

# **Oakleaf High School**



## **2013-2014 Student Handbook and Planner**

**Principal:  
David Broskie**

**Vice Principal:  
Michelle Daly**

**Assistant Principals:  
Brenda Troutman  
Michael Randolph  
Anthony Bradley**



# Oakleaf High School

## **Vision Statement**

By providing the best education possible, we are giving our students the “armor” to succeed in their lifelong endeavors.

## **Mission Statement**

The mission of Oakleaf High School is to provide a safe, appropriate, and effective learning environment that will meet the needs of the students and assist the students in accomplishing educational goals that are significant for the world of work and for higher learning pursuits.



**SCHOOL DISTRICT OF CLAY COUNTY  
STUDENT CALENDAR  
2013-2014**

Tuesday, August 6, 2013 .....	First Day, Teacher
Tuesday, August 13, 2013.....	First Day, Students
Monday, September 2, 2013.....	Labor Day, Student/Teacher Holiday
Thursday, October 17, 2013.....	End First Grading Period ( 47 days)
Friday, October 18, 2013.....	Planning Day/Student Holiday
Monday, November 11, 2013.....	Veterans' Day, Student/Teacher Holiday
Monday, November 25 thru Friday, November 29, 2013.....	Thanksgiving, Student/Teacher Holidays
Thursday, December 19, 2013.....	End Second Grading Period ( 38 days)
Friday, December 20, 2013.....	Student/Teacher Holiday
Monday, December 23, 2013 thru Friday, Jan. 3, 2014.....	Christmas/New Year's Break, Student/Teacher Holidays
Monday, January 6, 2014.....	Planning Day/Student Holiday
Tuesday, January 7, 2014.....	Inservice Day/Student Holiday
Wednesday, January 8, 2014.....	Students Return to School
Monday, January 20, 2014.....	Martin Luther King Day, Student/Teacher Holiday
Monday, February 17, 2014.....	Presidents' Day, Student/Teacher Holiday
Thursday, March 20, 2014.....	End Third Grading Period ( 50 days)
Friday, March 21, 2014.....	Planning Day, Student Holiday
Monday, March 24 through Friday, March 28, 2014.....	Spring Break, Student/Teacher Holidays
Friday, April 4, 2014.....	Fair Day, Student/Teacher Holiday
Friday, April 18, 2014.....	Good Friday, Student/Teacher Holiday
Monday, April 21, 2014.....	Students Return to School
Monday, May 26, 2014.....	Memorial Day (Observed), Student/Teacher Holiday
Wednesday, June 4, 2014.....	Last Day, Students (4th Grading Period – 45 days)
Thursday, June 5, 2014.....	Last Day, Teachers – Planning Day

**GRADUATION: May 30, 2014**

**EARLY DISMISSAL DAYS**

**ELEMENTARY/JUNIOR HIGH SCHOOLS**

September 19, 2013    October 17, 2013  
 October 31, 2013    December 19, 2013  
 March 20, 2014        June 4, 2014

**HIGH SCHOOLS ONLY**

December 17, 18, 19, 2013  
 June 2, 3, 4, 2014

**INTERIM REPORTS TO PARENTS**

Wednesday .... September 18, 2013  
 Friday..... November 15, 2013  
 Thursday ..... February 7, 2014  
 Friday..... May 2, 2014

**REPORT CARDS TO PARENTS**

<u>Elementary</u>	<u>Secondary</u>
Oct. 25, 2013	Oct. 25, 2013
Jan. 9, 2014	Jan. 9, 2014
Apr. 3, 2014	Apr. 3, 2014
Jun. 4, 2014	Jun.11, 2014

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**School Board Approved: 11/20/12  
 Revised 4/18/13 School Board Approved**



## **ATHLETICS**

Required Documentation:

- Physical examination rendered AFTER June 7<sup>th</sup>, preceding the next school year.
- A Medical Release Form must be on file with the team coach before an athlete can participate in practices or games.
- Proof of insurance coverage.
- Parent/guardian permission.
- A birth certificate must be turned in to the team coach for the sport in which the athlete participates. This must be done at least ten days prior to participation in the first game. Once a birth certificate has been received, it will not need to be turned in again during the three years of high school eligibility.

## **ELIGIBILITY**

An incoming ninth grader must have been regularly promoted from the eighth grade according to the Clay County Pupil Progression Plan to be eligible during the fall semester. A student must maintain a cumulative 2.0 grade point average on a 4.0 scale, or its equivalent, in all courses he/she takes to be eligible each semester.

"Additionally, a student must maintain satisfactory conduct and if a student is convicted of, or is found to have committed a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in inter-scholastic, extra-curricular activities is contingent upon established and published School Board Policy." F.S. 232.425.

Athletes at OHS are considered leaders. They are in a leadership role and maintain a status of high visibility throughout the school. It is for these reasons that athletes are held to a high standard.

## **ATTENDANCE POLICIES**

Research shows that the single greatest factor contributing to student achievement is school attendance. While a student who is absent from school may be able to copy missed notes, complete missed assignments, and receive help after school, other important aspects of a lesson are gone forever. Discussion, listening, note taking, and clarifications are among the important interactions that are irretrievable despite the most sincere efforts.

School attendance can be followed by checking the student's interim reports and/or report cards or Focus account. When in doubt, a parent/guardian can call the

school to check on present or past attendance. **The student's attendance is ultimately the parent and student's responsibility.** Parents can log on to Focus (on the school web site,) create a password and access the student's attendance and daily grades.

It is the responsibility of the teachers to report to the Principal or designee that a child may be exhibiting a pattern of non-attendance. Students with five or more unexcused absences in a month or ten unexcused absences in 90 calendar days must be referred to the school's social worker, and the school will attempt to set up a meeting with the parent or guardian to resolve the attendance problem.

