing (no tank tops, spaghetti straps, revealing of midriffs); bottoms of appropriate fit and length; jeans may not have rips, holes, tears, frayed edges; no sweatpants/yoga pants/spandex/pajamas/slippers; pictures or text must not be a disruption to the learning environment; shoes must be closed toe and back. Non-uniform attire for field trips or special events will be communicated to students prior to the trip or event.

2.A.2 School Dances

In order to maintain a healthy, safe, and orderly environment, the following guidelines shall be used as standards at school dances.

1. Formal or semi-formal attire must be worn (dresses, dress pants, dress shirt, suit, tuxedo). Jeans will not be permitted.
2. Large coats will not be permitted.
3. Safe / appropriate footwear must be worn at all times. Sneakers may be worn, but formal footwear is preferable.
4. Proper and formal grooming is expected.
5. Undergarments must not show at any time.
6. Appropriate length skirts and dresses may be worn. These garments must be mid-thigh length or longer.
7. No midriff can show (even when arms are raised). Two-piece dresses must overlap. Mesh/see-through inserts in the midriff are not allowed.
8. The neckline must be modest. No showing of cleavage.
9. Back of dress must not be too low-cut or revealing. Back of dress should not go below natural waist. Corsets must be laced closed or adhere to open back rule.
10. Boys' shirts must be buttoned up (and remain buttoned up) to at least the second button from the collar.
11. Shirts must stay on throughout the entire dance.
12. Pants should fit properly on the hip and not sag below the waistline.

Students who are inappropriately dressed shall be denied entry. Students that are denied entry may have the opportunity to leave and remedy the violation and return to the dance once appropriately dressed. If the student dresses inappropriately and/or chooses not to return, refunds will not be given. The school reserves the right, at any time, to amend the above dress code.

2.A.2.A Dance/Event Procedure

Patel staff and administration want students to experience drug and alcohol-free dances/events. To ensure student safety, breathalyzers or other alcohol detection devices and baggage checks may be used as a condition of participation at PHS dances/events.

- Students and guests will be subject to search upon entering a school dance/school event. No alcohol, drugs, or tobacco products are permitted (this includes vapor products).
- Possession, use, or being under the influence of a controlled substance or alcoholic beverage while going to or coming from the dance/school event, or while attending the dance/event is a violation of the PHS Manual and Policies.
- Students observed during the course of the dance/event to be in possession of, using, selling, distributing, or being under the influence of alcohol or a controlled substance will be removed from the dance/event and the parents will be contacted to come and pick up their respective students.
- Police shall be contacted if an illegal activity has taken place. Students who have been questioned by school authorities and maintain they are not in violation of the policy but are still under suspicion will be turned over to law enforcement for further investigation and appropriate action.
- Students found not to be in violation of drug and/or alcohol use, by the authorities, will be returned to the dance/event.
- A student found to be “under the influence” of drugs and/or alcohol will be subject to PHS disciplinary action as well as face appropriate legal action.
- Students and guests are prohibited from bringing the following items: over the counter medications, electronic cigarettes, tobacco products or tobacco-related products such as lighters, matches, pipes, drug paraphernalia, or any containers with fluids of any kind including water, any drinks, perfumes and sprays.

If drugs or alcohol are suspected, school assigned personnel reserve the right to search limousines and party buses which transport students to a dance/event. If any alcohol is found, no students on the limo/party bus will be admitted to the dance/event whether they knew about the presence of alcohol or not. The limo/bus will be sent back to its place of origin and no ticket refunds will be given. We appreciate parent assistance in prohibiting the consumption of alcohol/other controlled substances by students prior to or following any school event.

PROHIBITED ITEMS - Including but not limited to:

- Weapons, knives, laser pointers, and chemical irritants of any kind
- Over-the-counter medications; electronic cigarettes, tobacco or tobacco-related products such as lighters, matches, pipes, etc.; and alcohol or any controlled substance, or drug paraphernalia
- Any containers with fluids of any kind; this includes water, any drinks and perfumes
- Aerosol cans/bottles of any type

Any violation of the above guidelines will constitute grounds for dismissal from the dance/event, parent notification, and possible further school disciplinary action. *Non-PHS students suspected of drug and alcohol violations will be turned over to law enforcement in accordance with this procedure.

2.A.3 School-Sponsored Events, Sports, and Extracurriculars

Students must adhere to the uniform code regarding appropriate length and coverage of garments. Students dressed inappropriately may be asked to leave the school-sponsored event at the discretion of the PHS administration. It is never appropriate for students to wear clothes that may be too tight, too revealing, or anything with distracting images or text. Uniform rules regarding length and coverage of garments must be adhered to. When participating in activities students may not wear spaghetti straps, tank tops or shirts with undergarments showing. Students may not wear saggy pants/bottoms. All students must remain appropriately dressed at all times.

2.A.4 Accessories

Students may not wear cosmetic “grills” (i.e. gold, silver, platinum or diamond plates that cover teeth) on their teeth. **Sunglasses, hats, bandanas, etc. may not be worn during school hours in the building**, except during PE as permitted by PE teachers/coaches when activities are held outside. Jewelry must be appropriate and tasteful as to be conducive to a learning environment. Piercings or other jewelry should not be a distraction in the classroom or on campus.

- Earbuds, headphones, Bluetooth, or similar mobile devices may not be worn during school hours unless for instructional purposes as permitted by the teacher in the classroom.

2.A.5 Hair and Grooming

Hair must be clean and neatly groomed. Hair shall not fall over the eyes. No hairstyles, colors, or combinations thereof which may cause a distraction are permitted. Make-up, if worn, shall be tasteful.

- Students who demonstrate poor moral/ethical character while wearing school apparel in public settings will be disciplined.
- The administration shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students’ religion or medical conditions.

Students are expected to adhere to standards of dress and appearance that are compatible with an effective, safe, secure, and respectful learning environment. If a student’s dress is not in compliance with the Dress Code Policy, the administration may require the student to change his/her attire and disciplinary action will result.

2.A.6 Dress Code Violation Consequences

Consequences for not adhering to this uniform dress policy Include but are not limited to: (all consequences are recorded)

- **1st offense:** verbal warning
- **2nd offense:** call to parent/guardian and request for a change of clothes
- **3rd offense:** parent contact, detention as assigned
- **4th offense:** parent contact, referral for defiance, 1-day suspension and behavior contract with loss of privileges

2.B Personal Electronics (Cell Phones, iPods, handheld games, earbuds, headphones, etc.)

Students will have access to Chromebook devices in their classes and during Power Hour to ensure they have access to technology for PBL.

Personal electronics include: Cell Phones, iPods, handheld games, earbuds, headphones, etc.

All Personal electronic devices must be turned off and put away.

- Students may have in their possession a cell phone, but it must be kept in their book bag, purse, or locker throughout the entire school day. **The cell phone shall not be visible.**
- Upon entering school in the morning, all cell phones and electronic devices should be off and put away. Cell phones may be used by students following the dismissal bell to communicate with car line pickup.
- Usage of the school's phone must be authorized by a staff member and must be used for school business only.
- All personal electronic devices are subject to confiscation.

Disciplinary Action for violation of this policy is as follows:

- **1st offense:** Electronic item will be confiscated from student and held in office until end of school day. Parent will be informed of confiscation and student can pick up at the end of the school day.
- **2nd offense:** Electronic item will be confiscated from student and held in office until parent can pick up device, office will only be open until 3:15.
- **Subsequent offenses:** Electronic item will be confiscated from student and held in office until parent can pick up device, office will only be open until 3:15. Behavior Contract, referral for defiance.

The school shall not accept the responsibility for lost or damaged personal property or cost of replacement.

Section 3 - Transportation and Building Access

3.A Transportation Safety

Parents/guardians, family members, students, staff, and all other stakeholders are expected to obey all traffic signs and speed limits on and around school grounds. Do not block driveways, streets or bus loading zones.

1. Bicycle helmets must be worn to meet the requirements of the law. Students who ride bicycles to school must be responsible for the safe operation of their bicycles. They should know and abide by the traffic rules which apply to the use of bicycles. The school cannot be responsible for lost or stolen bicycles. Bicycles should be securely locked at school.
2. In the event of the need for an off-campus evacuation, PHS students, faculty, and staff will evacuate to Grace Bible Church

3.B Student Access to the Building

Student Hours:

Monday-Thursday 8:00-2:50

PHS does not provide supervision after 3:15 pm; students should be picked up by this time.

Early Release Friday 8:00-1:30

PHS does not provide supervision after 2:00 pm; students should be picked up by this time.

Each day, students may access the school at 7:30 am and should NOT arrive before this time.

Early Release Fridays will ensure teachers are provided necessary time weekly to do Project-Based Learning (PBL) professional development

3.C Visitors to the School

Visitors to the campus must sign-in with the front office. Any individual considered a non-student must obtain administrative clearance prior to entering the building. A pass shall be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest.

1. Students enrolled at PHS or in any Hillsborough County public school shall not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy shall be subject to school disciplinary action.
2. Visitors must receive pre-approval from the Principal, or designee to observe a classroom.
3. Teachers cannot stop classroom activities to hold parent conferences.
4. Students cannot arrange for friends/relatives from other schools to visit the school at any time.
5. Any individual found on the campus without clearance from a member of the administrative staff shall be arrested for trespassing.
6. Visitors shall be dressed appropriately and may be denied entry to the school campus for inappropriate attire or

for violation of the civility policy.

7. Meal delivery services for students will not be permitted to enter campus, and the student will face disciplinary action.
8. Former students wishing to visit campus must have a scheduled appointment with a staff member and at least 24-hour notice given to the main office and administration.

3.D Student Transportation

Currently student transportation is not provided to and from school. All students who hold a valid Florida Driver's License, proof of registration, and insurance coverage will be permitted to drive to school. These students will be issued a PHS parking decal upon submitting a copy of Driver's License and proof of insurance. Please see the Dean of Academic and Student Affairs for more information.

NOTE TO DRIVERS: The safety of our students is our priority. Refrain from cell phone use, distractions, speeding, cutting in front of other cars, etc. Pay attention to students crossing and other cars. Only enter through entrances and exit through exits. Please be patient to ensure all students are safe.

3.D.1 Student Parking Policy

It is the responsibility of all students who drive to school to be fully aware of their responsibilities in the operation of vehicles on the school grounds.

