

**Pedro Menendez  
High School**

**"HOME OF THE FALCONS"  
2018-2019**

**MISSION STATEMENT**

**"NOT FOR SCHOOL, BUT FOR LIFE, WE LEARN." NON SCHOLAE SED VITAE  
DISCIMUS.**

**ALMA MATER**

Our Alma Mater to thee we raise a song for the  
brave and bold. Through the halls we hear the  
call to cheer the blue and gold. Here our quest for  
knowledge lies, meeting the task in stride  
Menendez, we love thee, home of the  
Falcon Pride.

**Pedro Menendez High School  
600 SR 206 W  
St. Augustine, Florida 32086  
(904) 547-8660  
(904) 547-8675 fax  
<http://www-pmhs.stjohns.k12.fl.us/>**

**Integrity.Dignity.Class**

## DEPARTMENT CONTACTS

### **Administration: 547-8660**

Dr. Clay Carmichael , Principal

Kristin Bozeman , Assistant Principal: Curriculum and Instruction

David Simpkins, Assistant Principal: Discipline, ESE, Facilities

Kim Lippo, Registrar

Christine Danner, Career Specialist

Jonathan Higgins, IB Coordinator

Lea Price, Executive Secretary

### **Guidance Department: 547-8667**

Stephanie Toffaleti, IB and Last Names A-E

Kathy Hamill, ESE, Last Names F-M

Meredith Masiak, AVID, Last Names O-Z

Heidi Fitzgerald, Testing Coordinator

Pat Guiliani, Guidance Secretary

Patrice Shumaker, Computer Operator

### **Deans / Attendance Office: 547-8671**

Yanetta Arnold, Attendance and Last Names A - L

Chris Cofield, Parking, Transportation, Lockers and Last Names M - Z

Scarlett Carter, Secretary

### **Athletics Department: 547-8662**

Patrick Turner, Athletic Director

### **Media Center: 547-8669**

Lea Killgallon, Media Specialist

### **School Nurse: 547-8672**

Nancy Seyler

### **Cafeteria: 547-8688**

Chuck McCutcheon, Manager

### **Maintenance Department: 547-8670**

Joedy Ashton, Coordinator

### **St. Johns County Sheriff's Office Youth Resource Deputy: 547-8668**

# **Pedro Menendez High School**

**2018 - 2019**

## **Bell Schedule**

**01 9:15-10:00**

**02 10:05-10:50**

**03 10:55-11:40**

**04 11:45-1:15**

**1st Lunch 11:40-12:10 4th period 12:15-1:15**

**2nd Lunch 12:13-12:43 4th period 11:45-12:13/Lunch/12:45-1:15**

**3rd Lunch 12:45-1:15 4th period 11:45-12:45**

**05 1:20-2:05**

**06 2:10-2:55**

**07 3:00-3:45**

## **Wednesday Bell Schedule**

**01 9:15-9:50**

**02 9:55-10:30**

**03 10:35-11:10**

**04 11:15-12:45**

**1st Lunch 11:10-11:40 4th period 11:45-12:45**

**2<sup>nd</sup> Lunch 11:43-12:13 4th period 11:15-11:43/ Lunch/12:18-12:45**

**3<sup>rd</sup> Lunch 12:15-12:45 4th period 11:15-12:15/Lunch**

**05 12:50-1:25**

**06 1:30-2:05**

**07 2:10-2:45**

## DRESS AND PERSONAL APPEARANCE

Student dress and appearance should be suitable for a school setting. Apparel should be in good taste—not vulgar, obscene, or distracting. Personal hygiene shall be consistent with healthy practice.

### DRESS CODE

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1. Personal attire may be in the style of the day, but clothing that is immodest, revealing, or distracting in nature is not permitted. Clothing, piercings, accessories, and belongings shall not be worn/carried if they display profanity, violence, discriminatory messages, sexually suggestive language; display advertisements or references to alcohol, tobacco, or drugs; or otherwise disrupt or pose a safety issue within the learning environment. The display of rude, inflammatory, offensive or destructive words or symbols, racial references, or gang references shall likewise not be displayed on a student's person or on his/her belongings.
2. No headwear, including hats, hoodies, sunglasses, audio gear, athletic head bands, head straps, sweatbands, bandanas, picks, combs, hair rollers or curlers, shall be worn in the school building.
3. **At no time shall any undergarments be visible.**
4. Shoes shall be worn at all times. Shoes should provide support and protection for the feet. Slippers, house shoes, shower shoes, or shoes with wheels or cleats are not permitted.
5. Skirts, dresses, and shorts shorter than 4 inches above the top of the knee are not acceptable. Skirts/dresses shorter than 4 inches above the top of the knee and worn with leggings or tights are likewise not permitted.
6. Tank tops, tank shirts, transparent tops, off-the-shoulder tops, halter tops, tops supported by straps, spaghetti-straps or Tarzan-style tops or dresses that have only one shoulder strap are not acceptable. Clothing cut low in the front, with exposed openings, or without backs are also not acceptable. Tops must have sufficient length to be tucked in at the waist and must not expose the midriff when the wearer raises his/her hands above the head. No tops that expose the midriff or have exposing openings shall be worn. Tops should also be buttoned.
7. Clothing that is ripped, torn, slashed or dirty is not acceptable.
8. Pants must be worn at waist level, are not to be rolled down from the waist, are not to be worn in such a manner that undergarments are revealed, and are not to be rolled up at the cuffs. Pants/shorts are not to have revealing tears/holes/shredding above the knee or any covered tears beyond 4 inches above the knee. A student's midsection is not to be exposed.
9. All clothing must be worn properly. Shirts, bandanas, scarves or towels may not be worn on the head, around the neck, hanging from pockets or tied on bags/legs/arms/waist. Blankets shall not be worn as coats indoors.
10. **Yoga pants, swimwear, mesh, see-through clothing, tight-fitting clothing (i.e, form-fitting/spandex style dresses) or clothing made of lycra or spandex are not acceptable (this also applies to athletes at all times, including days of competitive events).**
11. Clothing, accessories or tattoos that depict inappropriate or offensive logos, symbols and slogans; violent images; references to weapons, alcohol, tobacco, or drugs; profanity; sexual references or innuendo; or language or images that are disparaging to others, or gang related, are not permitted.
12. Gang colors, insignia, or other inappropriate/offensive graffiti are not allowed on backpacks, bags, textbooks, notebooks, papers, clothing, accessories, body, etc.
13. Images, symbols, tattoos, or ideological messages that may create a disturbance or otherwise disrupt the school environment or a school function are not acceptable.
14. Distracting body piercings are not acceptable.
15. Belts, if worn, are to be buckled.
16. Jewelry and key rings (e.g., spikes, chains) that may pose a safety hazard are not permitted.
17. Mouthgrills are not permitted.