If a student is under the age of 16, the Clay County school social worker will be asked to investigate. The School Board of Clay County, Florida expects that each child's right to attend school will be protected and that the Compulsory School Attendance Child Welfare Law will be vigorously enforced.

The following policies regarding attendance are in effect county-wide:

- School attendance is the responsibility of parents and pupils. Regular school attendance is required between the ages of 6 and 16 with certain exceptions outlined in Florida Statutes, 1003.21 and is the responsibility of the parent. Students have the responsibility to provide the school with an adequate explanation and appropriate documentation indicating the reason(s) for an absence. School board policy states —**Absence by a student for 10 days per semester shall create a strong presumption that the student has failed those subjects or courses.**
- Schools will contact a parent or guardian, wherever possible, to notify them of an absence.
- Following an absence, a note must be received from the parent or guardian no later than the third day following return to school. Notes will not be accepted after the third day and the absences will be considered unexcused.

**Any student who is found to be living out of county or Oakleaf High School district will be withdrawn IMMEDIATELY.**

**Absences:** IT IS THE PARENT OR GUARDIAN'S RESPONSIBILITY TO MAINTAIN ACCURATE RECORDS, DOCUMENTATION AND DATES OF THE STUDENT'S ABSENCE. Parents will want to keep a calendar to record dates of absence and the reason.

On the day of an absence, the parent will be notified via an automated telephone system.

It is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence within three school days following the return of the student to school. The note must include the student's full name, grade, dates of absence, reason, parent's signature and telephone numbers. If a student is absent four or more consecutive days, medical documentation must be provided from a doctor. E-mails and telephone calls are not accepted to excuse an absence.

**Attendance for Social Functions:** Students with 10 or more excused or unexcused absences **from any one class period** for the first semester, and/or a total of 20 excused or unexcused absences **from any one class period** for the

year, will not be allowed to participate in social functions, primarily intended to reward students. This includes, but is not limited to, **the Prom, dances and field trips**. Five unexcused absences within a quarter may result in a social worker visiting the student's home.

Absences will be deducted from the total if the student can provide documentation of a physical condition, verified by a physician, or other unusual circumstances. Students may be prohibited from participating in extra-curricular activities because of the number or severity of discipline referrals. **APPEALS TO THIS POLICY MUST BE MADE ONE WEEK PRIOR TO THE EVENT.**

**Tardies to School:** The administration and faculty at OHS view punctuality as an important aspect of the educational process. Students need to be in classrooms where interruptions are kept to a minimum.

Students who arrive after the tardy bell will report to the Attendance Office and check in with the Attendance Secretary. Students will not be allowed to enter class late without a pass. (Tardies due to late busses are excused.) Referrals will be given for excessive tardies. **Students that are driving to school will lose their parking privilege upon their 4<sup>th</sup> tardy to school.**

**Early Dismissal:**

Doctor and dentist appointments should be scheduled after school when possible. The following procedures have been adopted for early dismissal. A student must bring a note to the front desk requesting dismissal. Notes must include the following information:

- Reason for dismissal.
- Method of travel (drive, walk, etc.).
- Name of person authorized to sign out student.
- Parent's phone numbers (home, work, cell, etc.).
- Time of dismissal.

If the parent/guardian is unable to come into the front desk to sign out the student, an attempt will be made to call the parent or guardian to authorize the early dismissal. During state testing days (i.e., FCAT, end of course testing, AP exams, semester exams, etc...) students will not be allowed to check out during testing times.

Parents or authorized persons must come into the front office to sign out the student. Otherwise, an Off-Campus Pass will be issued to students leaving the campus who are not accompanied by their parent or guardian. Once on campus, students must remain on school grounds unless they check out through proper procedure. Students who leave campus at any time without permission will be subject to a discipline referral.

**Make-up Work:**

**Excused:** It is the responsibility of the student to go to the teacher to obtain and make up all work missed. The student has the equivalent of the number of days absent, plus one additional day, to obtain and submit work to the

teachers. Example: three days absent equals four days for makeup). Previously assigned work is due on the day you return to school.

**Unexcused:** For unexcused absences, including out of school suspension, work assigned or tests that cover instruction prior to the unexcused absence must be taken and graded for credit. Work assigned and due during the time of an unexcused absence may be accepted for credit at the discretion of the teacher. In all cases the student is responsible for arranging with the teacher the turning in or making up work.

**Requesting assignments:**

Assignments may be obtained for students who are absent for longer than three (3) school days by contacting the front office at 213-1900 or by emailing your student's teacher. Please allow one day for the teacher to compile missed assignments. Assignments may be picked up in the front office after one full school day of notification. We respectfully request students planning to return to school the following day to obtain assignments directly through their teacher(s).

**CLINIC**

**Clinic Pass:** Students must obtain a Clinic Pass from the teacher before reporting to the Clinic. The Clinic nurse will determine the course of action to be taken. This may include signing/checking out.

**Emergency Cards:** All students are expected to return a signed Emergency Medical Card to the Clinic nurse each year to update parent contact numbers and authorize other persons to be contacted when parents are not available. The cards are given out at the beginning of each school year.

**Medical Condition:** Any student who has medical problems should have a letter on file in the Clinic and Guidance Office so we will be aware of any unusual problems.

**Medication:** For each prescribed medication, the student's parent or guardian shall provide a written statement which shall grant the Principal or his designee the permission to assist in the administration of each prescribed medication to be provided during the school day, including those times when the student is away from school property on official school business. Parents will be responsible for delivery and retrieval of medications to the school nurse/health designee.

No medications are to be transported via the school bus system. Only under unusual circumstances will a student be allowed to transport medication. This must be pre-approved by the school and the parent. In addition, a parent must contact the school and inform the nurse/designee of the date the child will be transported. The Clinic nurse has copies of those forms to be signed by the parent.