1. Student drivers must have a valid Florida driver's license and abide by the rules and regulations established for the safety of the student body. All students who drive to school must park in the parking spaces designated for students.
2. All student vehicles parked on school grounds must have a parking decal with registration number displayed.
3. Decals must be purchased in the designated area at a time to be specified. When the student parking spaces are filled to capacity, decals will no longer be issued. Decals must be displayed according to instructions issued by the school.
4. The cost of a parking decal will be determined each year. Additional fees may be charged for reserved parking as approved by the School.
5. Students violating any parking policy shall be subject to disciplinary action.
6. **Students must not loiter in the parking lot after school.** All students should proceed directly to their cars and leave the campus upon dismissal.
7. Bicycles are to be parked in the area designated for this purpose.
8. Students must exercise extreme caution in entering and leaving the parking areas. The maximum speed limit on the school grounds is five miles per hour. Students must follow the correct parking lane routes, correct entrances, and correct exits. Do not drive the wrong way.
9. The school is not responsible for damages or theft to automobiles, trucks, bicycles, or motorcycles. The school is not responsible for damages to or theft of the contents of these vehicles.
10. Automobiles illegally parked or without a parking decal may be towed away at the owner's expense.
11. Enrollment at PHS does not guarantee a parking space.
12. There shall be a grade requirement to exercise this privilege.
13. **Students are not permitted to retrieve forgotten items from their cars during school hours.**
14. **A parking pass is a privilege that may be revoked if these rules are violated.**
15. **All student vehicles are subject to be searched at any time by the Administration or law enforcement.**

3.E School Traffic Pattern and Car Line Expectations

All **school traffic** for morning and afternoon student drop-off and pick-up should follow the appropriate flow of car line traffic. Directions will be provided by school administration yearly and may be revised as needed.

It is important that we ensure the safety of our students at all times including during student dismissal and pick-up. It is our expectation that families picking up students follow these procedures:

- Exercise patience: We will work to move people and cars as quickly as possible within safety guidelines
- Refrain from cell phone usage (Do not text and drive!)
- Maintain awareness
- Follow all directions (signage and car line attendants)
- Only drop off and pick up students in the car line.
- Cars may not park on car line

3.F Civility

Members of the Dr. Kiran Patel High School staff will treat parents/guardians, students and other members of the public with respect and expect the same in return. The Board of Directors and Administration must keep the school and administrative offices free from disruptions and prevent unauthorized persons from entering school grounds or school-related activities. The purpose of this policy is to set clear expectations for civil behavior that support a safe, welcoming, and nurturing environment on school property and at school-related activities.

Accordingly, this policy promotes mutual respect, civility and orderly conduct among school employees, parents/guardians, students, volunteers and the general public. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage demeaning, volatile, hostile, or aggressive actions. The Board and School seek cooperation from all members of the PHS community and the public with this endeavor in order to maintain a culture that recognizes the worth and dignity of the individual.

3.F.1 Standards

(1) Expected behaviors include but are not limited to:

- Respect and courtesy in language, demeanor, and actions
- Moderate tone and volume of voice
- Active and respectful listening
- Respectful acknowledgment of cultural differences
- Respect for the personal, civil and property rights of others
- Appropriate and courteous use of telephone, public address system, radios, and any other verbal communication device
- Appropriate and courteous written/electronic communication, including notes, letters, email, and text messages
- Appropriate and courteous use of all social media platforms

(2) Unacceptable behaviors include but are not limited to:

- Rude, insulting, or demeaning language and/or actions
- Persistently unreasonable demands

- Intrusive and/or interruptive behavior
- Displays of temper
- Harassment and intimidation
- Threatening and/or abusive gestures and behavior

3.F.2 Procedures

(1) Disruptive individual must leave school grounds

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school property promptly by the school's Principal, his/her designee or other school supervisory staff member. Further action may be taken depending on the severity of the behavior.

(2) Directions to staff in dealing with abusive individual

If any member of the public or school community uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the school employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on school premises, the employee shall direct the abusive individual to leave promptly.

(3) Provide policy and report incident

Parents/guardians shall be provided a copy of this policy in the Student and Family Manual. Other members of the public shall receive a written copy of this policy when a staff member determines that the provisions of this policy are being violated. The staff member will then immediately notify his/her supervisor and provide a written report of the incident.

3.F.3 Student Recourse

Any student subjected to unacceptable behavior may bring his or her concerns to the attention of a school employee who will follow established procedures for review and resolution of the reported incident.

3.F.4 Parents & Members of the Public Recourse

Any individual subjected to unacceptable behavior may bring his or her concerns to the attention of an immediate supervisor who will follow established procedures for review and resolution of the reported incident.

Section 4 - Student Code of Conduct

4.A Student Code of Conduct

PHS has developed a Student Code of Conduct with a positive perspective in mind: PRIDE. We want students to take pride in their school, pride in themselves, and pride in their environment. When guided by the PRIDE characteristics of success shown below, students will develop skills that lead them to be better individuals, citizens, classmates, colleagues, and family members.

Characteristics of success	Positive Examples			Negative Examples
P Personal responsibility Own your choices	Be prepared Be honest	Work to improve self Be on time	Be organized Acknowledge mistakes	Lying about actions Blaming others
R Respect For self, others, the school	For the rights of others For the learning of others	For your own needs For school property	For rules and requests Help others	Insulting other people Breaking rules
I Integrity Do the right thing, above all else	Prioritize honesty Make morality important	Make good decisions Do the right thing	Admit mistakes Always do your best	Covering up actions Picking on others
D Determination Persevere regardless of circumstances	Overcome obstacles Set aside time for learning	Take breaks Fix mistakes	Practice and learn Stay focused	Getting distracted Giving up on work
E Empathy Understand others' perspectives	Think of others Use the Platinum Rule	Respect others' choices Learn different viewpoints	Learn other cultures Welcome new people	Calling people "weird" Disrespecting other views

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Personal Responsibility - with freedom comes responsibility. We want to give students as much latitude as possible in their learning, but that requires a great deal of responsibility to go with it. Every student should strive to demonstrate responsibility if they want to enjoy their freedoms, and that starts with owning their choices.

Respect - in school and in society, respect is a critical skill. When respect is demonstrated, the best things often come to the individual. The PHS community should put respect first when dealing with themselves and others.

Integrity - making good decisions starts with a consistent set of beliefs and morals. While many beliefs and morals come from family, others come from our experiences in society, in school, at work, and when traveling. When individuals act consistent with their morals, doing the right thing becomes the norm.

Determination - life is full of challenges. People find success when they learn to understand and overcome their challenges. PHS supports student motivation, self-discipline, and determination through many different channels.

Empathy - learning others' cultures and viewpoints is important to appreciating the world around you. It is powerful to be able to work with people who are different and to learn to see things in a new light.

- **Platinum Rule:** "Treat others the way they want to be treated." This is a contrast to the Golden Rule, which presumes that others want to be treated the same way you do.

When these principles are followed, students should have an enjoyable and beneficial experience while at PHS. However, when PRIDE is not followed, the faculty and staff of PHS have standards and guidelines for disciplinary measures.

4.B Disciplinary Standards

In all matters involving student conduct, PHS strives to attain:

- **Fairness**, in that all individuals are held to account for their actions under the same expectations, governed by rules that are clear and consistent
- **Due process**, in that all accused and accusing individuals have the opportunity to be heard and present their case
- **Restitution**, whereas those who have lost something have their losses restored, as much as possible
- **Growth and learning**, so that the individual can better themselves after wronging someone else
- **Ownership**, in that all PHS community members find a personal connection to the positive culture of the school
- **Communication**, whereas all of those who need to know the outcome of an event are kept up to date
- **Privacy**, whereas only pertinent and legally-allowed information is shared with others after an incident
- **Proportionality**, whereas any consequences received are appropriate for the incident that occurred, the risk to others, and the relevant history
- **Direct Responsibility**, in that only the individuals responsible for an incident will receive consequences, and not an entire group or classroom, whenever possible

The Dean of Academic and Student Affairs is primarily responsible for overseeing matters involving student behavior and discipline.

4.C Rules and Regulations

In general, the following are prohibited:

1. Violence of any kind
2. Threats of violence, regardless of context
3. Possession of weapons of any kind
4. Possession of drugs or other illegal substances
5. Arrestable offenses, whether on campus or not
6. Damage to property of the school or of others, including graffiti
7. Stealing or hiding others' property, including teachers' materials
8. Bullying, defamation, or other non-constructive disparaging or demeaning statements about others
9. Public displays of affection (PDA)
10. Harassment, sexual harassment, or other unwelcome interpersonal advances
11. Lying, misrepresenting information, or covering up an incident
12. Skipping school or class
13. Dress code violations
14. Unauthorized use of technology, including school and personal devices
15. Cheating, copying others' work, plagiarism, or other academic dishonesty
16. Going into prohibited areas of the school, or trespassing
17. Interfering with others' learning opportunities
18. Violating or disobeying reasonable requests by faculty or staff members or volunteers
19. Falsely reporting a crime or incident, including false fire alarms
20. Other major disruptions to the school, school environment, or the rights of others

21. Other actions that may imminently endanger individuals, whether on campus or not

Other specific prohibitions include:

22. Food and drink, other than water and medically-necessary items, in classrooms
23. MP3 players, radios, cell phones and tablets (can be carried in bag), earbuds / headphones, or other unapproved electronic devices
24. Gum chewing anywhere on campus
25. Electronic games or gambling
26. Verbal abuse or profanity
27. Hats, hoods, or sunglasses inside the building
28. Cameras or video equipment without prior approval
29. Rollerblades, skateboards, or skate shoes (Heelys)
30. Horseplay of any kind
31. Throwing things, whether harmless or not

More details and consequences are listed below.

4.D Misbehavior and Discipline

At PHS, behavioral and disciplinary issues are seen as undesirable actions with a reason. That is, while the actions may be unacceptable, we understand that there is a reason for them and seek to understand and address them, whenever possible. Excluding Level One / Zero-Tolerance violations¹, all issues that arise at PHS should be approached first from attempts to understand the “why” behind the action. Then, any consequence that the individual receives will be aimed at accomplishing the following:

1. Helping the individual to reflect on why they did what they did
2. Helping the individual develop a new perspective and approach to the problem
3. Restoring anyone hurt by the individual’s actions to where they were before, as much as possible
4. Putting in place supports for all of those involved to better handle such issues in the future

That is, we at PHS want to help the individual develop better skills to deal with problems that arise in life, including being able to recognize and address the reasons for their actions. This holistic approach to personal development has shown to have much better results than punishment alone.