**Clothing that barely meets these requirements and which therefore has the potential to shift in and out of compliance with the movement of the student's body is not acceptable. The attire must remain in compliance regardless of how it is normally impacted by the movement of the student's body (sitting, standing, walking, etc.). If the clothing can be pulled out of compliance by the wearing of a backpack (the pack causing it to ride upwards, exposing upper thighs, undergarments, midsection, etc.), it is not acceptable.**

Violations of the dress code will be referred to the Deans' Office. Students who violate the dress code will be required to wear alternative clothing provided by the student, parent or the school. Inappropriate clothing or footwear may be confiscated. Students are responsible for retrieving such items from the Deans' Office at the end of the school day. If alternative clothing cannot be provided, the student will spend the day in ISS or be sent home. Continued violations of the dress code may result in further disciplinary actions. Requests for exception to the dress code shall be made in writing to the principal or designee(s) by the student's parents or legal guardians.

The rules for personal appearance of students are meant to be a set of guidelines to enable the students of St. Johns County schools to dress casually but appropriately.

## ATTENDANCE

The Florida Department of Education (FLDOE) and PMHS place the responsibility for regular school attendance on the student and parents. Any student who has been absent from school, upon return, shall bring the appropriate documentation within two (2) school days, including parent signature and phone number, stating the cause of his/her absence. Failure to bring such documentation shall result in an automatic unexcused absence. Excuse notes/documentation shall be submitted to the clerk in the Attendance Office. All excuse notes/documentation must be authentic and genuine, fraudulent or altered notes will not be accepted.

A student must be present for more than half of their instructional school day to participate in an extracurricular event after school or that evening. This includes practices, productions, athletic events, etc.

In order to participate in an event that is held on the weekend, a student must be present for more than half of their instructional school day on Friday (or the most recent school day if Friday is a student day off) prior to the weekend. This includes all extracurricular events/activities such as prom, dances, games, plays, etc.

## EXCUSED ABSENCES

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Students must be in school unless the absence has been excused for one of the reasons listed below. Excused absences include the following:

- Personal illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holiday of the student's religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, student state/national competitions, administration-approved post-secondary educational institution visitation, as well as exceptional cases of family need. **Students must obtain permission from the principal at least five (5) days in advance.**
- Scheduled doctor or dentist appointments. The parent or guardian must notify the school of the date and appointment time prior to the absence/release time.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of three (3) days excused absence for an infestation of head lice.

## UNEXCUSED ABSENCES

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Unexcused absences include, but are not limited to, the following:

- Shopping trips
- Pleasure trips
- Suspension from school
- Appointments without prior approval except in case of emergency
- Truancy
- Other avoidable absences

Any student who has been absent from school shall bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Failure to bring in a note will result in an automatic unexcused absence. However, the fact that the student brings in a note does not require the school administration to excuse the absence. The principal or designee will decide whether the absence meets the criteria for an excused absence, and that decision will be final. The administration may request additional documentation, such as a doctor's note. The excuse must state specific dates of absence, and must be signed by the treating, licensed physician. **After fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness. Special circumstances may justify a review by the School District's Health Services personnel.**

## MAKE-UP WORK

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It is the responsibility of the student to make up all work missed due to absence from school. Students may request work from their teachers while they are absent via e-mail (a teacher directory is available on the school website) or may contact the teachers directly upon the student's return to school. The time available for a student to complete the make-up work is the number of class sessions missed (in other words, if a student misses three class sessions, the student must submit the make-up work at the beginning of the fourth class session after the student's return). Any work that was due on the day of the absence is due on the day of the return. Students whose absences are excused are permitted the opportunity to receive full credit for make-up work. Students whose absences are unexcused are permitted the opportunity to receive a maximum of only 50% credit for classwork and homework. Quizzes and tests are made up for 100% credit. Coursework, quizzes, and tests not completed and submitted within the allotted time frame will result in no credit. There is no expectation that the student's teacher(s) recreate lessons, lectures or labs for unexcused absences.