All medications to be administered by school personnel shall be received and stored in original containers per state guidelines. (If a student is receiving medication prescribed for more than a three month period, the parent shall supply updated notification from a physician.

Over-the-counter-drugs MUST be in their sealed containers and delivered by the parent or guardian when received by school personnel. Prescription drugs must be in a pharmacy prescription bottle with student's name, name of drug, prescription number and current date, along with administration information. ALL medications must be counted when received. Self-administration of ANY medication by the student requires a form provided by the Clinic nurse and signed by the doctor and parent.

Herbal medications/preparations must be accompanied by a physician's (M.C. or D.D.) written and signed order.

There shall be no liability of civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable, prudent person would have acted under the same or similar circumstances.

## **DISCIPLINE**

By law, the Principal is charged with the responsibility of providing an educational atmosphere conducive to learning. To accomplish this objective, rules and regulations must be made and enforced. Our rules and regulations are based on Florida Statutes, State Board of Education Policies, Clay County School Board Policies, the Clay County Code of Student Conduct and OHS administrative policies.

To enforce these rules and regulations, the Principal and Assistant Principals will work with disruptive students in various areas. These administrators are charged with the responsibility of making decisions regarding discipline that will be in the best interest of the individual student and the entire student body.

## **DISCIPLINE POLICIES:**

**Teacher Controlled Detention:** Teachers may hold their own detention for classroom problems. This detention time (morning or afternoon) can be set at the teacher's discretion with 24 hour notice. Failure to attend will result in disciplinary action.

**In School Suspension (ISS)/Student Work Detail (SWD):** Students may be assigned to a supervised detention class for an entire school day for certain infractions. In conjunction with ISS, students will be assigned work detail during the school day. Class work will be given to the student, but it is the student's responsibility to complete all work and turn it in to their teacher.

**Out of School Suspension (OSS):** Sometimes it becomes necessary to remove a student from the school for the benefit of other students and the school environment. However, suspension is a last resort on the part of OHS. Students on suspension are NOT to be on campus or any school sponsored activity (dances, athletic events, etc.). Students on suspension will be considered trespassers if on the school grounds for any reason.

**Corporal Punishment:** A written notice must be submitted to the Office of the Principal if you object to corporal punishment for your student. Normally, parent permission is obtained before administering corporal punishment.

## **DISCIPLINE ISSUES:**

**Skipping Class:** Any student who is willfully absent from school or class without the consent of the parent, or is absent from a class without the consent of the teacher to whom he/she is assigned that period, will be subject to disciplinary action. If the offense involves a car, driving privileges may also be suspended. Loss of parking decal (if applicable) will result if the student skips or leaves campus without proper authorization. If the sticker is revoked, there will be NO refund allotted.

**Cell Phones, CD Players, MP3 Players etc.:** Students possessing cell phones, beepers, CD players, MP3 players, and other like devices, during school hours (7:20 a.m. - 1:40 p.m.) must have them turned off and in their backpack or locker. Devices set to “vibrate” are not off- they must be **powered off**. A discipline referral will be issued to the student if the device is used during school hours, or interrupts class in any manner. The device will be confiscated and the student’s parent must be the one to pick up said item from the administrative office on Friday. If a phone/device is confiscated Thursday or Friday, the device may be picked up by the parent on the Friday of the following week. **Students that refuse to give up their electronic device when asked will be suspended from school.**

**Cheating:** Student receives a zero, teacher contacts parents.

### **Disrespect**

A student shall not fail to comply with reasonable directions or requests by authorized school personnel. **Failure to follow a reasonable request by a school employee will result in suspension.** It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well.

**Drugs and Alcohol:** Drugs and alcohol in any form are prohibited on school grounds at all times. Prescribed medication is covered in the Clinic section of this handbook. Students caught with drugs, drug paraphernalia, alcohol or under the influence of these, may be recommended to the School Board for expulsion from Clay County Schools.

**Fighting:** ***Fighting will not be tolerated at OHS.*** Students are expected to take every opportunity to walk away from a fight. Except in rare instances, all parties involved in a fight will be suspended out of school. Some cases may be referred to the Sheriff’s Department.

Students not involved in a fight could also be held accountable. Refusing to leave the scene when asked to do so, which hinder school officials, is considered a violation.

Students or groups of students who instigate fights, but who are not actively involved are subject to any one of the penalties mentioned in this policy. Students involved in verbal altercations will also be subject to suspension.

School officials reserve the right to recommend a student for expulsion or placement at the Bannerman Learning Center.

**Fire Alarm System:** Any student tampering with a fire pull station or any firefighting equipment will receive a ten day suspension and/or a recommendation for expulsion. The Clay County Sherriff's Office will also be involved and may issue an arrest.

**Firearms Violations:** Possession of firearms (real or artificial) is an automatic ten day suspension with a recommendation for expulsion. The Sheriffs Department will be involved in all these violations.

**Gang/Gang-Related Activities:** Gangs, groups or individuals who intimidate, advocate or promote activities which disrupt the learning environment, threaten the well-being of persons or property, or who "recruit" other students to participate in a non-school sanctioned group, will be dealt with in a disciplinary manner. (any group not officially affiliated with OHS will be considered a non-sanctioned group).

No color, bandanas, articles of clothing or paraphernalia which promotes or identifies with a non-sanctioned group is acceptable. No recruiting, intimidating or hazing will be permitted on school property or functions. In addition, there will be no signs, symbols, gestures, songs, drawings or writings which show allegiance or affiliation with non-sanctioned groups. Tattoos, body carvings showing allegiance or affiliation with non-sanctioned groups must be covered at all times. There will be no tolerance for "tagging" or the throwing of signs (gang hand signals).

**Inappropriate Contact:** Students are urged to maintain a proper sense of behavior while at school or school activities. It is the school's belief that excessive kissing, touching or contact should not be tolerated. Disciplinary action could be implemented if deemed necessary.