That said, it is necessary to establish guidelines for incidents and their consequences at PHS.

4.E Procedure

PHS faculty and staff shall use the following procedure for behavioral and disciplinary matters:

1. The faculty or staff member who observes or discovers an incident shall:
 - a. Determine whether the offense is Level One, Two, or Three;
 - b. For Level One offenses, the administration shall immediately be notified and emergency action taken, if necessary;

¹ The first concern with Level One / Zero-Tolerance violations must always be the security and safety of the PHS community, so such violations will be treated like emergencies until security is attained.

- c. For Level Two or Three offenses, intervene and pull the involved individuals aside to discuss and resolve the matter as soon as possible;
 - d. Report the incident details to administration via the school's behavior tracking system; and
 - e. Contact the parents/guardians about the incident details and outcomes
2. The Dean of Academic and Student Affairs shall review incidents daily and determine if any additional action is necessary, such as:
 - a. Contacting the student to further address the incident or incidents;
 - b. Contacting the parents/guardians to schedule a conference;
 - c. Deciding to administer in-school suspension (ISS) or out-of-school suspension (OSS), as appropriate
 3. The Principal, Board, parents/guardians, law enforcement, or other officials may be contacted and involved as necessary

4.F Discipline by Levels

Three graduated levels of offenses and consequences follow, with the most serious offenses listed first. Consequences primarily deal with violations of the Student Code of Conduct occurring on school property, including those while in school vehicles and at school-sponsored events. However, consequences may also apply if a student commits a crime, even if off school property, or is involved in an incident where off-campus actions impact life at PHS (e.g., cyberbullying). Students may also be disciplined for engaging in other objectionable conduct, even if the conduct is not specifically listed.

When determining the severity of an offense, the factors include but are not limited to:

- age or disability;
- seriousness of offense;
- premeditation, impulse, or self-defense;
- strength of evidence;
- cooperation or remorse;
- disciplinary history; and
- gang-relationship.

Note: All illegally-possessioned, confiscated items will be disposed of or turned over to law enforcement.

4.F.1 Level One – Zero-Tolerance Offenses

PHS has adopted a zero-tolerance policy for serious offenses involving violence, weapons, drugs, illegal activity, and behaviors that threaten the safety of students or personnel.

Zero-tolerance offenses include but are not limited to:

- bringing a firearm or other weapon to school, to any school-sponsored function, or to any school-sponsored transportation
- use or possession of alcohol;
- arson;
- assault, battery, or other physical attack;
- fighting of any form, type, degree, or level of intensity
- threat or intimidation of a school employee, agent, or student;
- bomb threats or general threats to school population;

- breaking/entering, theft, robbery;
- false fire alarms;
- homicide;
- kidnapping;
- major disruption to a school function;
- misrepresentation of facts or defamation toward the school or member of the PHS community;
- motor vehicle theft;
- passing counterfeit money;
- possession, use, sale, distribution, or being under the influence of a controlled substance;
- possession of drug paraphernalia;
- possession, either knowingly or unknowingly, of any illegal contraband;
- sale or distribution of any substance represented by a student as being a controlled substance;
- sexual assault or battery;
- use of a non-weapon as a weapon;
- willfully and knowingly attempting to do bodily harm to a school employee, agent, or student;
- any activity that is punishable as a criminal offense under Florida or federal law (i.e. commission of a crime);
and
- regular or significant disruptive behavior

Actions taken in self-defense without prior physical or verbal involvement shall not be considered an intentional act under this rule. Such students may be excused from school or classes for the purpose of counseling or otherwise addressing the incident, however.

Consequences of Level One violations include but are not limited to:

- notification of parent or guardian;
- restitution;
- out-of-school suspension, up to ten days, also resulting in loss of privileges;
- referral to the appropriate district personnel and, absent of special circumstances, a recommendation for expulsion;
- referral to law enforcement agents, as appropriate; and
- additional consequences if the student returns to PHS.

Consequences of felony incidents include but are not limited to:

- recommendation for expulsion from Hillsborough County Schools for one year;
- all other Level One consequences.

Consequences of any other drug-related incidents include but are not limited to:

- removal from PHS
- referral to the appropriate district personnel
- referral to law enforcement as appropriate
- SDHC may recommend an alternative placement if the student participates in a Drug Court program and/or treatment.

4.F.2 Level Two – Major Offenses

Major offenses are serious acts of misconduct.

Major offenses include but are not limited to the following:

- bullying;
- cheating, plagiarism, or other academic dishonesty;
- skipping class;
- leaving campus without permission;
- computer/technology misuse (see technology usage policy);
- crimes against school board employees, agents, or property that when referred to law enforcement could result in criminal charges;
- disorderly conduct;
- defiance, disrespect, or profanity directed at a school employee, agent, or student;
- repeated tardy to class violations;
- repeated uniform violations;
- falsifying a signature;
- larceny or theft;
- lying;
- participation in disruption of school function;
- pattern of continuous disruptive behavior;
- possession or use of tobacco or tobacco products;
- sexual harassment;
- texting, cell phone use, or use of electronics without permission during school hours;
- threat or intimidation of a school board employee, agent, or student;
- throwing of objects causing harm or damage;
- trespassing;
- vandalism;
- other major offenses as determined by the Dean.

Consequences of a Level Two Offense include but are not limited to:

- notification of parent or guardian;
- verbal and/or written reprimand;
- detention or multiple detentions;
- assignments or duties other than class tasks;
- loss of privileges;
- consultations with administrative personnel;
- parent/guardian conference with teacher and/or administration;
- work detail;
- writing reflections and apologies;
- restitution; and
- out-of-school suspension, up to five days, and loss of privileges.

The Dean or Principal may implement further disciplinary action that may include removal of student from PHS resulting in placement at the neighborhood school.

4.F.3 Level Three - Other Offenses

Other acts of misconduct that interfere with orderly classroom procedures, school functions, operations, and cleanliness of the facility, extracurricular programs, approved transportation, or a student's own learning process shall be subject to a range of consequences determined by the faculty or staff member involved.

Level Three Offenses include but are not limited to:

- leaving trash or littering;

- gum chewing;
- vulgar or inappropriate language or drawings (other than vandalism);
- throwing objects (not causing harm, mess, or damage);
- running in the halls/building;
- violations of the dress code;
- tardiness;
- inappropriate public displays of affection (PDA); and
- minor inappropriate physical contact (not resulting in injury).

The following are examples of possible consequences for other offenses:

- assignments or duties other than class tasks;
- verbal and/or written reprimand;
- writing reflections and apologies;
- assignment to a time-out area;
- consultations with administrative personnel;
- counseling by guidance personnel or teachers;
- detention or multiple detentions;
- out-of-school suspension, up to ten days, including a loss of privileges;
- notification of parent or guardian;
- parent/guardian shadowing;
- parent/guardian and/or teacher administrative conferences;
- restitution;
- behavior contracts; or
- work detail.

4.G Extracurricular Sanctions

Students found to have committed Zero-Tolerance Offenses or Major Offenses shall be suspended from participation in extracurricular activities for 10 days (OSS) and 5 days (ISS), respectively.

1. Students who are on behavior contracts, who have been suspended, or have multiple referrals, shall not participate in extracurricular activities for a period of time as prescribed above.
2. Students suspended from participation shall not be permitted to participate in any event related activities, dress out for the event, practice with the group, or travel to the event with the team or group. An event is defined as a game, activity, or contest; a tournament experience is considered to be a single event, even though a tournament consists of more than one game, activity, or contest.
3. Students who are permitted to wear special non-uniform attire (e.g. jeans on Fridays for seniors or senior hoodie) shall lose their special attire for a period of time as prescribed above.

4.H Bullying and Harassment

Bullying (which includes cyberbullying) is a form of aggression and occurs when a person(s) who perceives a power imbalance willfully subjects another person (victim) to intentional, unwanted, and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort).

Bullying is defined as: 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 individual's school performance or participation.

Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. Students who engage in such conduct shall be subject to a range of punishment to include verbal or written reprimand, in-school or out-of-school suspension, change of placement, and/or expulsion.

An individual has the legal right to report any incident(s) of bullying without fear of reprisal or retaliation for reporting such. Allegations of **bullying** shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of **bullying**.

*Examples or types of **bullying** may include, but are not limited to:*

- **Physical Bullying** - punching, shoving, poking, strangling, hair-pulling, beating, biting, and or other unwelcome touching;
- **Verbal Bullying** - hurtful name-calling, teasing, and gossip;
- **Emotional (Psychological) Bullying** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, peer pressuring, and rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation;
- **Sexual Bullying** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as **bullying**.
- **Cyberbullying** - any technology-related activities that fit the above, adversely affect the ability of a student to receive an education, or that disrupt the orderly operation of school.

When **bullying** occurs, the common reaction is to want “payback.” Retaliation must not occur by any party involved. Some examples of retaliation are:

- attempting to discuss the matter in any way while it is under investigation;
- spreading rumors;
- following the person;
- becoming physical with the person in any way;
- destroying property;
- using a cell phone or any other electronic or written form of communication to retaliate in any way;
- bullying in response.

Students that have been subjected to an incident of violence or bullying, as defined in Section 1002.40(3), Florida Statutes, may eligible for a Hope Scholarship. Should a student be subjected to an incident of violence or bullying, PHS will provide the parent(s) with the Hope Scholarship Notification Form.

4.H.1 Cyberbullying

Cyberbullying is defined as bullying through the use of:

- Specified technology or electronic communications;
- The creation of a webpage, account, or weblog in which the creator:
 - Assumes the identity of another person; or
 - Knowingly impersonates another person; or
- The distribution of an electronic communication to more than one person or the posting of material on an electronic medium that is accessible to others.
- Bullying or harassment 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 a school district or school is prohibited, if it:

- Substantially interferes with or limits the victim’s ability to participate in or benefit from the services, activities, or opportunities offered by a school; or
- Substantially disrupts the education process or orderly operation of a school.
- Current law prohibits bullying or harassment through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 educational institution:
 - During a public K-12 education program or activity;
 - During a school-related or school-sponsored program or activity;
 - On a public K-12 school bus; or
 - Through a computer, computer system, or computer network that, regardless of ownership, is:
 - Physically located on school property; or
 - At school-related or school-sponsored programs or activities.