Unexcused absences without parental knowledge or consent, or absence from class without a written excuse from the teacher or an administrator, will result in no credit for coursework, quizzes, and tests missed during the absence.

## SUSPENSION OF DRIVER'S LICENSE

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Florida law requires that minors who fail to satisfy attendance requirements will be ineligible for driving privileges. The School District is required to notify the Department of Highway Safety and Motor Vehicles of the following:

- Students ages 14-18 who accumulate fifteen (15) **unexcused absences**, not including out of school suspensions, in a ninety (90) calendar-day period.
- Students between the ages of 16-18 who have signed a declaration of intent to terminate school enrollment.
- Students ages 14-18 who are expelled.
- Students ages 14-18 who did not enter school and for whom the school has received no indication of transfer to another educational setting.

These students may not be issued a driver's license or learner driver's license. Also, the Department of Motor Vehicles shall suspend any previously issued driver's license or learner driver's license of any such minor pursuant to Florida Statute 322.091. In order to have a driver's license reinstated, the student must attend school regularly for thirty (30) days with no unexcused absences and pay the appropriate reinstatement fee.

## **TARDY POLICY**

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At PMHS, students are expected to be on time for class. Those not in their classrooms when the bell rings at the beginning of the period are considered tardy to class. Four (4) tardies to a class during the quarter will result in a referral to the Deans' Office. Students who arrive to class ten (10) or more minutes late will be marked absent for that class.

Students arriving on campus after 9:20 AM must check in at the Attendance Office prior to reporting to class

## **TRUANCY**

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A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

Students are subject to the following actions for preventing and correcting truancy:

- When a student may be exhibiting a pattern of non-attendance, the principal shall refer the student to the school's attendance team to determine if a pattern of truancy is developing.
- The school's attendance team shall meet with the student and parent or guardian to determine if a pattern of truancy is developing and to identify and implement remedies.
- If the school-based efforts to resolve non-attendance are unsuccessful, the student shall be referred to the Superintendent or his designee for truancy.
- If no valid reason is found for the student's absences, the Superintendent or his designee may send the parent or guardian written notice requiring enrollment or attendance within three (3) days after the date of the notice.
- If the student does not return to school after the three (3) day notice, the Superintendent or his designee may refer the student and the parent or guardian to truancy court before the Circuit Court of St. Johns County. A criminal prosecution for truancy may also be initiated against the parent/guardian.

## **CHECK-OUT PROCEDURES**

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For an anticipated absence, in which a student knows he or she will be leaving school at a specific time, the student must present a note from the parent or guardian to the clerk in the Attendance Office at the beginning of the day so that it can be verified. Upon verification, the student will receive a pass to be given to the teacher, designating the specific time to be dismissed from class. The student must sign out of school in the Attendance Office upon dismissal from class and before leaving campus. Students may not leave campus with anyone other than the designated parent/guardian or person authorized on the emergency contact card.

For an unanticipated absence, where a student needs to leave school, the student must obtain a pass from his or her teacher to see the clerk in the Attendance Office. **When students are ill, they should report to the clinic.** If it is necessary for them to be picked up, the call should come from the school phone located in the clinic. According to school policy, students are not allowed to use cell phones during school. Text messages should not be placed during the school day. Students are required to use the telephone in the clinic to contact you for early release from school.

Once a student arrives to the PMHS campus, he/she must see the Attendance clerk to obtain proper authorization to leave the school grounds.

If the student is going to be picked up, a parent or guardian must come into the Attendance Office to sign the student out. If a student is driving, the clerk in the Attendance Office must receive written or verbal permission from a parent or guardian before the student may leave. **3:15 p.m. is the cutoff time for early check outs and on Wednesday it is 2:15 pm.** Sending in a note for early dismissal will expedite the process. Your student must take the note to the attendance office between 8:30 and 9:00 a.m. or during lunch. A pass for dismissal from class will be given to the student. He/she can then meet you in the front office at the designated time. Please note during exams and standardized testing, we do not interrupt a class to send for any students.

A student must be present for more than half of their instructional school day to participate in an extracurricular event after school or that evening. This includes practices, productions, athletic events, etc.

In order to participate in an event that is held on the weekend, a student must be present for more than half of their instructional school day on Friday (or the most recent school day if Friday is a student day off) prior to the weekend. This includes all extracurricular events/activities such as prom, dances, games, plays, etc.

**During testing, checkouts will be restricted to avoid disrupting the educational setting.** Please plan accordingly.

**NOTE: Students must present acceptable documentation to the clerk in the Attendance Office to determine whether an absence, including a check-out, is excused or unexcused. This documentation must be provided within two (2) school days upon returning to school.**

## STUDENT CONDUCT

### AUTHORITY OF STAFF

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The principal, assistant principals, deans, teachers and staff members are vested with the legal authority to maintain a safe and orderly classroom and school environment. Actions contrary to the directives of school personnel acting in their official capacity shall be considered defiant conduct and will be dealt with according to the *Student Code of Conduct*. Such conduct may result in suspension or other disciplinary actions. If a student has questions regarding the conduct of a member of the high school staff, these concerns are to be brought to the attention of an administrator.

Additional guidelines and expectations for **ALL** students are provided within the annual SJCSO *Student Code of Conduct* booklet.

### STUDENT CODE OF CONDUCT

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Every student will receive a copy of the St. Johns County School District *Student Code of Conduct* at the beginning of the school year.