**Profanity:** Profanity will not be tolerated. School Board officials are dedicated to the development of appropriate speech at the appropriate time. Students will be subjected to disciplinary action if a referral is written for profanity.

**Property Destruction:** Any person who defaces School Board property will be required (by Florida Law) to replace the item(s) or pay for having it (them) replaced. Vandalism could result in removal from OHS. Anyone found to be involved in vandalism and/or property destruction will be suspended from school. The Clay County Sheriff's Office will also be involved and may issue an arrest.

**Sexual/Racial Harassment:** Clay County Schools prohibits any type of harassment of all employees and students at all times and during all occasions while at school, in the workplace or at any school event or function. Any act of harassment of students or employees by other students or employees, based upon the race of students or employees, shall result in prompt and appropriate

discipline which may include suspension or termination of offending students or employees.

**Racial harassment** may be physical, verbal, sexual, graphic or written or other types of conduct which may be considered to be racially motivated. Such conduct may include, but is not necessarily limited to, taunts, threats, slogans, slurs and comments of a demeaning nature, symbols, writings, displays or other conduct which is intimidating or creates a hostile environment.

**Sexual harassment** consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or any other verbal or physical conduct or communication of a sexual nature. Sexual harassment can take two forms: 1) hostile environment and 2) “quid pro quo” which means “you do something for me and I’ll do something for you” in a sexual context.

### **School Bus Rules for Safety**

Students and their parents are provided with school bus rules. Parents are urged to discuss the rules with their student, and then sign acknowledging they have read them.

**Smoking or Use of Tobacco:** In compliance with Clay County School Board Policy 4.16 (IV-25), smoking or use of tobacco products (including chewing tobacco) by students on school property is prohibited. Since the use of tobacco products is prohibited, students are not permitted to have tobacco products, lighters or matches in their possession while in school. Teachers are authorized to confiscate tobacco products, lighters or matches in student's possession and turn them in to the office. Tobacco products will not be returned to students. Florida law now requires students 16 years and younger to be referred to the Youth Resource Officer or other officer. Penalty varies according to the number of offenses by the student. Students may receive a ticket from the Clay County Sheriff's Office.

## **DRESS CODE AND PERSONAL APPEARANCE**

The dress and personal appearance should be a positive reflection on the family, school and community. The following guidelines concerning dress and appearance are to be followed:

### **Oakleaf High School Dress Code**

#### **Pants**

- Slacks, jeans without holes, frays, shreds or tears of any kind
- Bermuda shorts (hemmed to the knee or below)
  - All pants are to be securely in place above the top of the pelvis without undergarments (including boxers or gym shorts) visible at any time. If you have to physically hold up your pants, you **are NOT** in compliance with the dress code. **Students trying to hide drooping pants by wearing long shirts will be asked to pull up shirts in order to**

**prove compliance. The administration at OHS hopes everyone will comply with this rule. However, in the event that this becomes a big problem, the administration reserves the right to invoke a “tucked in shirts” rule.**

- No tights, leotards or leggings may be worn as pants. In order for these items to be worn they must be worn under a garment that meets dress code. Yoga pants or any other tight fitting bottoms are also prohibited.

## **Shirts**

- Polo style shirts
- Button down dress shirt
- T-shirts
  - Shirts or blouses may not ride above the beltline at any time. Bare midriffs or abs are not acceptable at any time.
  - **NO cleavage is to be shown at any time.**
  - All shirts must be worn without holes. Sheer or see through outer garments must have undergarments that meet dress code.
  - No sleeveless attire or cut out sleeves are allowed- **all tops must have a sleeve and must cover the entire shoulder.**

## **Skirts and dresses**

- Skirt length should be to the knee or below (including slits)
- Dress length should be to the knee or below (including slits)
  - the top part of any dress must meet the same requirements of the above mentioned shirts
- “high low” dresses and skirts must have the front of the skirt meet dress code guidelines and be to the knee or below
- Skirts or dresses with sheer material must have the under skirt meet dress code requirements. Sheer/see through skirts that are floor length but have an underskirt that does not reach the knee are not permitted

## **NOTES FOR ALL STUDENTS:**

All items of wearing apparel should be worn in good taste and not be obscene, vulgar, or detract from one’s ability to learn or from the ability of others to learn. Examples of inappropriate wearing apparel include, but are not limited to, the following:

- a) Apparel with off-color remarks, pictures, or emblazoned with drug, alcohol, tobacco, or sexually related slogans or images
- b) Apparel displaying violent imagery
- c) Apparel with disparaging pictures or words which infringe on the ethnicity of others

Bedroom slippers are not permitted at any time.

Pajama pants or pants that look like sleepwear are prohibited.

Students found to be in violation of the dress policy will be given a school shirt or pants to wear until the end of the school day. At that time, the student must bring these articles of clothing back to the clinic. Failure to return these items will result in a fine. The charge is \$5.00 for tops and \$10.00 for pants. Repetitive dress code infractions will result in a referral.

A good rule of thumb: if there is a serious question about whether an outfit would be acceptable, choose another. Time missed from class as a result of dress code violation will be unexcused.

**SEARCHES:** Florida Statue 1006.09 (9) states "the Principal or other administrator may search a student's locker, automobile, or other storage area if he/she has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the locker or storage area."

**FINES:** All school related fines or other financial obligations (uniform, library fines, lost book, ID badge fines, etc.) MUST be paid in order to attend any school-sponsored social function (Homecoming, dances, Prom, etc.) or extra-curricular activities, including sports. Seniors MUST have all fines paid before participating in graduation. All refunds must be accompanied by a receipt and given during the current school year.