4.H.2 If You Are The Victim of Bullying:

- Clearly tell the “bully(ies)” to stop;
- Don’t ignore the incident. Immediately report the incident to someone at school or seek peer mediation at school. Tell your parent(s) / guardian(s);
- If the bullying continues after you have clearly told the bully(ies) to stop, make a written record of the incident including date, time, witness, or witnesses and parties involved in the incident. Report the incident immediately to an adult who has authority over the bully(ies) like a staff member, teacher, school counselor, the Dean of Academic and Student Affairs, or the Principal;
- Avoid being alone with the person(s) who have attempted to bully you in the past.

4.H.3 To Minimize the Risk of Being Accused of Bullying

- **DO:**
 - Keep your hands to yourself.
 - Remember that NO one has a right to harm another person in any way.
 - Think before you speak.
 - Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
 - Report all incidents of **bullying** behavior you have witnessed to appropriate school personnel.
- **DON’T:**
 - Touch anyone without his or her permission and especially in an inappropriate way.
 - Keep interacting with a person after he or she has perceived your behavior toward him or her as being “inappropriate” and has clearly told you to “stop.”
 - Make remarks that may cause another person to feel “oppressed” (stressful, scared, and intimidated).

4.H.4 Harassment

Harassment is defined as: any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or
- Has the effect of substantially disrupting the orderly operation of a school.
- **Bullying or harassment is prohibited:**
 - During any education program or activity conducted by a public K-12 educational institution;
 - During any school-related or school-sponsored program or activity or on a school bus of a public K-12 educational institution;
 - Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 educational institution.

4.H.5 Sexual Harassment

Sexual harassment is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the school board. The board shall not tolerate sexual harassment activity by any of its students or employees.

Sexual harassment occurs when a person subjects another person to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Persons who engage in such conduct shall be subject to a range of punishments. Consequences for proven allegations of sexual harassment are addressed later in this section.

Sexual harassment includes but is not limited to the following:

- verbal harassment or abuse of a sexual nature;
- subtle pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications (for example, a person's body, clothes or sexual involvement, display of sexually suggestive objects, pictures or written materials);
- sexual or suggestive comments, jokes, or gestures;
- being "sexually rated" by an individual, for example, on a scale from 1 to 10;
- being pressured to go out with someone;
- being the recipient of whistles, jeers, or catcalls;
- being touched, grabbed, brushed up against, or pinched in a sexual way;
- spreading sexual rumors about a person;
- having clothing pulled/removed in a sexual manner;
- having one's way blocked in a sexual way;
- placing messages or graffiti written about that person on a computer screen, restroom walls, locker rooms, or any other public site;
- being forced to kiss someone or do some other sexual action;
- being called a name that identifies one's sexual orientation: e.g., gay, lesbian, straight, hetero, homo, etc.
- being spied on or photographed while dressing;
- requesting sexual favors;
- discrimination against students or employees because of real or perceived sexual orientation/gender identity or expression thereof; and
- sexual harassment can also occur when a person is forced by his or her location or situation to see or

overhear sexual comments, gestures, or conduct that he or she finds offensive.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature. Sexual harassment is defined as any physical, verbal, and/or graphic sexual advance, request for sexual favors, or other sexually-oriented conduct which is offensive or objectionable to the recipient.

PHS policy forbids sexual harassment and outlines the consequences of this inappropriate behavior. PHS shall not tolerate sexual harassment at any of its sites or activities. Furthermore, all PHS personnel are responsible for taking corrective action to prevent harassment at any of the school's sites or activities.

An individual has the legal right at any time to raise the issue of sexual harassment with appropriate PHS personnel or law enforcement without fear of reprisal. Allegations of sexual harassment shall be promptly investigated, giving due regard to the need for confidentiality.

Proven allegations of sexual harassment can have serious consequences for the party deemed guilty, including but not limited to the following:

- If the party deemed guilty is a **student**, the range of punishment could include verbal and written reprimand, out-of-school suspension, change of placement, and/or expulsion.
- If the party deemed guilty is a **school employee**, the range of punishment could include written reprimand, suspension without pay, and/or termination;
- If the party deemed guilty is **neither** a student nor a school employee, appropriate steps shall be taken, which could include limiting the access of this party to school property, contacting law enforcement, and any other action deemed necessary.

Those being sexually harassed should take the following steps:

- **Clearly** tell the harasser to stop.
- If the harassment continues, make a written record of the incident including date, time, witness or witnesses and parties involved in the incident. Report the incident immediately to an adult who has authority over the harasser, for example, staff member, teacher, school counselor, Dean of Academic and Student Affairs, or Principal.

A sexual harassment complaint can result in a Title IX investigation by administration.

4.1 Academic Dishonesty

All work that students submit or claim as their own must adhere to basic standards of academic integrity. Examples of academic dishonesty include but are not limited to:

1. Plagiarizing an essay, story, or other narrative;
2. Cheating on any assignment or test by:
 - a. copying another student,
 - b. receiving unauthorized help or answers, or
 - c. giving unauthorized help or answers;
3. Submitting or claiming an assignment that belongs to someone else or isn't the student's own work, including paying for someone else to contribute to an assignment;
4. Faking or making up answers to attempt to get points or other benefit on an assignment, e.g. making up

lab results;

5. Using resources disallowed for a particular assignment; or
6. Claiming academic accomplishments, awards, or other achievements in an attempt to gain some benefit or recognition.

Teachers may give more specific examples or instances of academic dishonesty and shall set the specific consequences for violation of academic integrity standards. In general, consequences may include:

1. Receiving no credit (0%) or reduced credit for an assignment;
2. Being required to repeat the assignment or complete a comparable one;
3. Detention, in-school suspension, or out-of-school suspension;Section 5 - Rights, Responsibilities, Privacy, and Safety

Section 5 - Rights, Responsibilities, Privacy, and Safety

5.A Technology Usage Policy

Technology is an important academic tool at PHS; however, it can also be abused or lead to undesirable experiences. As such, PHS utilizes an Internet filter for all connected devices on campus and prohibits the use of personal electronic devices while on campus, unless specifically authorized.

5.A.1 Internet Filter

The school maintains an Internet content filter. All Internet access by all students must utilize this filter in order to restrict student access to material harmful to minors as defined in the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA).

1. Public school student use of telecommunications services, through district equipment or authorization, will be supervised. District procedures that comply with CIPA guidelines include technology protection measures that block or filter visual depictions that are obscene, include child pornography, or are harmful to minors.
2. A parent or guardian wishing to deny access to the Internet must notify the school in writing. Unauthorized users of the Internet will be subject to disciplinary action.
3. Email use by students is only permitted for academic purposes and will be monitored for appropriate content.
4. Unauthorized access, including so-called hacking or other unlawful activities, will result in disciplinary action including but not limited to cancellation of privileges.
5. Written parental permission is required prior to a student's participation in online programs that transmit personally identifiable information. The district will make all reasonable efforts in selecting online programs that ensure the privacy and confidentiality of the student and comply with Family Educational Rights and Privacy Act (FERPA).

5.A.2 Technology Use Rules and Regulations:

1. Personal Safety and Personal Property: No personal contact information or pictures of self or other students, faculty or staff may be posted by students on an Internet site. Personal information includes a home address, telephone number, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information (unless for educational purposes, e.g. college applications, and with teacher / guidance / administrative approval.) Students will promptly disclose to a teacher or school employee any message received that is inappropriate or makes them feel uncomfortable. It is required and incumbent on the parents to counsel their child regarding inappropriate Internet usage as defined.
2. Illegal Activities: Students will not attempt to gain unauthorized access to any computer system, including the PHS network, or to go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other illegal act. Such an act will result in immediate notification of the school Principal for his/her action.
3. Security System: Students are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a student provide his/her password to another person. Students will immediately notify a teacher if they have identified a possible security problem. Students should not go looking for security problems, as this may be construed as an illegal attempt to

gain access. Spread of computer viruses will also be avoided by following the PHS virus protection procedures when downloading software.

4. Inappropriate Language and Images: Restrictions against inappropriate language and images apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass other students. If a student is told by another individual to stop sending messages, that student must stop. Students will not knowingly post false or defamatory information about a person or organization.
5. Respect for Privacy: Students will not repost a message that was sent to them privately. Students will notify teachers immediately should they receive an inappropriate or unwelcome message via the network. Students will not post private information, including personal contact information, about another person.
6. Respecting Resource Limits: Students will use the system only for academic activities. Students will not download large files unless absolutely necessary. Students will not post chain letters or engage in “spamming.” Students shall not check their personal email accounts utilizing any PHS hardware, software, or network.
7. Plagiarism: Students will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as one’s own.
8. Copyright: Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. Note that images found on the internet should be assumed to be copyrighted unless explicitly listed as free for personal / academic use.
9. Inappropriate Access to Material: Students will not use PHS computers to access material that is not related to educational pursuits, is designated for adults, is obscene or profane, advocates illegal or dangerous acts, or advocates violence or discrimination toward other people. If a student mistakenly accesses inappropriate information, he/she should immediately tell a teacher or an administrator. PHS parents should instruct their children further, if there is additional material that they think would be inappropriate for their children to access. PHS fully expects that students will follow their parents’ instructions in this matter.
10. Disciplinary Actions: Any student who violates these principles will be disciplined by the administration. In addition to other consequences, future computer use may be fully or partially taken away from the student.

Note to Students and Parents: *Technology is a very powerful and effective learning tool. Abuse by any PHS student in the utilization of technology while on campus or while off campus as it directly impacts PHS will be considered a Level Two offense, which carries significant consequences.*

5.B Search and Seizure

The Fourth Amendment to the U.S. Constitution prohibits unreasonable searches and seizures. Individuals’ rights shall prevail unless there is reasonable suspicion to believe that it is necessary to set them aside to protect the safety, health, or property of the school, students, or staff. For reasonable suspicion to exist, the search must be justified at its inception, and the search must be reasonably related in scope.

“Reasonable Suspicion” means that the person initiating the search has a well-founded suspicion – based on objective facts that can be articulated – of either criminal activity or a violation of school rules. Reasonable suspicion is more than a mere hunch or supposition.