This code applies to all SJCSO students in pre-kindergarten through grade 12, including students attending a technical center, a dual-enrollment program, or a community school program for high school credit.

Each SJCSO student must obey district rules:

- While on school grounds
- While being transported by the school district or for a school sponsored event
- During school-sponsored events and activities, such as field studies, athletic functions and other similar activities

The complete SJCSO *Student Code of Conduct* can be viewed at [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us).

### TYPES OF INFRACTIONS

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Refer to the *Student Code of Conduct* for examples of misconduct.

Misconduct involves a matter of degree: some forms of misconduct may be more serious than others. Repeated occurrences of a particular behavior will be treated more seriously, calling for formal disciplinary procedures. The following is a list of possible alternative solutions for informal disciplinary situations:

- Counseling by teacher, guidance counselor, dean, or administrator



- Parent contact through notes, letters, e-mail, phone calls or conferences
- Administrative warnings
- Changes in class or teacher assignment
- Withdrawal of school privileges
- Assignment to school service

## **LEVELS OF MISCONDUCT**

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### **Level I**

Level I offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. A student who commits a Level I offense may also be subject to criminal proceedings.

### **Level II**

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II also includes repeated acts of Level I misconduct and acts directed against people or property that do not seriously endanger the health or safety of others. A student who commits a Level II offense may also be subject to criminal proceedings.

### **Level III**

Level III infractions are major acts of misconduct which the School Board has determined constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

### **Level IV**

Level IV acts of misconduct are the most serious. All infractions must be reported to the Office of School Operations. Sanctions will include suspension, and may include placement in an alternative school and/or expulsion. A student who commits a Level IV offense may also be subject to criminal proceedings.

Refer to the annual copy of the *Student Code of Conduct* booklet for more descriptions/examples of misconduct and the various responses to each level of misconduct.

## **STUDENT ATHLETE CODE OF CONDUCT**

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Athletics is an important part of the total school program in the St. Johns County Schools and works in conjunction with the other educational experiences to provide students the environment and opportunity to develop the values of character and ethical decision-making. This opportunity to participate in interscholastic athletics is an extracurricular activity and privilege that carries with it responsibilities to the school, the sport, other students, the family, and the community, as well as the student-athlete. Any student athlete found to have violated the Student-Athlete Code of Conduct (updated annually in the SJCS Student *Code of Conduct* booklet) will be subject to loss of playing time and, possibly, the loss of eligibility to participate. Student-athletes and their parents should be aware that the Student-Athlete Code of Conduct applies not only at school and school events and activities, but also off-campus and during non-school hours, including breaks and vacations.

## PROHIBITED ACTIVITIES

### **BOMB THREATS**

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Making bomb threats against the school is a felony. Violators will be prosecuted to the fullest extent of the law.

### **CELL PHONES & OTHER ELECTRONIC DEVICES**

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Cell phones and other electronic devices (iPods, iPads, tablets, Kindles, Nooks, e-books, music players, internet glasses, etc. and accessories commonly used with these items) are permitted on school campus, however, they are to be used under **specific school guidelines and conditions**. Upon entering the school building through the sound of the dismissal bell in the afternoon, students should refrain from interacting with these devices, and they should remain out of plain view. The only exception is during class, within the classroom, with approval from and under the supervision of the classroom teacher, and only with the intent to use said devices for an educational purpose determined by the classroom teacher.

Additionally, classroom teacher authorization is not perpetual. Authorization may be for a class period, a range of time during a class period, or other specific periods of time. Students should seek the guidance of their classroom teacher each day for a detailed understanding of the limitations of authorized use within each class visit.

Cameras, video phones, or any hybrid devices capable of taking pictures, recording or playing back audio and/or video should NOT be used without the prior, written consent of the school administration. This applies to any areas on school property, or while attending school sponsored off campus events or functions. **The use of Audio and/or Video Recording Devices shall be in compliance with the SJCS D Acceptable Use Policy.**

Violation of this policy will result in confiscation. The confiscated item will be returned only to the student's parent/guardian. In addition to the confiscation of the item, the third violation of this policy will result in an in-school suspension consequence. Subsequent violations will result in progressively longer durations of in-school suspension or out-of-school suspension if deemed necessary. Students that refuse to surrender these devices upon request from a staff member will receive an out-of-school suspension consequence.

### **COMPUTERS**

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The use of computers, digital networks, technology resources, and other electronic devices at school shall be in keeping with the district's Acceptable Use Policy. Vandalism (renaming, moving, deleting files, etc.), unauthorized copying, copyright violations, attempted access of unauthorized data, downloading and distribution of inappropriate materials, and other acts that violate the AUP (as identified within the annual SJCS D *Student Code of Conduct* booklet) will result in disciplinary action and restitution, when applicable. The student may also be prohibited from further use of school computers.

### **DISMISSAL**

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To ensure the safety and well-being of all students, during dismissal, the following actions should be taken.

- Student drivers should exit to the student parking lot.
- Parent pick-up students should exit to the front of school.
- Bus riders **only** should exit to the bus loop.

## **DRUGS AND ALCOHOL**

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Any student who possesses drug paraphernalia or sells, transfers, uses, assists in the use of, or is under the influence of controlled substances or alcohol in or on school property, including buses, shall be (1) suspended from school, (2) reported to the appropriate law enforcement agency for legal action, (3) may be denied participation in school activities, (4) will be referred for placement at the Gaines Alternative School, and (5) may be recommended for expulsion. This policy shall also be enforced during activities sponsored by the school, whether on or off campus.