**FLORAL DELIVERIES:** Floral and balloon deliveries are not accepted for students at any time.

**IDENTIFICATION CARDS:** Students will be issued picture IDs during the first two weeks of the school year. **The I.D. must be with you at all times while on campus. It may be worn or in your wallet, but it must be with you.** The I.D. Badge should not be altered or defaced. It will serve many purposes at school and has discount potential out of school. Failure to have the I.D. during the regular school day will result in a new one being issued at a \$5.00 charge. New ones can be purchased in the Attendance Office.

**LOCKERS:** Lockers are available to students at a cost of \$5.00.

**LOST/STOLEN PROPERTY:** All articles which are found should be taken to the front office. Stolen items of value should be reported to the School Resource Officer. Unclaimed clothing left at the end of the nine weeks will be disposed of by the school. Articles left unclaimed will be donated to a worthy charity or organization.

**MESSAGES FOR STUDENTS:** Messages to students are not allowed. However, parent EMERGENCY messages ONLY will be delivered. Parents should not text students during the school day. Any cell phone usage is cause for confiscation of the cellular device.

### **PARKING PRIVILEGES:**

Seniors and Juniors maintaining a 2.0 overall grade point average may drive automobiles or motorcycles to school. Parking spaces are limited and students must apply for allotted spaces. Violation of parking regulations may result in removal of the car (towing) at the owner's expense. The following conditions must be met:

- Students can park only in designated areas and illegal parking of vehicles could result in the car being towed.
- Cars must be locked while in the parking lot. OHS is not responsible for lost or stolen items.

- Students are not to stay in cars after arriving or be in cars any time during the day.
- Students with current OHS fines will not be allowed to purchase a parking space until the fines are paid.
- Temporary passes will be issued for one day and is good for that day only. Cost is \$1.00.

Parking stickers are \$10.00 for the year. A valid driver's license, current vehicle registration and proof of insurance are required. Parking decals may be temporarily or permanently revoked at the discretion of the administration. Students violating parking rules risk losing their driving privileges and will need to purchase a new decal for \$10.00. Students may not drive to school until a parking sticker is issued. **Parking passes will be revoked after the 4<sup>th</sup> tardy to school.**

Students in the tenth grade who meet the driving criteria and participate in an extra-curricular activity, and have a grade point average of at least 3.0, will be allowed to obtain a parking permit.

**Mid-Term Reports:** Mid-Terms progress reports will be issued to all students in order for parents to have a better understanding of their child's academic standings. Parents may also access grades at any time via Focus.

**REPORT CARDS:** Report cards will be issued at the end of each nine week grading period. All report cards, except for Seniors, will be mailed at the end of the school year. Copies of lost report cards may be obtained in the Guidance Office.

**SEMESTER EXAMS:** Students failing to take their final exams at the end of the school year will be given a ZERO and must make up the exam within two weeks. Exams are worth 10% of the semester grade. Per district policy, exams may not be given early.

**GRADUATION EXERCISES:**

State law prohibits 12th grade students who have not met graduation requirements by the seniors' last day of school from participating in graduation exercises. Adult Education and FLVS classes must be completed the week before graduation. **Participating in graduation exercises is a privilege, not a right.**

**UNAUTHORIZED AREAS:** Parking lots, the stadium, softball and baseball dugout areas are off limits to students unless supervised. For the safety of students and their property, any student found in these areas without proper authorization is subject to suspension from school. It is hoped that this action will decrease theft and vandalism.

**VISITORS:** All visitors to OHS are to sign in at the Main Office, with proper identification. **OHS is a closed campus.** Any unauthorized visitor on campus may be subject to questioning and detained by school and law enforcement officials. Anyone found on school grounds without permission will be considered a trespasser. A trespassing warning will take place and the visitor will be subject to arrest.

**GUESTS:** Students are not permitted to bring guests to spend the day at school.

**TEXTBOOKS:**

1. At the beginning of the year, students are issued the textbooks that they will need for their particular courses.
2. Textbooks are the property of Clay County School Board, not the student, and therefore must be accounted for by each student, teacher, principal, and the County Superintendent. Textbooks that are damaged, lost, or stolen must be paid for by the student to whom the book has been issued.
3. Money for lost or damaged textbooks must be paid before a new book can be issued. In the event a lost textbook is found, the student's money will be refunded.

**Note:** In no way is this document meant to be constrictive or too restrictive for our students. Rules and consequences of not following this lead to a disruptive environment which places students and faculty alike in harm's way. It is the practice that the safety and welfare of the students be our number one priority.

## **GUIDANCE**

OHS Guidance counselors **strongly** encourage students to become familiar with [www.facts.org](http://www.facts.org). Facts.org is an online advising tool for researching possible career tools. It also contains all information students will need regarding the Florida Bright Futures Scholarship program. Students can visit their guidance counselor if they need assistance with login information.

### **Credit Recovery and Alternate High School Completion Programs**

If you fall behind in your credits, there are a number of ways to make them up. For example, you can make up credits through Adult Education, Clay Virtual Academy, Florida Virtual School, or through the Success Computer Lab.

### **College Placement Tests**

We recommend that all students begin taking the SAT and/or ACT in the spring of their junior year. To register through the mail you can pick up registration packets in the Guidance Office. To register online you can visit [www.collegeboard.com](http://www.collegeboard.com) for the SAT and [www.actstudent.org](http://www.actstudent.org) for the ACT.

### **Scholarships**

Applications for scholarships are available in the Guidance Office. A scholarship newsletter is circulated through Senior English classes and published on the Guidance page of the school's website.