To initiate a lawful search, a public school official must have a reasonable suspicion of all of the following:

- a crime or school-rule violation has been or is being committed;
- a particular student has committed a crime or school-rule violation;
- physical evidence of the suspected crime or school-rule violation is likely to exist; and
- physical evidence would likely be found in a particular place associated with the student suspected of

committing the crime or school-rule violation

5.B.1 Search in School Buildings or on School Property

Specific policies for search and seizure on school property follow:

5.B.1.A By School Administrators

The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. School administrators, therefore, have the power and duty to inspect and search students' lockers and desks and students' or non-students' automobiles if they reasonably suspect, considering information received from law enforcement or others, that they are likely to find drugs, weapons, dangerous, illegal, or prohibited matter, or stolen goods on the student's person. They do so in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The fruits of such searches may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.

5.B.1.B By Law Enforcement on Request of School Authorities

- *Administrative* — If public health or safety is involved, upon request of a school administrator who shall be present, law enforcement officers may make a general search for drugs, weapons, or items of an illegal or prohibited nature, of students' lockers and desks or students' or non-students' automobiles.
- *Criminal* — If an administrator has received reliable information, which he/she believes to be true, that evidence of a crime or stolen goods not involving school property of members of the school staff or student body is located in a certain student's locker, desk, or student's or non-student's automobile, and the subsequent search is unrelated to school discipline or health and safety of a student or the student body, he/she shall request law enforcement assistance, and procedures to obtain and execute a search warrant shall thereafter be followed.

5.B.1.C By Law Enforcement Officer Without Request of School Authorities

Normally, law enforcement officers may not search students' lockers, desks or automobiles unless they have a search warrant and may not search a student's person in school unless the student is under arrest. However, there are specific exceptions contained in Florida law (e.g., probable cause or stop and frisk).

5.B.2 Interviews in Schools

When students are believed to be involved in policy violations or crimes, the following rules and laws will pertain to interviewing them:

5.B.2.A By School Administrators

School administrators have the right and duty to interview students when investigating crimes, or reports thereof, committed during school hours or on school property.

5.B.2.B By Law Enforcement Officer on Request of School Authorities

A school administrator may exercise his or her discretion in determining whether to request the assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the law enforcement agency of the municipality in which the school building is located. If the school administrator requests assistance, a law enforcement officer may conduct a general investigation within the school building and interview students as possible witnesses in school during the school day. The school administrator shall be present during the interview. If the investigation focuses on a particular student as a prime suspect in a crime, the administrator and the law enforcement officer(s) shall follow the general guidelines set forth in this document with respect to interview, search and arrest.

5.B.2.C By Law Enforcement without Request of School Authorities

Ordinarily, it should not be necessary for law enforcement officers to interview students at school during school hours for unrelated crimes committed outside of school or crimes committed in school during school hours for which assistance has not been requested. If the law enforcement deem the circumstances exigent to interview students at school, the law enforcement agency shall first contact the school Principal regarding the planned visit and inform the Principal of the probable cause to investigate within the school and obtain the Principal's approval. Attempts shall be made to contact the parent/guardian.

5.B.3 Interview of Suspects in School

When a student is suspected of a crime and administrators or law enforcement wish to interview him/her, the following shall apply.

5.B.3.A By School Administrators

- *Administrative* — If a student is a suspect or is accused of a crime committed in the school during school hours or on school property at any time, the school Principal may interview the student without the presence of parents/guardians and without giving the student constitutional warning regardless of the source of information, if a breach of school discipline, health, or safety of the student or student body, or presence in the school building or grounds of illegal matter is involved.
- *Criminal* — If a student is a suspect or is accused of a crime not involving the foregoing, or if interview of a particular student is law enforcement instigated, the interview of such student by the school Principal may be deemed "state action," the student may be deemed "in custody," a parent/guardian shall be notified, and constitutional warnings shall first be given to the student before a statement is taken. In any event, the voluntariness of any admission or confession of the student shall later have to be established in any criminal prosecution, juvenile court proceeding or school expulsion proceeding.

5.B.3.B By Law Enforcement on Request of School Authorities

If the school Principal has requested assistance by a law enforcement agency to investigate a crime involving his or her school building or students, the law enforcement officer shall have permission to interview a student in school during school hours. The school Principal or his or her designee shall be present during the interview.

- *Administrative* — If the interview by the law enforcement officer is at the request of the school Principal for the purpose of enforcing school discipline or because the health and safety of the student or student body are

involved, or because of the presence in school buildings or grounds of illegal matter, the law enforcement officer may interview the student without giving the student constitutional warnings. Although efforts shall be made to notify a parent/guardian of the student, *the interview may proceed if the parent/guardian is unavailable or unwilling to attend.*

- *Criminal* — If criminal prosecution is contemplated by law enforcement or the school Principal, interviews shall not commence unless a parent, guardian, or responsible adult is present. Before the interview, the law enforcement officers shall advise the student of the nature of the crime for which he or she is a suspect, and Miranda warnings (rights) will be given in accordance with Florida State Statutes. The school official cannot, on behalf of the student, waive those rights. If the parent/guardian and the student waive these rights, the interview may commence. The school Principal shall keep a log as to the procedural steps followed by law enforcement.

5.B.3.C By Law Enforcement without Request of School Authorities

Ordinarily it should not be necessary for law enforcement officers to interview student suspects in school during school hours for unrelated crimes committed outside of school hours or crimes committed in school during school hours, for which assistance has not been requested. If law enforcement deems circumstances exigent to interview students at school, the law enforcement officer shall first contact the school Principal regarding the planned interview and inform him or her of the probable cause to investigate within the school and obtain his or her approval. The law enforcement officer shall not commence the interview until the approval is obtained. Upon obtaining approval, law enforcement shall follow the procedures as defined in Section 5.B.2.B., “By Law Enforcement on Request of School Authorities.”.

5.B.4 Arrest by Law Enforcement Officers

Ordinarily it should not be necessary for law enforcement officers to arrest or take custody of students during school hours at school for crimes committed outside of school hours.

1. No law enforcement officer shall arrest or take custody of any student in school during school hours unless upon lawful request by the school Principal or unless the officer has “probable cause” to arrest for a violent felony or has an arrest warrant for a violent felony or juvenile commitment order from a judge for an immediate appearance.
2. In cases where the student is to be taken into custody, the law enforcement officer shall first contact the school Principal and advise him or her of such facts. The student shall first be summoned to the office by the school Principal. The services of a school law enforcement officer in making an arrest, if available, should be requested by the arresting officer.
3. In emergency situations, where the commission of a crime or offense involving felony or breach of the peace in school has been witnessed by a law enforcement officer, or if the law enforcement officer is in “hot pursuit” of the student for such a crime, the officer has the legal right to take direct and unhindered action in schools. The school Principal must be notified of the action as soon as possible.

5.B.5 Policy on the Use of Metal Detectors

The possession or use of weapons on school grounds represents an unwarranted disruption to an orderly learning environment and interferes with the rights of all those in schools who desire a safe educational setting. While individualized suspicion is not required for an administrative search with metal detectors, under no circumstances shall metal detectors be used for the purpose of biased searches (for example, based on gender, race, ethnicity, physical appearance, manner of dress or association with any particular group) or the checking of persons or students who might be suspected of having violated other school rules. A

pre-established plan that randomly selects persons to be searched shall be used. These random, unannounced searches shall be conducted on campuses on a regular basis, and normally, only on students. While all school employees with proper identification are not subject to these searches, all visitors are subject to search. Any person found to be in possession of a gun, dangerous weapon, or other illegal contraband as prohibited in the Florida State Statutes, shall be referred for arrest to local law enforcement authorities. Additionally, students in violation are subject to disciplinary action up to and including expulsion. Law enforcement participation in random searches is strictly limited to affecting arrests or other criminal situations that might occur as a result of a metal detection search operation. All other prohibited items that students possess on campus (for example, pagers, cell phone, radio) may be confiscated. In addition, students may face disciplinary action. Persons who refuse to submit to a search consistent with these guidelines shall not be searched. However, the site administrator shall evaluate the circumstances to determine the proper course of action.

5.B.6 Canine Sweep Protocol

Dr. Kiran Patel High School has a responsibility for the health and safety of its students during the course of the school day, at all athletic events, non-athletic extracurricular activities, and all co-curricular activities. Drug and alcohol use and the presence and possession of alcoholic beverages, controlled substances, medications (including over-the-counter medications without permission), and any other illegal drug, and/or drug paraphernalia (collectively, “Contraband”) at Dr. Kiran Patel High School pose a serious risk to the health and safety of students, employees, and visitors. The school community is not immune to such risk in carrying out its responsibility. Florida Statute 1006.09 establishes that if there is reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a student’s locker or other storage area, the Principal or designee may search the locker or other storage area.

In order to provide a safe and secure environment conducive to teaching and learning at Patel High School, the purpose of this Canine Sweep Protocol is to provide a uniform procedure for canine sweeps and to:

1. Deter the presence and possession of contraband;
2. Deter drug and alcohol abuse;
3. Educate students as to the serious physical, mental, and emotional harm caused by drug and alcohol abuse;
4. Prevent injury, illness, and harm as a result of drug and/or alcohol abuse;
5. Help identify student drug use and assist parents/guardians in pursuing evaluation and appropriate counseling; and
6. Maintain a safe environment free of alcohol and drug use.

5.B.6.A Sweep procedure

PHS may request and schedule a canine sweep to be administered by any state or local law enforcement agency during the school day. Upon arrival of the canine, students shall be informed of the canine’s arrival and may be asked to set any personal belongings on their desk, in their locker, or in the hallway outside their classroom. Students shall otherwise remain in the respective classrooms during the sweep, unless the canine is escorted through their classroom. The canine may be escorted throughout the school grounds, including past lockers and personal belongings.

The canine sweep must be conducted in a manner that avoids any contact between the canine(s) and students. Those conducting the sweep must ensure that no canine sniffs any student. A PHS administrator shall be present at all times with the canine and law enforcement officer(s). Canines will always be under the

control of a qualified and authorized handler. The school administrator will note each locker or personal belonging the canine indicates may contain contraband, and the canine shall continue being escorted throughout the school grounds.

An indication by the canine that contraband is present on school property shall be reasonable cause for further investigation by the school administrator. After the canine sweep is completed, the school administrator shall ask any student whose locker or personal belonging was indicated by a canine as potentially containing contraband to accompany the school administrator to such locker or personal belonging. The school administrator shall then open and investigate such locker or personal belonging in the presence of the student and the law enforcement officer(s). Any unclaimed or unidentifiable personal belonging shall be opened by the school administrator in the presence of the law enforcement officer(s) and investigated for contraband and identification of the owner. If ownership cannot be determined, such personal belonging shall be turned over to law enforcement.