## **GRADUATION**

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Violation of school rules may result in the student not being allowed to participate in graduation or other senior class activities. Offenses involving drugs or alcohol will result in exclusion from the graduation ceremony.

## **LOITERING**

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Loitering in and around the school, is not permitted and subject to disciplinary action. When the bell rings, students are to proceed to their next class or scheduled activity. **All students must be off campus within 45 minutes of the dismissal bell unless participating in an after-school activity. Students may not remain on campus simply to wait to attend an event that has been scheduled for later in the evening (e.g., a football game, arts production, etc.).**

## **PUBLIC DISPLAY OF AFFECTION**

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Public display of affection is not appropriate in a school setting. Students are expected to exercise self-control and respect for others and refrain from kissing and other inappropriate displays of affection while at school, on school grounds, or at a school sponsored event/activity. **Students are subject to out-of-school suspension for such misconduct.**

## **HARASSMENT AND INTIMIDATION**

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Unwelcomed or unwanted remarks, touching, or characterizations of a sexual nature constitute harassment and will not be tolerated. These are considered a violation of the *Student Code of Conduct*. Harassment or intimidation of a non-sexual nature, creating a hostile environment for individuals or groups, is also considered a serious violation of school rules. Any student who engages in harassment/intimidation/bullying (**including said behavior delivered electronically through texting, e-mail, and Internet-based forums, such as Facebook, etc.**), is in violation of the *Student Code of Conduct* and will be referred for disciplinary action.

## **SKIPPING CLASS/SCHOOL**

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Each student is expected to attend all classes, as scheduled, during the school day. Failure to attend class, leaving campus, or assisting others to leave campus without permission are considered skipping, which is a violation of the *Student Code of Conduct* and a safety infraction. Skipping will be referred for disciplinary action.

## **DETAINING STUDENTS, SEARCH, AND SEIZURE**

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The principal, assistant principals, deans, teachers or other members of the school staff are authorized to detain temporarily and question a student when circumstances indicate that the student has committed, is committing, or is about to commit a violation of school regulations and/or the law. If at any time there is reasonable suspicion that the student is concealing or possesses prohibited substances, objects or contraband, administrative staff may detain and search a student and his/her locker and vehicle for the purpose of determining the presence of these items. Students that leave campus or are out of area during the school day are subject to questioning and searching.

This applies to instances while on school property or wherever students are under school supervision, such as on field studies, at extracurricular activities, or while being transported by school bus or school-approved transportation. Should a search of a student or his/her locker, vehicle, or other property reveal prohibited items, the item(s) may be seized and action taken as provided by the *Student Code of Conduct*, School Board regulations, and

the law. Students are responsible for the contents of their vehicles (whether they own the vehicle or simply drove the vehicle onto the campus), lockers, bookbags, pockets and all other possessions on campus, at any school-related activity, and when the student may be perceived to represent PMHS. Canine police may be used to detect illegal items and substances.

## **TOBACCO PRODUCTS**

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Possession and use of tobacco products, e-cigarettes, or smoking paraphernalia (e.g., lighters) are not permitted on campus and will result in disciplinary action and possible law enforcement action. This policy shall also be enforced during all extracurricular activities sponsored by the school, whether on or off campus. It is unlawful for anyone under the age of 18 to smoke tobacco in, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified and civil penalties may be imposed. Florida Statute 569.11.

Smoking is prohibited in school buildings, on school property, or at any school sponsored activity by persons of any age. A student under the age of 18 who commits non-criminal tobacco violations (possessing or using tobacco in any form) and fails to comply with corresponding sanctions is subject to mandatory revocation or suspension of, or delay of eligibility for driver's license.

## **WEAPONS PROHIBITED**

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In addition to those penalties provided for Level IV offenses, any student who is determined to have brought a firearm (as defined in Chapter 790, Florida Statutes), to school, any school function, or on any school-sponsored form of transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution.

It is a third degree felony for a person to exhibit, in a rude and threatening manner, any firearm or destructive device, or other weapon within 1000 feet of school during school hours or during the time of a sanctioned school activity.

All toy pistols, water guns, or facsimile guns are prohibited from school property, transportation and activities.

The possession, use or control of any instrument or object other than a firearm, which could be used to inflict harm on another person or to intimidate any person; included in this category are objects such as BB guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, paintball guns, or electrical/chemical weapons or devices. Also included is anything representing a firearm or other weapon if used in an intimidating manner toward another person. This is not a comprehensive list of items considered to be weapons.

**This prohibition includes the presence of such items in automobiles parked on campus.**

## **PROHIBITED ITEMS**

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Any item that may be a disruption to the educational process or a safety concern, including but not limited to novelty/prank items, audio/video recorders, wireless communication devices, electronic games, CD/DVD players, MP3 players, laser pens, distracting clothing, mouthgrills, permanent markers, lighters, drug paraphernalia, sharp objects (including tweezers), playing cards, skateboards, air horns, or aerosol products is prohibited at PMHS. Any such item will be confiscated and the student subject to disciplinary action.

## CHARACTER

### CHARACTER COUNTS!

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Pedro Menendez High School is a place where a high value is placed on the character and conduct of school personnel and students. Students are encouraged to make the qualities of *trustworthiness, respect, responsibility, fairness, caring, and citizenship* guiding principles in their lives.