### **Paying For College**

Financial aid is designed to bridge the gap between what you can afford and what school actually costs. More than half of college freshmen receive some form of aid. Of course, applying for aid does not necessarily mean you will receive all or any aid, but everyone should apply. The financial aid package comes in four forms: Grants, Scholarships, College Work Study, and Student Loans. **Every college bound student should fill out the Free Application for Federal Student Aid (FAFSA) beginning in January of your Senior Year.** For application and information visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Transcripts

Transcripts can be attained from the Student Records office at a cost of \$2.00 each. A Transcript Request Form can be found at [www.oakleafknights.com](http://www.oakleafknights.com) or in the Student Records Office. The Guidance Office mails official transcripts for college admission directly to the college. **A Twenty-four hour notice is required.** Five working days notice is required for personal evaluation and/or scholarship applications to be completed by your counselor.

## Applying to College

1. Talk to your Guidance Counselor
2. Obtain, complete, and submit your application
3. Request Student Records to send your transcript to the college

**IMPORTANT NOTE:** If you are interested in a 4 year university, apply early in the fall of your senior year, no later than Oct. 1 for best consideration. Consider applying for Summer Term. Plan to attend **CLAY COUNTY COLLEGE NIGHT**. If you plan to attend a state community college, apply by Feb. 1st to obtain the best possible advantages and scholarships.

**Career Specialist:** A Career Specialist is available to provide added support with career and vocational planning for students. Appointments can be scheduled directly through the Career Specialist.

**Student Assistance Program Counselor:** A Mental Health Counselor is available several days per week to provide extra support to a student suffering from depression, trauma related problems, grief issues, or other mental health related issues. Your Guidance Counselor can make a referral to the SAP counselor upon request.

**CHOICES:** CHOICES is a computerized exploration system designed to assist students in identifying career goals and a pathway for reaching them. Students can also access this system online at [www.bridges.com/cpflorida](http://www.bridges.com/cpflorida). See you counselor for more information.

**Schedule Changes:** Each year, classes are proposed based on the courses requested by students. If a student, with his advisor and parents, freely chooses to take a course, he obligates himself to complete that course. Failure to return a schedule form will result in student being placed in courses remaining after all other students have been scheduled. Schedule changes will not be possible in most cases due to restrictions placed upon us by the Class Size Amendment Act. When requesting schedule changes after the first ten days of school these guidelines must be followed:

- a. Parent conference with counselor/teacher
- b. Change must be a leveling within same specific subject such as Algebra 2 Honors to Algebra 2
- c. All leveling must be done by the first ten days of the semester.

## TESTING SERVICES

Test Grade	Grade level	Month
FCAT 2.0	9 <sup>th</sup>	April
FCAT Writes	10 <sup>th</sup>	February
FCAT 2.0 Reading	10 <sup>th</sup>	April
PLAN (pre ACT)	10 <sup>th</sup>	October
PSAT (pre SAT)(Fee required)	11 <sup>th</sup>	October
ASVAB (Military)	11 <sup>th</sup> & 12 <sup>th</sup>	December
FCAT (Retake)	11 <sup>th</sup> & 12 <sup>th</sup>	October & April
PERT	11 <sup>th</sup> & 12 <sup>th</sup>	March/April

## **SENIOR YEAR:**

**The following is a recommended timeline for seniors:**

### **FALL:**

- Continue taking AP, Dual Enrollment, and/or Honors courses, if you qualify
- Make sure that you are caught up on credits and that your GPA meets graduation requirements. If you need to complete credit recovery, see your Guidance Counselor ASAP to make arrangements.
- Prepare application packages. Review deadlines and requirements, such as test scores, high school transcripts, essays, and recommendations. Give teachers, employers, and other adults at least a month to complete recommendation forms.
- Apply to colleges early in the fall. Consider applying to multiple colleges in case your first choice is not available.
- Apply for housing if you plan to live on campus
- Gather information to complete the FAFSA (Free Application for Federal Student aid)
- Take or retake the SAT or ACT if necessary
- Remember to take SAT Subject Tests or AP exams as you complete specific advanced coursework

### **SPRING:**

- Complete your requirements for graduation and continue to take rigorous coursework
- After January 1, but as early as possible, file the FAFSA with your parents' help. (you will need their most recent tax return)
- If your future college wants mid-year transcripts, submit the request to Student Records early
- Wait for the college admission decisions and financial aid award letters. Use this information to determine which school best meets your academic goals and financial needs.
- Once you have made a decision, notify all colleges immediately. Send in housing and other deposits and sign up for orientation at your chosen school.
- If you take dual enrollment courses, request that an official transcript be sent to your future college
- If your top college choices are not available, work with your guidance counselor to find others with openings
- If requested, send your official transcripts to the school you will be attending after graduation
- Take the College Level Examination Program (CLEP) tests to earn college credit early

## **Library Research Using the Internet**

Below are listed the Internet Services sponsored by Oakleaf High Media Center. These services are for your use as a student at OHS. Access information is provided for both at school and at home use.

### **Online Services –**

#### **1. Florida Electronic Library (Cengage Learning) (K-12)**

Online database and reference materials for all students.

URL: [http://infotrac.galegroup.com/itweb/fl\\_claycntydist](http://infotrac.galegroup.com/itweb/fl_claycntydist)

Password: student

Online author talks, book reviews and literature database URL: <http://teachingbooks.net/home>

Password: **ClayCounty**

<http://destiny.clay.k12.fl.us>

Internet search engine that is found on the Destiny Catalog page. Students are directed/limited to sites that are appropriate for school use. Sites are marked by grade level: K-5, 6-8, and 9-12. High schoolers use the latter two. No password needed.

**Library Collections** – Includes database of schools in Clay.

1. **DESTINY** – Library catalog for OHS and Clay County. <http://destiny.clay.k12.fl.us>
2. **SUNLINK** – Library catalog for all schools in Florida. <http://www.sunlink.ucf.edu>

### **Student Network Logins**

Each student has a network login which consists of their student number as their User ID and a password. If a student forgets their password, they must fill out a Forgotten Password Form available in the Media Center. Passwords are reset at the beginning of the school day. Please remember your password and keep it secure. Your new password will be blank. You will then be required to reset it.