Any contraband discovered shall be turned over to the law enforcement officer(s) during the sweep. The parent(s) or guardian(s) of a minor student shall be notified by school officials of the item removed and the delivery thereof to law enforcement officials. Further, the student shall be disciplined, suspended, and/or expelled in accordance with the Student Manual. Students who refuse to cooperate fully with the sweep procedures shall be suspended out of school. Further, the administration of PHS may request expulsion of any student who refuses to cooperate fully with the sweep procedures outlined in this protocol.

5.C Vandalism and Defacing School Property

Vandalism in our public schools costs thousands of dollars each year. For the students' own protection, they should stay away from the school building when school is not in session. Citizens are encouraged to report acts of vandalism to school and law enforcement agencies.

1. TAMPA LAW ENFORCEMENT - 231-6130
2. HILLSBOROUGH COUNTY SHERIFF - 247-8000

Vandalism and the defacing of school property are serious offenses. Students guilty of these infractions to their own school or to other schools in the system shall face severe disciplinary action, which could include suspension and/or removal from PHS student shall be reported to the appropriate law enforcement agency and shall be subject to arrest and prosecution. These infractions include spray painting buildings and similar types of vandalism.

5.D Due Process

Another name for "fairness of procedure" is "due process." Fairness of procedure is due process in the primary sense. A basic ingredient to due process of law is that one who is not satisfied with a decision may appeal it to a higher authority.

- Due process is a right guaranteed to all by the Fifth and Fourteenth Amendments of the Constitution.
- Individuals must have proper notice, an opportunity to be heard, and the hearing conducted fairly.
- Students shall be informed of school rules that have been violated, either orally or in writing, by a school official. They shall be given the right to present evidence or witnesses concerning the charges.

The basic ingredients or steps to be followed in guaranteeing due process procedures require individuals to:

- have PROPER NOTICE of the charge or complaint being made against them;
- have the OPPORTUNITY TO KNOW the specific charges or complaints;
- be given a FAIR AND IMPARTIAL HEARING and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing;
- have had prior OPPORTUNITY TO KNOW that their actions were in violation of established rules and regulations;
- be advised that they have the RIGHT TO APPEAL to the next higher authority if not satisfied with the action or decision rendered at their hearing.

5.D.1 Procedure to Be Followed For Resolving Student Grievances

5.D.1.A School Level Grievance

- A student grievance exists when a student believes that he/she has been treated unfairly or has not been afforded due process. Students wishing to register a school level grievance must do so within 60 calendar days from the time that they became aware of the alleged infraction. Students should involve their parents or guardians in resolving school level grievances.

Steps to be Followed In Resolving a School Level Grievance

1. Ask the teacher or person(s) who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.
2. If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with school counselor.
3. If the above conferences have not resolved your complaint, talk with a school administrator such as an Dean of Academic and Student Affairs.
4. If the above conferences have not resolved your complaint, talk with the Principal.
5. A student/parent/guardian wishing to appeal the Principal's decision must file a grievance with the Patel High School Board no later than ten school days from the date of said decision. Forms for filing grievances are available from the Principal's office and shall be provided upon request.
 - a. The Grievance will be heard at the next board meeting and the board will make a decision. The Board's decision is final.

5.E Student Dismissal Policy

Florida statute 1002.33(7) identifies the charter school's authority to develop and implement admission procedures and dismissal procedures. Per Dr. Kiran Patel High School Board policy, students eligible for dismissal are those who meet the established thresholds for any of the following criteria:

- A. **Behavior:** If the Child Study Team and the Principal have determined that a student attending the school has documented, repeated acts in violation of the school's Behavior Policy including violations of the School's policy and/or violation of a Behavior Contract, and significant improvements are not being made.
- B. **Credit Progression:** If the Child Study Team and the Principal have determined that a student attending the school fails to earn credits to be on track with his/her cohort to meet graduation requirements and credits are not recovered by the academic interventions provided. Note: PHS does

not offer a recovery credit program during the school day.

STUDENT DISMISSALS WILL BE REVIEWED AT THE END OF EACH SEMESTER. HOWEVER, IN THE CASE OF EXTREME NON-COMPLIANCE, DISMISSAL CAN BE MADE ANYTIME DURING THE SCHOOL YEAR ONCE ANY OF THE DISMISSAL CRITERIA HAVE BEEN MET AND NO SIGNIFICANT IMPROVEMENTS HAVE BEEN MADE.

- In the event a student is recommended for dismissal by the Child Study Team, the recommendation will be forwarded to the Principal for review relative to compliance with due process. The determination of dismissal shall be made by the Principal.
- If the Principal approves the dismissal, the parent or guardian has the right to appeal the dismissal from school within five (5) business days following the school's grievance policy. If the appeal is either not requested or not granted, the student will be withdrawn at the close of the 5th business day.

5.F Patriotism

Students are encouraged to show love for their country and allegiance to its flag.

1. Students have the right to:
 - a. recite and display their feeling of patriotism providing they do not interrupt the educational rights of others;
 - b. participate in or refrain from activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony.
2. Students have the responsibility:
 - a. not to interfere with the rights of other students to express or refrain from expressing patriotism.

See Florida Statute 1003.44 (1) for more information.

5.G Religion

Students shall be free to study, examine, discuss, criticize, or support religious ideas and institutions for their literary and historical qualities when presented objectively as part of a program of education.

1. Students have the right to:
 - a. released time from school to observe religious holidays; this shall be an excused absence when the proper process is followed;
 - b. practice their religion as long as their acts do not violate the rights of others, endanger the physical health or safety of themselves or others, or disrupt the educational process.
2. Students have the responsibility to:
 - a. demonstrate respect for the beliefs of others;
 - b. inform school officials through their parents/guardian about any religious practices or beliefs that may be in conflict with school rules and regulations;
 - c. decide for themselves whether or not they wish to take part in any religious activity.

Section 6 - Financial Topics

Any outstanding debt not paid by the end of the school year may result in the student being prohibited from participating in end-of-the-year festivities. In addition, if any outstanding debt has not been resolved by the end of the year, participation in future events, activities, and/or purchases at PHS will be reviewed by the administration.

6.A Check Policy

PHS will not receive checks for payments of any kind.

6.B Administrative Fee Policy

Should a student leave PHS to attend a private or out of county school, the new school requires copies of the student's cumulative files. The actual files are the property of the School District of Hillsborough County and cannot be forwarded to the new school.

- Upon request from the new school, PHS will issue one copy of the records for delivery to the new school.
- If another set of copies is required, an administrative fee of \$15 will be charged, which will cover the administrative costs associated with this second issuance.

6.C Collection of Student Fees

PHS will follow the Hillsborough County Public Schools Fee Policy which states:

6.D Student Fees, Fines, and Charges

The Board will provide the necessary textbooks to include electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extracurricular, non credit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and school-sponsored trips.

6.D.1 Fees

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the School from a student or the parent(s) or legal guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the School.

"School fees" include, but are not limited to, the following:

1. All charges for required workbooks and supplemental instructional materials
2. All charges and deposits collected by a school for use of school property (e.g., locks, laboratory equipment, technology)
3. Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity

4. Charges or rental fees for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
5. Graduation fees
6. School records fees

The Director of Student and Personnel Services will account for money received.

6.D.2 Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

- The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.
- Failure to pay fees and fines may result in the denial of participation in the graduation ceremony. In the event the above course of action does not result in the fee being collected, the Board authorizes the Director of Student and Personnel Services to take legal action against the student and parents/guardians.

6.E Fundraising

The Principal or designee must approve all fundraising, both internal and external.

6.F Personal Property Insurance

Neither the school nor the Board of Directors provides any insurance coverage for damage to or theft of students' property, including but not limited to automobiles, bicycles, and textbooks. **Students have the responsibility of securing their personal property.** Damage to or theft of students' property should be covered by personal insurance policies.

Section 7 - Extracurricular Activities

7.A Extracurricular Student Activities

The school system has the responsibility to organize extracurricular activities to complement other school areas in building social skills and social sensitivities designed to fulfill student needs in a desegregated school setting. Furthermore, the school system should promote the shaping of student activities and student government into instruments of student involvement.

1. Students have the right to:
 - a. belong to and take part in all extracurricular activities for which they qualify regardless of their race, sex, religion or national origin;
 - b. have an elected, representative student government or student council;
 - c. take an active part in student activities designed to help make rules that affect their lives in school.
2. Students have the responsibilities to:
 - a. seek prior and proper consent from administrators and any other designated school personnel before organizing student associations;
 - b. meet the approved criteria for membership in clubs, organizations, and activities of their choosing;
 - c. be aware of the school's needs and concerns of the student body and to work toward the attainment of these needs;
 - d. participate regularly in their respective organizations, to conduct themselves in an appropriate manner and to operate according to board rules and school regulations;
 - e. select extracurricular activities that do not interfere with their academic programs.
3. Suspension from participation in events:
 - a. Students receiving In-School Suspension (ISS) shall not be permitted to participate in extracurricular activities for a period of 5 days from the start of first consequence day, excluding holidays and school closures.
 - b. Students receiving Out-of-School Suspension (OSS) shall not be permitted to participate in extracurricular activities for a period of 10 days from the start of first consequence day, excluding holidays and school closures.
 - c. Students who are arrested or charged for off-campus matters that would have been a zero-tolerance offense or a major offense had it occurred on campus, shall not be permitted to participate in extracurricular activities for a period of 10 days from the start of first consequence day, excluding holidays and school closures.
 - d. Suspended students' participation shall not be permitted in any event-related activities, dress out for the event, practice with the group, or travel to the event with the team or group. An event is defined as a game, activity, dance or contest. A tournament experience is considered to be a single event even though a tournament consists of more than one game, activity, or contest.

7.B Athletics and Co-Curricular Activities

It is the school's goal that participation in competitive athletics and co-curricular activities be a positive experience for all. PHS expects the highest standards of sportsmanship and respect for teammates,

opponents, officials, coaches, advisors/moderators, and spectators. Both intramural and extramural sports may be offered, depending on available resources.