### VICTORY WITH HONOR

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Athletic competition for students should be fun and a significant part of a sound educational program. It should reflect high standards of ethics and sportsmanship, while developing good character and other important life skills. Essential to the concept of sportsmanship are six (6) core values: *trustworthiness, respect, responsibility, fairness, caring and citizenship*.

## GUIDANCE

### REPORT CARDS AND INTERIM REPORTS

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As a measure of student progress, report cards are issued four (4) times during the school year. Interim reports are also issued four (4) times per year, midway through each grading period. Parents are encouraged to contact the teacher(s) if there are questions regarding these reports. The high school grading system shall be as follows:

<u>Grade</u>	<u>Percent</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

### PROMOTION REQUIREMENTS

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Freshman	Promotion from 8th grade
Sophomore	at least 5 credits
Junior	at least 11 credits
Senior	at least 17 credits

### FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

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The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship for any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private postsecondary educational institution within three (3) years of graduating from high school. The scholarship program consists of the Florida Academic Scholars Award, the Florida Medallion Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Bright Futures uses a special weighting system for these awards. See your guidance counselor for more information or visit [www.myfloridaeducation.com/brfuture](http://www.myfloridaeducation.com/brfuture), select "First-Time Applicants," and click on "What Are the Academic Requirements?"

## **GRADE POINT AVERAGE (GPA)**

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Grades and the grade point average are a reflection of the student's ability and effort. An unweighted grade point average of 2.0 is required for graduation from high school and to maintain eligibility in extracurricular activities. The GPA is calculated by adding the quality points from each course and dividing by the number of courses taken. Point values for each grade are listed below.

<u>Grade</u>	<u>Unwt. Pts.</u>	<u>Honors</u>	<u>AP, IB, DE</u>
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

## **HONOR GRADUATES**

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Honor graduates fall into three categories.

1. *Summa Cum Laude* – students with a WGPA of 4.5 and above
2. *Magna Cum Laude* – students with a WGPA of 4.00 – 4.49
3. *Cum Laude* – students with a WGPA of 3.50 – 3.99

## **DUAL ENROLLMENT**

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Dual enrollment allows eligible students to enroll in postsecondary courses. They earn credit toward high school graduation and at the same time earn credit toward a college degree or technical certificate. Students are permitted to enroll in dual enrollment courses on a part-time basis during school hours, after school or during the summer term. Dual enrollment students do not have to pay registration, matriculation, or laboratory fees.

## **PARENT HOME ACCESS CENTER**

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The St. Johns County School District offers parents a tool to monitor their child's academic progress. The Home Access Center (HAC) is a web-based application that is part of the Student Information System, eSchoolPlus. The HAC portal is now available to registered parents and/or guardians.

The HAC portal provides parents and students with a daily summary page of student information including schedule and attendance, discipline information, class work, test scores, grades and course requests. It also allows students to view their own records in the system to help keep them informed and actively participating in their progress.

## **GENERAL INFORMATION**

### **ACCIDENTS**

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A student who is injured at school should report the injury immediately to a teacher or staff member, regardless of how minor, so that appropriate first aid may be administered by the school nurse or athletic trainer and the parents notified. The school secretary must file an accident report. Please note that the St. Johns County School Board does not provide student accident insurance. Parents may want to consider purchasing student accident insurance.

### **ASSEMBLIES, PERFORMANCES, ATHLETIC EVENTS**

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Appropriate student conduct is expected at all assemblies, performances, extra-curricular and athletic events. Misconduct will not be tolerated and may result in the cancellation of the program or activity and disciplinary action taken against the student(s) involved.

## ATHLETIC ELIGIBILITY

The PMHS Athletic Department welcomes and invites all students to participate in interscholastic athletics. The department complies with the Florida High School Athletic Association and the Florida Department of Education on grade requirements. In order for a student to be eligible to participate in interscholastic extracurricular activities, students must maintain a cumulative 2.0 grade point average on a 4.0 scale. These requirements do not apply to eligibility for the first semester of the 9th grade year. In order to participate in practice or games, students must attend at least one half of their scheduled classes on the day of the practice or game.

## ATTENDANCE REQUIREMENT: EXTRA-CURRICULAR ACTIVITY DAYS

Students who perform in extra-curricular/evening activities and/or athletic events must be in attendance at least one half of the school day on which the activity/event is scheduled.

## AUTOMOBILES

Driving to school is a privilege, not a right. Parking is restricted to juniors and seniors. All students who drive to school must hold a valid driver's license, current PMHS parking decal, and maintain good attendance. **Parking at PMHS is limited and not all students who wish to park on campus will be able to do so.** Parking decal applications and payments are available online at [www.schoolpay.com](http://www.schoolpay.com) or the Dean's Office. Seniors that wish to purchase reserved parking must see Mrs. Taylor in the front office. Parking decals are \$75 per year or \$200 for reserved. Parking privileges are for students who maintain satisfactory grades and conduct. All parking tickets must be paid within 30 days. Students with outstanding debts will not be issued a parking decal.

Failure to comply with parking regulations may result in loss of parking privilege and/or other forms of discipline. The parking attendant enforces parking regulations.