## **Style Sheet Summary for Research Writing**

### **Introduction**

When a student uses information from some source other than his/her own brain to write a paper or complete a project, that information must be documented; the student must list where the information was found. That listing is called citing. The information that must be cited by a student can include pictures, logos, images, song lyrics, movie stills, direct quotes, indirect quotes and titles of books, movies, television shows or recordings.

A style sheet is a document that lists how a school wants those pieces of information to appear in the student's paper. Each information source is called a citation. Each citation has two aspects:

1. Right after the information is used in the text, put a parenthesis and insert the author's last name and page number, then close parenthesis.
2. At the conclusion of the paper or report, put an alphabetical list by author's last name of every single source cited in the paper. This list of citations is called Works Cited.

### **Style Sheet Summary for citing a source within the body of the paper:**

In the body of the paper, information from a source is either a direct quote or an indirect quote. A **direct quote** is when the writer uses the source information word for word. If the quote is short, it appears in the paper like this:

The first gambling Web site appeared in 1995, and —online gambling has since become a most lucrative Internet business|| (Will 92).

Or

George Will reported that in 2002 —online gambling has since become a most lucrative Internet business|| (92).

If the direct quote is longer than three lines, it is indented in the paragraph and appears in the paper like this:

Gambling on the Internet is a big business that includes many revenue sources: Forty-four states have lotteries, 29 have casinos, and most of these states are to varying degrees dependent on--you might say addicted to--revenues from wagering. And since the first Internet gambling site was

created in 1995, competition for gamblers' dollars has become intense. The Oct. 28 issue of Newsweek reported that 2 million gamblers patronize 1,800 virtual casinos every week. With \$3.5 billion being lost on Internet wagers this year, gambling has passed pornography as the Web's most lucrative business. (Will, 92)

An **indirect quote** is when a writer summarizes or paraphrases the source information. It appears in the paper like this:

The first gambling Web site appeared in 1995 and within the seven years, Internet gambling sites generated more revenue than any other online business (Will 92).

Or

George Will reported the first gambling Web site appeared in 1995 and within the seven years, Internet gambling sites generated more revenue than any other online business (92).

The **Works Cited** listing for the citation will look like this regardless of whether or not the quote was direct or indirect:

Will, George F. "Electronic Morphine." Newsweek 25 Nov. 2002: 92.

### **Style Sheet Summary for Works Cited pages:**

BOOK Author. Title of Book. City of Publication: Publisher, Year.

\* Take the title from the title page, not the cover.

\* The author's name should be written Last Name, First Name.

### **One Author**

Brinkley, Alan. The Unfinished Nation. New York: Knopf, 1993.

### **Editor or Compiler**

\* If the person named on the title page is the editor or compiler, rather than the author, add a comma then the abbreviation "ed." or "comp."

Carpenter, Allan, comp. Facts About the Cities. New York: Wilson, 1992.

Kreider, Jan F., ed. Handbook of Heating, Ventilation, and Air Conditioning. Boca Raton: CRC, 1993.

### **Two or More Authors**

\* List the names in the order they appear on the title page.

\* Only the first author's name should be reversed: Last Name, First Name.

\* Use a comma between the authors' names. Place a period after the last author's name.

Rowe, Richard, and Larry Jeffus. The Essential Welder: Gas Metal Arc Welding Classroom Manual. Albany: Delmar, 2000.

\* If there are more than three authors, name only the first and add et al., or give all the names.

Randall, John E., Gerald R. Allen, and Roger C. Steene. Fishes of the Great Barrier Reef and Coral Sea. Honolulu: U of Hawaii P, 1997.

\* If the persons named on the title page are editors or compilers, add a comma after the final name, then the abbreviation "eds." or "comps."

Clute, John, and Peter Nicholls, eds. The Encyclopedia of Science Fiction. New York: St. Martin's, 1993.

### **Two or More Works by the Same Authors**

When citing two or more sources by the same author, give the name in the first entry only. For the next entries, type three hyphens, add a period, and skip a space (---. ) then give the title. The three hyphens stand for the name(s) in the preceding entry.

Scott, Susan. Exploring Hanauma Bay. Honolulu: U of Hawaii P, 1993.

---. Plants and Animals of Hawaii. Honolulu: Bess Press, 1991.

### **Government Agency as Author**

\* Give the name of the government first, then the name of the agency.

Hawaii. Office of the Auditor. Follow-up Audit of the Child Protective Services System. Honolulu: State of Hawaii, 2003.

### **ESSAY, POEM, or SHORT STORY in an ANTHOLOGY**

Author of Story. "Title of Story." Title of Book. Name of Editor. Edition (if given).

City of Publication: Publisher, Year. Page numbers.

Purcell, Arthur H. "Better Waste Management Strategies Are Needed to Avert a Garbage Crisis." Garbage and Recycling: Opposing Viewpoints. Ed. Helen Cothran. San Diego: Greenhaven, 2003. 20-27.

### **ENCYCLOPEDIAS and REFERENCE BOOK**

Author of Article (if given). "Article Title." Title of Book. City of Publication: Publisher, Year.

\* When citing familiar reference books, especially those that often appear in new editions, full publication information is not necessary.

\* Give the edition (if available) and the year of publication.

\* If articles are arranged alphabetically, volume and page numbers are not necessary.

Lesko, Leonard H. "Pyramids." The World Book Encyclopedia. 2001.

\* When citing less familiar reference books, give full publication information. Give the number of volumes for multi-volume sets.

Fagan, Jeffrey. "Gangs and Drugs." Encyclopedia of Drugs, Alcohol and Addictive Behavior. Ed. Rosalyn Carson DeWitt. 2nd ed. 4 vols. New York: Macmillan, 2001.

### **No Author Given**

\* If no author's name is given, begin with the title of the article.