- The academic mission and calendar of the school takes precedence over athletics/co-curricular scheduling.
- School behavioral issues and consequences such as suspension, detention, and other infractions prevail over any sports schedule and co-curricular activities participation.
- Impartiality is the standard at PHS. Equitable distribution of assets exists for male/female students in all athletics and co-curricular activities.
- To be eligible to continue participation in an extracurricular club/sport, a student must maintain a cumulative grade point average of 2.0 (on an unweighted 4.0 scale) in all courses with no failing grades. Weekly academic checks (by Fridays) will be done by the club/sport sponsor to determine the next week's eligibility to participate. In addition, there can be no failing grades the previous quarter of entering the club/sport.
- Weekly conduct checks will be done by club/sport sponsors to determine if the student has maintained satisfactory conduct. A suspension automatically disqualifies a student for membership in the extracurricular club/sport for no less than one semester or indefinitely as determined by administration.
- **A student who is absent from school may not participate in ANY extracurricular activities the day of the absence from school.**
- All student athletes must provide the school with written permission of the student's parent or guardian and must pass a physical exam annually.
- All students practicing or participating in any type of athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The student and/or the student's parent or guardian shall be responsible for providing proof, as evidenced by a copy of an insurance card of the student's insurance prior to practice or participation in athletics.
- Pursuant to Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care of treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- Students are expected to participate regularly in their respective organizations, conduct themselves in an appropriate manner, and operate according to the school rules and regulations. Students should select co-curricular activities that do not interfere with their academic progress.
- **NOTIFICATION OF RISK:** All students should be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve many risks of injury. It is understood that the dangers and risks of playing or practicing in interscholastic sports may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the muscular/skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body, and general health and well-being. Students should understand that the dangers and risks of playing or practicing interscholastic sports may result in serious injury. Because of the dangers of participating in interscholastic sports, it is important to follow and obey all instructions regarding playing techniques, training and team rules.

7.C Exclusion from Participation in School-Related Activities

The Principal has the authority to exclude a student from participating in school-related activities if the student's conduct at school, or outside of school, is deemed unacceptable. Please reference ISS and OSS

suspension policy in regards to school events.

7.D Field Trips/School Events

Field trips and events are an integral part of education at PHS. It is the school's policy to use field trips to enhance the curriculum being taught to students throughout the year.

1. Field trips are considered **privileges** that must be earned by the students. To be eligible for participation in field trips and events, a student must maintain a cumulative grade point average of 2.0 (on an unweighted 4.0 scale) in all courses with no failing grades on the date permission slip is due.
2. Parents may have to pay a fee in order for a student to participate in a field experience. Any money that is paid toward a field experience is non-refundable. This includes money from students who are suspended and/or not permitted to attend due to behavioral issues. There will be no exceptions. Reservations for field experiences are made based on a good faith estimate of the number of students going and costs are considered accordingly; therefore, additional costs due to cancellations will not be incurred by the remaining students going on the field experience or incurred by the school.
3. Parents or guardians shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the event, time of departure, time of return to the school and any costs. Any student making a trip shall present a note from his/her parent or guardian giving permission to make the trip. The field trip form is to be completed by the parent/guardian giving permission.
4. Students who are ill the day of the field trip or who have not been free of a fever for at least 24 hours shall not attend the field experience. This is in the best interest of the student. If a student becomes ill during the event, the teacher will contact the parent so the parent can pick up the student. Refund cannot be given for illness.

The administration requires all field experiences, and any and all other school-related events and activities which require student transportation to be provided by district and commercial bus service to be self-funded.

7.E Student Celebrations

Balloons, cakes, cupcakes, candy, flowers, invitations, etc. for student birthdays or other student celebrations are prohibited from being distributed/delivered during the school day. If the items are brought to school, they shall be held for the student in the front office until dismissal

Section 8 - Student Records

8.A Student Records

8.A.1 Registration, Immunization, Withdrawals, Admission, and Registration Requirements

Requirements for registration are listed below.

1. A parent/guardian must accompany all students at registration and bring the proper documents.
2. If coming from a public school within Florida, the following are required:
 - a. report card or a copy of transcript from the last school attended; the new school's registrar shall send for permanent record;
 - b. authenticated birth certificate, clear copy;
 - c. immunization records showing proof of proper immunization.
3. If coming from a public school outside Florida or from ANY private school, the following are required:
 - a. physical examination by a private physician or the Hillsborough County Health Department, within twelve months prior to entry of Florida Schools;
 - b. report card or transcript from the last school attended; the new school's registrar shall send for permanent record;
 - c. authenticated birth date can also be verified by the following:
 - i. Passport or certificate of arrival in the United States showing age of child (view only, do not copy)
 - ii. Immunization records showing proof of proper immunization.
4. All students must reside with a parent or legal guardian. Proof of guardianship is a photocopy of the notarized court order appointing guardianship. Under extenuating circumstances, a notarized statement may be accepted if proof of residence can be validated. Parents and guardians with sole custody or educational decision-making for the student will be required to provide necessary court orders as necessary.

8.A.2 Immunization Requirements for School Entry

Students in pre-kindergarten through twelfth grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the last twelve months.

- Seventh, eighth, ninth, tenth, eleventh and twelfth-grade students are required to have a TD booster. Immunizations are provided by private physicians or the Hillsborough County Health Department. (Immunizations are free for school-aged children at the Health Department, for information call 813 307-8000.)

8.A.3 Withdrawals

A student who wishes to withdraw from school must fill out student Withdrawal Form and must be completed by legal guardian.

Note: Please give at least 3 days' notice of a withdrawal to allow time to gather grades and prepare withdrawal

paperwork.

8.B Public Notice

8.B.1 Student Records Maintained by Patel High School

In accordance with the Family Educational Rights and Privacy Act (FERPA), Section 1002.22(3), Florida Statutes (FS), and 34 CFR 99.7, the district is to inform eligible students or parents or guardians of their rights pertaining to access to student records and confidentiality of student information as described below.

8.B.2 Student Records Information

Parents, guardians, or eligible students (eighteen years or older who are self-supporting) shall have access to their records. Information about grades, test scores, evaluations, promotions, and counseling services shall be provided upon request. Records kept by the school shall contain useful information for setting educational goals, planning instructional programs, and evaluating pupil progress.

1. Parents, guardians, or eligible students have the right to inspect, review, and dispute the information contained in the records directly relating to the student.
2. Parents, guardians, and eligible students have the right to consent to the disclosure of their student's education records.
3. Parents, guardians, or eligible students may appeal any disagreement over their student's records to the school Principal.
4. Parents, guardians, or eligible students have the responsibility to provide the school with any information that could be useful in making appropriate educational decisions.
5. Parents, guardians, or eligible students have the responsibility to authorize release of information about those individuals or agencies who are working for the benefit of the student.
6. Parents, guardians, or eligible students have the responsibility to follow school policies for release of student information through the school.
7. Parents, guardians, or eligible students have the responsibility to make an appointment with the school when they wish to review a record.

8.B.3 What Are Education Records?

Education records are records maintained by the school which are directly related to a student other than directory information. Student education records are sometimes maintained at several locations. Education records are maintained in accordance with state and federal law and contain identifying data (student and parent/guardian name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious or recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports, and anecdotal records of professional staff. The Principal may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s) and record of disciplinary action(s) taken. These records are updated annually, and information no longer pertinent is removed.

8.B.4 Why Maintain Student Records?

Florida Statute 1003.25 mandates that each Principal maintain a permanent cumulative record for each student enrolled in a public school. Such records shall be maintained as prescribed by regulations of the State Board of Education. Student records are used for planning instructional programs, for guidance of students, for preparation of state and federal reports and for research.

8.B.5 Who Has Access To Student Records?

The following persons can access a student's records: parent/guardian, eligible students over the age of eighteen, school officials, a party with the written permission of the parent/guardian or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party. Note: a court may order non-disclosure of a subpoena or information provided in response to a subpoena. In cases of separation or divorce, both natural parents/guardians have access to their child's educational records. If a court order restricts this access to records, the residential parent/guardian shall provide the school with a certified copy of the order, including any modifications, which will then be placed within the student's cumulative file.

- A release of information without a parent/guardian or student (over the age of eighteen) consent can be made to school officials with a legitimate educational interest.
- A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his or her professional responsibility.
- A school official is a person employed by the school, such as an administrator, supervisor, teacher or support staff (including health and medical staff and law enforcement personnel); a person serving on the PHS Board; a person or company with whom the school has contracted to perform a certain task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student on an official committee, such as disciplinary or grievance committee; or another school official performing his or her professional responsibility.

8.B.6 What Are The Rights Of A Parent/Guardian?

Parents/Guardians or eligible students over the age of eighteen have the right to inspect and review all education records. request to inspect or review education records shall be granted within a reasonable period of time, not to exceed thirty (30) days. The inspection and review of records may be held in the presence of an official of the school. A parent/guardian or eligible student has the right to a response to reasonable requests for explanations and interpretations of the records. A parent/guardian or eligible student has the right to obtain copies of the education records of their student. The school may charge a reasonable fee for copying if copies are requested..

A parent/guardian or eligible student who believes that information contained in the education records of a student is inaccurate, misleading or violating the privacy or the rights of the student may request in writing an informal conference with the Principal for the purpose of amending the records. The Principal shall decide whether to amend the education records within a reasonable period of time. If the Principal refuses to amend the records, he or she shall inform the parent/guardian or eligible student of that refusal, and advise the parent/guardian or eligible student of the right to file a grievance. The grievance procedure provides that a hearing shall be held within a reasonable period of time after the parent's or eligible student's request. This hearing shall be held before a review board that does not have a direct interest in the outcome of the hearing.

The parent/guardian or eligible student shall be afforded a full and fair opportunity to present relevant evidence. The parent/guardian or eligible student may be assisted or represented by individuals of his or her choice, including an attorney. The decision rendered at the hearing shall include a summary of the evidence and the reasons for the decision.

Parents/guardians or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with the requirements of FERPA using the following information: Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco.

Whatever rights are vested in the parent/guardian shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of postsecondary education.(Parents shall have access to their dependent children's records regardless of age and shall have the right of signing for the release of dependent children's records.)

8.B.7 What Information Is Released Without Parent/Guardian Permission?

Copies of a student record may be sent to a school outside Hillsborough County Public Schools upon receipt of a written official school request. Parents or eligible student are to be notified of such transfers. Requests for records from all other sources require written permission of the parent or eligible student, with some exceptions.