**Pedro Menendez High School reserves the right to tow any vehicle from campus that is not in compliance with parking regulations. The owner of the vehicle is responsible for any costs incurred due to towing.**

## STUDENT PARKING REGULATIONS

1. Neither PMHS nor the St. Johns County School District are responsible for any damages or losses to vehicles parked at PMHS.
2. Students will not be issued a parking decal without a valid and current driver license. No decals will be issued to students before they become eligible to drive.
3. Parking decals must be properly affixed and displayed on the lower left of the windshield (driver's side) of the vehicle. Decals are non-transferable. Vehicles with temporary tags will not be issued a decal.
4. If driving a vehicle other than that which is registered, it is the student's responsibility to notify the Dean's Office at the **beginning** of their school day. Temporary permits will be issued only to current decal holders. Temporary decals will be given and must be returned at the end of day or risk losing driving privileges.
5. Lending a vehicle or decal to another student is not permitted.
6. Students must park only in areas designated for students. Any vehicle parked in an unauthorized area (faculty/staff, visitor, handicap or fire lanes) will be issued a parking ticket, referred to the Deans' Office, and/or towed at the operator's expense.
7. **Senior reserved parking spaces are designated only for the registered senior student vehicle.** All other vehicles, parked in a "senior reserved" spot will be issued a ticket, referred to the Dean's office, and may lose on campus parking privileges.
8. Students are not allowed to transport other students without the permission of the respective parents or guardians. Permission must be communicated directly to a school administrator by the parents providing consent.

9. Students who are guilty of reckless driving practices, violating state driving laws, misconduct warranting suspension, and/or repeated disobedience of PMHS' parking/driving rules and expectations are subject to loss of on-campus driving/parking privileges without refund.
10. The parking attendant will monitor student parking areas. Students are not allowed to leave campus during the school day unless the student has obtained a signed dismissal slip from the checkout/attendance office or has an appropriate off-campus pass. Students are not permitted to transport other students off campus without administrative approval.
11. No student will be allowed to go to his/her vehicle during the school day without written permission from a dean or administrator.
12. Students who use their vehicle to skip class/leave campus without permission will be subject to suspension from school and will have their driving privileges/parking decal revoked for a minimum of thirty (30) days. Any student who accompanies the driver in order to skip class/leave campus without permission will also be subject to suspension from school.
13. The speed limit on the school campus is 5 m.p.h.
14. Transfer of parking decal to another student is not permitted and will result in loss of parking privileges.
15. The transportation of any weapon, firearm, drugs, or other prohibited items to or from school will result in suspension from school and/or arrest.
16. All vehicles on PMHS property are subject to search.
17. Violations of parking rules will result in a referral to the Deans' Office and/or towing of the vehicle.
18. Student vehicles parked on county road right-of-ways are subject to ticketing by the Sheriff's Office.
19. School administration may revoke on-campus parking/driving privileges without refund for infractions related to school policies and expectations.

## **BUS TRANSPORTATION**

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1. School bus rules are outlined in the annual *Student Code of Conduct* booklet.
2. Riding a school bus is a privilege that may be revoked if the student fails to observe the rules of conduct while on the bus. Other disciplinary action (in-school/out-of-school suspension) may also be taken.
3. School bus drivers will report student misconduct to the Deans' Office. Drivers have the authority to enforce transportation rules and procedures, and they may assign specific seats to the students.
4. Students must ride their assigned bus. Courtesy bus passes (to visit friends or go to work) will not be issued. Students must get on and off of the bus only at their assigned bus stop. If you have a question regarding buses, call the Transportation Department at 547-7810.

## **CAFETERIA**

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1. Students may not break in line or skip others in line for any reason.
2. Students must remain seated and leave their table free of trays, food, and litter. Failure to do so may result in disciplinary action.
3. **No deliveries of commercial food are allowed.** School policy prohibits the ordering of food from off-campus vendors during the school day. All students are expected to bring their own lunch or buy their lunch at school. **Any vendors arriving with off campus orders for students will not be accepted. In addition, commercial lunches delivered by family or friends will not be accepted, however, lunch money to be used in the school cafeteria will be accepted.** Please plan accordingly.
4. Students may eat only in the cafeteria or the courtyard opposite the cafeteria. However, the courtyard will be closed if litter is not properly disposed into a waste receptacle.
5. Applications for the Free- or Reduced-Price Lunch Program are available in the Main Office.
6. Any faculty or staff member on lunch duty has the authority to enforce these rules.
7. Students are to utilize the student bathrooms located near the 200-hall during their lunch time.



8. Students must remain in the cafeteria or courtyard area during their assigned lunch time. Leaving these areas without an authorized pass will be considered an out of area matter.

If a child forgets his/her lunch, we will allow parents to bring lunch money to purchase lunch in the school cafeteria. We respectfully request that family members do not deliver lunches for a student or a group of students including those from various fast food or off campus restaurants.

## **CLOSED CAMPUS**

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It is the school's intention to provide a safe and orderly campus. All visitors to PMHS must report to the Main Office to present current photograph identification and sign-in. St. Johns County School Board policy does not permit students to leave campus for lunch, nor are food orders from vendors outside the school permitted. Leaving campus without permission is prohibited. Likewise, students arriving to school after 9:20 AM must check-in through the attendance office for a pass to class. We seek the cooperation of all parents/guardians in this matter. Any student who violates this policy will be referred for disciplinary action.