"Gangs and Drugs." Encyclopedia of Drugs, Alcohol and Addictive Behavior. Ed. Rosalyn Carson DeWitt. 2nd ed. 4 vols. New York: Macmillan, 2001.

### **MAGAZINE ARTICLE**

Author. "Title of Article." Title of Magazine Date: Page(s).

\* Abbreviate the months (except May, June, July). Give complete dates for magazines issued every week or every two weeks, written in this order: Day Month Year, e.g., 15 January 2000

\* If the article is on consecutive pages, specify the page numbers of the entire article, e.g. 16-20. Give just the last two digits of the second number, when possible, e.g. 188-89, but 196-200

\* If the article is not on consecutive pages — if, for example, it begins on page 27, then skips to page 30, and continues on page 32 — write only the first page number, followed by a plus sign: 27+.

\* Do not give volume and issue numbers for magazine articles.

Dominus, Susan. "Why Pretty Isn't Pretty Enough Anymore." Glamour. Jan. 2004: 136+.

Talcott, Richard. "Great Comets." Astronomy. May 2004: 36-41.

No Author Given If no author's name is given, begin with the title of the article.

"Qantas Looks to Airbus for Long-Range Aircraft." Aviation Week-Space Technology/ 5 Apr. 2004: 22.

## **NEWSPAPER ARTICLES**

Author. "Title of Article." Name of Newspaper Date, edition: Page(s).

\* Take the name of the newspaper from the masthead, but omit any introductory article: Honolulu Advertiser, not The Honolulu Advertiser.

\* If the city of publication is not part of the newspaper's name, add it in square brackets: News and Observer [Raleigh, NC]

\* Specify the edition of the newspaper, if one is given on the masthead.

\* If the article is not on consecutive pages, use the first page number and a plus sign: B1+.

Daranciang, Nelson. "Horror Web Site Debated." Honolulu Star-Bulletin. 8 Apr. 2004, night final ed.: A3.

## **WEB SITE**

Complete publication information may not be available for a Web site; provide what is given.

Entire Internet Site: Scholarly Project or Professional Site

Title of the Site. Editor. Date and/or Version Number. Name of Sponsoring Institution.

Date of Access <URL>.

Encyclopedia Mythica. 2004. Accessed on 13 May 2004. <http://www.pantheon.org>.

Document from a Web Site

Author. "Title of Web Page." Title of the Site. Editor. Date and/or Version Number.

Name of Sponsoring Institution. Date of Access <URL>

Sherman, Chris. "Everything You Ever Wanted to Know About URL." SearchEngineWatch. Ed.

Danny Sullivan. 24 Aug. 2004. Accessed on 4 Sept. 2004.

<http://searchenginewatch.com/searchday/article.php/3398511>.

## **ARTICLES IN ONLINE PERIODICAL**

Author. "Title of Article." Title of Publication Date: Page(s) or Section(s), if numbered., date of access, URL.

Gima, Craig. "Whale's Body Found Near Hanalei Bay." Honolulu Star-Bulletin.com 6 July 2004.

Accessed on 4 Sept. 2004. <http://starbulletin.com/2004/07/06/news/story1.html>.

Gundy, Jess. "The Complexities of Use of Force." Law and Order Dec 2003. Accessed on 13 May

2004. <http://www.hendonpub.com/LawMag/catalog.cfm>.

## **INTERVIEW**

Interview Conducted by the Researcher

Person Interviewed. Type of Interview (personal, telephone, email, etc.). Date.

Nakamura, Michael. Personal interview. 23 July 2004.

Broadcast Interview

\* Add information for the television or radio broadcast.

Clinton, Bill. Interview with Larry King. Larry King Live. CNN. 24 June 2004.

## **VISUAL or AURAL MEDIA SOURCE**

Print Advertisement Name of product. Advertisement. Name of publication. Date of publication. Issue no..

Lufthansa. Advertisement. Time 20 Nov. 2000: 151.

Television Program "Title of Episode or Segment." Title of Program or Series. Credit (Performer, writer, etc). Name of Network. Call Letters (if any), City of Local Station (if any). Broadcast Date.

"Daddy Knows Best." Cold Case Files. Narr. Bill Kurtis. A & E. 6 Sept. 2004.

"Why the Towers Fell." Nova. PBS. KHET, Honolulu. 7 Sept. 2004.

Sound Recording Musician(s). title of recording. Recording Company. Date of release.

U2. All That You Can't Leave Behind. Interscope, 2000.

Film Title of film. Director. Performers (usually top half dozen). Corporation releasing film. Year released.

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995.  
Television Commercial Product. Commercial. Network. Date viewed.  
Staples. Advertisement. CBS. 3 Dec. 2000.  
Videorecording Title. Director, Producer, and/or Writer. Medium. Distributor, Year.  
Monet: Legacy of Light. Writ., dir, and prod. Michael Gill. Videocassette. Home Vision, 1989.

### **Style Sheet Summary Sources**

OHS uses the Modern Language Association (MLA) style for identifying research sources. In MLA style, the writer briefly credits sources with parenthetical citations in the text of your paper, and gives the complete description of each source in the Works Cited listing on the final page of the paper.

The Works Cited is a list of all the sources used in a paper, arranged alphabetically by author's last name, or when there is no author, by the first word of the title (except A, An or The).

OHS's Style Sheet is adapted from two MLA Handbook for Writers of Research Papers, 6th edition by Joseph Gibaldi and Writer's Guide to MLA Style by Dr. Abel Scribe. The latter source is a website (<http://www.docstyles.com/mlacrib.htm>) containing a 12 page downloadable MLA style sheet that is divided into five categories: General Style Notes, Text and Block Quotations, Page Formatting, MLA Text Citations and MLA Works Cited. If you cannot find the citation format for an information source in the OHS Style Sheet Summary, consult Scribe's site.