Schools reserve the right to release "directory information" without prior permission of the parent or eligible student for school publications, yearbooks, programs for school events, handbills, rosters, and news releases. Such information shall be limited to name, grade level, age, participation in school-sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received. Parents objecting to this use of directory information must notify the Principal in writing no later than 10 days after receipt of the Family/Student Manual.

Schools shall furnish data to state agencies when an agreement between said agency and school system existed prior to November 19, 1974. Such information may include "directory information" plus address, telephone number, date and place of birth, dates of attendance and former schools attended.

In the preparation of cases for prosecution under the Compulsory School Attendance Statute, Florida Statute 1003.21, the school is authorized to release pertinent school data in interpretative form to the State Attorney's Office, to the Office of Youth & Family Advocacy and to the Circuit Court, Juvenile Justice Division, without parental/guardian consent.

It is not necessary for parents and students who are over the age of eighteen to be notified if information from the student record is requested by subpoena from a federal grand jury. In addition, if a court or other agency with the power to issue a subpoena does so for law enforcement purposes and orders the school not to disclose the existence or the contents of the subpoena, the school is not required to notify the parent/guardian or student before compliance with the subpoena.

In cases of child abuse, school officials are authorized and mandated by Florida Statute to report same to Department of Children and Families and to provide them with the necessary information to pursue such complaints.

8.B.8 Policy on Public Records Request

Dr. Kiran Patel High School(PHS) recognizes its responsibility to maintain the public records of PHS students and employees and to make such records available for inspection and reproduction.

“Public Records” are defined in state statutes; however, certain records may be confidential or exempt from disclosure, such as student education records, medical records, trial preparation records, confidential law enforcement investigatory records, records whose release is prohibited by state or federal law, and any other exceptions set forth in Florida law.

The complaint and material relating to the investigation of a complaint against a public school system employee are confidential until the preliminary investigation is either concluded or ceases to be active. Section 1012.31(3)(a)1., F.S.

Any individual may inspect and request copies of public records of PHS during the regular business hours of the office in which such records are maintained. The PHS Principal is authorized to grant or refuse access to the records of PHS in accordance with the intent of this policy and applicable law.

Pursuant to State law, every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision of the custodian of public records.

A school employee who has custody of public records may designate another school employee to permit the inspection and copying of public records, but must disclose the identity of the designee to the person requesting to inspect or copy the public records.

A custodian of public records and/or his/her designee must acknowledge requests to inspect or copy records promptly and respond to such requests in good faith. A good faith response includes making reasonable efforts to determine from other officers or employees whether such a record exists, and, if so, the location at which the record can be accessed. Upon determination that the requested record exists, it must be reviewed to determine whether it contains any information that would be statutorily exempt from public inspection or copying as provided by law.

- Duplicate copies or certified copies of the school’s public records shall be provided upon payment of the appropriate fee set forth in the Florida statutes. If the nature or volume of the public records requested will require extensive use of information technology resources or more than fifteen (15) minutes of clerical or supervisory assistance by school personnel, a special service charge attributable to the extensive use of the information technology resources and/or the labor cost of the personnel providing the service will be collected as permitted by State law.
- In addition, the school may charge the requestor a fee for copying public records.

If the request for copies of a public record in any form could result in the collection of a special service charge, an estimate of the fee that will be due and payable shall be provided to the requestor. The duplication of the requested records will commence upon payment of the estimated fee by the requestor.

- No public record may be removed from the office in which it is maintained, except by a custodian of public records or employee in the course of the performance of their duties.
- Public records requests do not have to be made in writing. The requestor does not have to provide a reason for the request.

All school records will be maintained in accordance with general records schedules GS1-SL, GS7, and GS15, as established by the Department of State.

8.C Instructional Materials Policy

Academic content to be taught in individual teacher's classrooms at PHS aligns with the state of Florida's adopted academic curriculum, specifically the Florida Standards and Next Generation Sunshine State Standards (NGSSS). Classroom teachers select their own content in line with the Florida Standards and how it applies to their specific subject matter.

Teachers post their course syllabi at the beginning of each school semester in a digital format, readily available to PHS students and parents. If a parent/guardian does not agree with a particular item in the course syllabus (e.g. a class novel), the parent or guardian reserves the right to schedule a conference with the teacher and other school officials, as well as request an alternative assignment within a reasonable time frame to be decided by the Principal. The teacher is to offer an alternative assignment that will require the student to demonstrate the same level of mastery of content as the original assignment, including the same graded weight and timetable for completion.

8.D Transcripts

All requests for high school transcripts are to be in writing, signed by the parent/guardian or the student who is 18 years of age or older, and requested from the school registrar.

1. No charge is incurred for the first final transcript request.
2. All future transcripts requested shall be supplied at a cost of \$2.00 per transcript, payable at the time of the request.

Section 9 - Other Topics

9.A Meals

PHS uses various school-approved vendors to provide lunch for students. Lunches may be ordered in advance online at orgsonline.com. Meal prices will vary from \$3.00-\$10.00. Breakfast/A la carte items are available for \$0.75 to \$3.00.

- Current vendors include: Chick-fil-a, Subway, Mission BBQ, The Cuban Sandwich Shop, Hungry Howies

PHS offers a free meal program to eligible students. A PHS free meal form must be completed and turned into the Cafeteria Coordinator for approval. *Only a PHS free meal form can determine if a child is eligible for free meals. No other forms will be accepted.* If a student does not have a lunch, then a standard lunch will be given and the amount will be charged to that student's lunch account.

- Microwaves are available for students to use during lunch. Refrigeration is not provided. No outside food or beverage can be brought to students during the school day due to the distraction/disruption it causes. Meal delivery services are prohibited.

9.B School Logo

It is a violation of PHS policy to employ the name of the PHS or any of its associated trademarks, including PHS's logo, in connection with any publications, advertisements, promotions, artwork, clothing, events, groups, associations, websites, social media pages, individual enterprises, business endeavors, or any other non-official PHS uses without the written permission of the Principal. **It is a violation of this policy to produce or order items with the school name or logo without prior approval of the Principal.**

9.C Clinic, Health Issues, and Medication

Students too ill to remain in class must request permission from their course teacher to report to the office and a parent or guardian shall be contacted and the determination made whether the students shall go home or return to class.

Whenever possible, medication schedules should be arranged so all medication is given at home. Medication will not be given to any student without the proper medical documentation. All medical forms will be available on PHS website or may be obtained from the Front Office. If medications must be available or administered at school:

1. PHS will not have a nurse on staff; however, several Front Office staff members will receive required medical training through SDHC, including administration of medication, first aid, and CPR.
2. Only prescription medication shall be administered at school. Over-the-counter or sample medications must be accompanied by orders from a physician. All medications must be brought to school by the parent or guardian.
3. Medication must be delivered to school in the container in which it was purchased (dispensed).
4. A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis.

5. The medication label must indicate the student's name, name of medication, physician's name, dosage (amount), and time (frequency).
6. If the medication requires equipment for administration (e.g., cup, spoon, or dropper), the parent/guardian is responsible for supplying the articles labeled with the student's name.
7. Inhaler use - Asthmatic students whose parent/guardian and physician provide their approval to the school Principal may carry a metered dose inhaler on their person while in school. The school Principal shall be provided a copy of the parent's and physician's approval. Proper documentation must be completed.
8. Diabetic testing – A student may self-test for blood sugar levels upon physician approval and parental authorization (a parental authorization form must be completed).
9. Epinephrine use - a student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. The school and its employees and volunteers shall be indemnified by the parent/guardian of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this paragraph.
10. New parental authorization forms shall be requested periodically.
11. When medication is discontinued or the end of the school year arrives, medication not taken home by the parent/guardian shall be destroyed.
12. Special arrangements must be made if a student is self-medicating (e.g., asthmatic, diabetic, or epinephrine use)
13. Students with symptoms indicating the possible presence of a communicable disease shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The student shall be readmitted with a written statement from a licensed physician.
14. PHS has a "No Nit" policy. If a child is identified as having head lice, he or she shall be excluded from school and shall not be permitted to return to school until his or her head is free from lice and nits. Nits are the white eggs that lice lay which adhere to strands of hair. Parents/guardians are responsible for providing the appropriate treatment to eliminate head lice and nits before the child returns to school. A child should miss no more than one or two days of school because of head lice. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.
15. A student may be exempted from the regular physical education program by a written request from the attending physician.
16. Students should report their illness to a staff member and refrain from only contacting a parent/guardian if they are not feeling well. It is important for the student's safety for a staff member to be aware of the student's illness so that the clinic can be notified.

9.C.1 Emergency Procedure

An Emergency Information Card must be on file in the school office. Students shall be released ONLY to persons listed on the Emergency Card unless otherwise notified by the parent/guardian.

IT IS IMPERATIVE THAT THE SCHOOL HAVE A CURRENT TELEPHONE NUMBER WHERE PARENTS/GUARDIANS MAY BE REACHED AT ANY TIME DURING THE DAY. THE SCHOOL SHOULD BE IMMEDIATELY NOTIFIED AS CHANGES OCCUR. AN EMERGENCY NUMBER MUST BE ON FILE IN THE SCHOOL OFFICE.

9.D Locks and Lockers

PE Lockers are available for optional use for students during PE and sports. Students may bring their own lock for locker use.

9.E Special Notice

As a public school of choice, the Board of Directors conducts its meetings as posted on the school's website, in newsletters and on signs posted in front of the school. Meetings are in the Sunshine as required by state statute. Parents/guardians and community members are encouraged to attend those meetings. Please view an updated Board member listing at www.patelhighschool.org.

The information included in Manual is subject to change in accordance as needed.

2019-2020 Student and Family Acknowledgement

Dr. Kiran Patel High School

A Hillsborough County Public Charter High School
10721 Raulerson Ranch Rd Tampa, Florida 33637

Student/Parent Handbook Acknowledgement Form The 2019-2020 PHS School Student and Family Manual contains policies with regard to attendance, dress code, technology and cell phones, student conduct expectations and discipline management, grading/reporting/testing, information, and more.

I hereby confirm that I have access to or have received a copy of the 2019-2020 PHS School Student and Family Manual, and further understand the responsibilities expected of PHS parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2019-2020 PHS School Student and Family Manual.

Student Printed Name: _____

Student Signature: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Disclaimer: PHS School reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.

Photo Release Acknowledgement

PHS has my permission to use my or my child's photograph publically to showcase the school. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent Signature: _____ Date: _____