## **DEBTS**

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All debts, including library fines, lost materials and textbooks, money owed to club sponsors, etc., should be cleared before the end of the school year. **Seniors who owe money or who have failed to return school property will not be allowed to participate in senior activities, including the graduation ceremony, until all debts have been satisfied. Underclassmen may be restricted from participation in school events or activities due to the aforementioned debt.**

## **EMERGENCY SITUATIONS**

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Evacuation and safety drills will be conducted throughout the school year. These include fire, tornado, bomb and lock-down drills. Each classroom is assigned an emergency exit route. Students are to exit the classroom or building quickly and quietly without running. Full student cooperation/compliance is expected during all drills or emergency matters. The "all-clear" will be announced over the intercom system or signaled by the bell. Each teacher, according to classroom location, will provide specific instructions regarding severe weather. Students should note that triggering a false fire alarm or making bomb threats is both a school and criminal offense.

## **FOOD AND DRINK IN CLASS**

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No food or drink, with the exception of water, shall be consumed in the classrooms, Media Center, auditorium, gymnasium, hallways, or any other indoor facility. No food or drink in the computer labs ( NO EXCEPTIONS )

## **SENIOR FEE**

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Due to the increasing costs associated with conducting the graduation ceremony, PMHS will institute a \$75 graduation fee, to be paid by each student participating in the ceremony before December 15. The fee will increase to \$100 after December 15. All fees must be paid no later May 1. Seniors dues obligation must be fulfilled before purchasing a ticket to Grad Bash or Prom.

## **HALL PASSES**

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**Students may not be in the hallways during the school day without a valid hall pass.** The Student Planner is used for this purpose. The pass should include the time released from class, destination and the signature of the issuing teacher. Only one student at a time should be released from a particular class on a hall pass. Students must hold passes visibly in their hands and present them to faculty/staff members immediately upon request so that their validity may be verified. Not complying with/misuse of a hall pass will not be tolerated and will result in disciplinary action. Students should use the most direct route to and from their approved destination. Hall passes will not be issued for the first 15 minutes or last 10 minutes of class.

## **LOCKERS**

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The Deans' Office will assign lockers during orientation week and the first week of school. Your locker location must be registered with the Deans' Office. Locker assignments may not be changed without the permission of the Deans' Office. All lockers are the property of PMHS and are subject to search when there exists reasonable suspicion of violation of a school rule or state law, and the contents may be seized. Students will be responsible and subject to discipline for damaging or vandalizing school lockers.

## **LOST AND FOUND**

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All found articles, including textbooks, should be turned in to the Front Office. If you have lost something, check with the Front Office personnel.

## **NONDISCRIMINATION POLICY**

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Students shall be provided equal educational opportunity with regard to academic programs and extracurricular activities in an atmosphere free of bias and harassment. Participation in courses, counseling, special programs, clubs, athletics, student government organizations, and job training shall not be denied to students on the basis of race, ethnicity, national origin, gender, religion, marital or parental status, or disability.

## **RESTRICTED AREAS**

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Students are not to be in the parking lots during the school day, nor are they to be in the auditorium, cafeteria, gymnasium, locker rooms, courts, fields, offices, or workrooms without permission and without the presence of a faculty/staff member.

## **SCHEDULE CHANGE POLICY**

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Please be aware of the Schedule Change Policy when course selections and their alternates are made. No course may be added or dropped after the fifth meeting of the student's enrollment in the class. All students who register for a full-credit course are expected to remain in the course for both semesters, as scheduling is done on a full-year basis. A student's schedule may be changed only under the following conditions:

- A student is mis-scheduled because of inadequate or erroneous information.
- Administrative action becomes necessary because of an imbalance of class loads, loss of a teaching unit, unique or unforeseen circumstances/constraints.
- An additional course is needed to meet graduation requirements.
- A student has already received credit in a scheduled class.

St. Johns County School District employs teachers certified by the Florida Department of Education. The school administration will assign the instructor for each course section. Students and parents are expected to abide by the choice of instructor. Course content is consistent in all sections with the same course catalog number and description.

## **TELEPHONE**

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During school hours, student telephone calls may be made in the Dean's Office for purposes relating only to school business (e.g., transportation, checking out). **Cell phones are not to be visible during instructional hours.**

**Exceptions: As requested by the teacher for instructional purposes or in the cafeteria or courtyard during lunch. If a parent/guardian needs to contact his/her child during the school day, he/she must arrange this through the Main Office. We strongly discourage parents/guardians from calling or texting students' cell phones, or via wireless electronic devices, during the school day as this violates the electronic device policy.**

## **TEXTBOOKS**

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Students are responsible for **ALL** textbooks and library books that are issued to them. Students are expected to pay for any unreturned or damaged books. All textbooks will be checked-out through the circulation desk/textbook room and returned to the media center personnel upon the completion of each course. Debt letters will be issued to alert students if they owe for unreturned or damaged textbooks.

## **VISITORS**

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**All visitors must report to the Main Office, present a valid Driver's license or a State photo ID to the receptionist, and receive a PMHS visitors' pass .** Visitors are limited to parents/guardians or those listed on a student's emergency card. Friends or guests of students are not permitted on campus during school hours, including lunchtime, and students are not allowed to bring visitors to the campus. Young children are not permitted on campus unless they are in the company of an approved adult visitor. Approved visitors must display/wear the school-issued visitor pass at all times while on the PMHS campus, and access only those areas authorized on the pass.

All visitors should complete a School Access form available on the St. Johns County School District website if they plan to visit more than one time. This includes parents/guardians of all students who may visit for parent/teacher meetings, administrative meetings, IEP meetings, etc. This form is also required of anyone who wishes to volunteer within PMHS.

