

INDIANTOWN HIGH SCHOOL

powered by **IRSC**

Student Policy Handbook Code of Conduct

2025-2026



EQUIP AND EMPOWER STUDENTS FOR SUCCESS!

Mission

The mission of Indiantown High School is to provide a superior education to our students along with workforce training and college preparedness. IHS will equip and empower students for success.

Vision

Indiantown High School will offer a seamless integration of traditional high school curriculum with rigorous college track courses alongside workforce ready and career technical education. At IHS students will become college and career ready global leaders!

This Student Handbook/ Code of Conduct is used in conjunction with the IRSC Student Handbook, the IRSC Student Code of Conduct, the Indiantown High School (IHS) Student Progression Plan, IRSC Safety and Security Plan, and Martin County School District Student Code of Conduct. IHS reserves the right to change any provision or requirement when necessary. Official notices and announcements of significant changes will be posted on the IHS website and/or provided to students through several means of communication.

In addition to the following handbook guidelines, Indiantown High School students also fall under the authority of the Indian River State College Student Code of Conduct and the Martin County School District where applicable. A copy of the Indian River State College Student Code of Conduct is available on the college website: <https://irsc.edu/>

Employee Contact Information

Administration

Principal

Lisa Davenport

ldavenport@irsc.edu

Staff

Administrative Assistant

Krysten Brown

Kbrown23@irsc.edu

Student Support Specialist

Veronica Mejia

Vmejia1@irsc.edu

School Counselor

Sonia Elliott

Selliott2@irsc.edu

ESE Specialist

Janay Tate

Jtate@irsc.edu

Technology Coordinator / FPL Academy

Michael Cunningham

mcunningham@irsc.edu

Instructors

Math

Kayla Flom

kvanauken@irsc.edu

James Rigal

Jrigal@irsc.edu

English

Lisa Embrey

lembrey@irsc.edu

Jana Martin

jmartin@irsc.edu

Science

Juan Ocampo

jocampo@irsc.edu

Social Studies

Josh Stiekman

jstiekman@irsc.edu

CTE / Business

Amanda Kagan

akagan@irsc.edu

Room 139

2025-2026 Calendar

Work Days for Teachers	July 30-Aug 8 (1,4,6C PL) (5,7,8 Wrk)	Teachers begin SY 2024-25 Professional Development Academy & Planning
Monday	August 11	IHS '25 Fall Semester begins, Students return
Monday	September 1	Labor Day Holiday for all
Wednesday	September 10	Early release day for students, teacher work day
Tuesday	September 23	Non-school day for all
Wednesday	October 1	Student led conferences
Thursday	October 2	Non-school day for all
Friday	October 31	Early release day for students, teacher work day
Tuesday	November 11	Veterans Day holiday for all
Monday-Friday	November 24-28	Thanksgiving Holiday for all
Friday	December 19	End of first semester
	Dec. 20-Jan 4	Winter Break Holiday for all
Monday	January 5	Spring Semester begins students return
Monday	January 19	Martin Luther King Holiday for all
Monday	February 16	President's Day, holiday for all
Monday	February 23	PD Day for Faculty/Staff – student holiday
Wednesday	March 4	Early release day for students, teacher work day
Monday-Friday	March 16-20	Spring Break
Friday	April 3	Holiday for all
Wednesday	April 29	Early release Day, teacher work day
Monday	May 25	Memorial Day, holiday for all
Thursday	May 28	Last day for students
Friday	May 29	Last Day for Teachers

Emergency MAKE UP DAYS: Nov 24, 25 May 29

Interim reports: Sept 15, Nov 19, Feb 10, Apr 20,

Report cards post: Oct 22, Jan 16, Mar 27, June 8

Bell Schedules

Regular Bell Schedule	
1 st Block	8:30-9:55
2 nd Block	10:00-11:25
Lunch	11:25-12:00
3 rd Block	12:05-1:30
4 th Block	1:35-3:00

Early Release / Activity Bell Schedule	
1 st Block	8:30-9:25
2 nd Block	9:30-10:25
3 rd Block	10:30-11:25
Lunch	11:25-12:00
4 th Block	12:05-1:00
Activity	1:00-3:00

Pathfinder Bell Schedule (every Wednesday)	
1 st Block	8:30-9:45
2 nd Block	9:50-11:05
Lunch	11:05-12:35
Pathfinder	11:40-12:20
3 rd Block	12:25-1:40
4 th Block	1:45-3:00

Introduction

Students at Indiantown High School are expected to act in a responsible manner so as to support and enhance the educational process. Indiantown High School has a tradition of excellent conduct by its students, and the degree of responsibility they exhibit is a reflection of the educational atmosphere. Although the vast majority of students will never be affected when acts of unacceptable conduct occur, they must be dealt with in a manner supportive of our educational purpose.

Indiantown High School is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. Indiantown High School complies with all state and federal laws for employment or admission to the school. Indiantown High School prohibits unlawful discrimination on the basis of race, color, creed, ethnicity, national origin, sex, age, religion, marital status, veteran status, genetic information or disability in any of its employment, policies or practices, educational programs or activities.

Indiantown High School has established rules that define unacceptable conduct and have set forth the penalties and disciplinary procedures that apply when violations occur.

The “Student Rights and Responsibilities” section of the Indiantown High School Student Handbook reflects the rules and procedures as it provides all students with guidelines expected of them. All students and parents are expected to read and understand this section of the handbook. The handbook states, in part, as listed below.

Student safety is Indiantown High School’s priority. To ensure safety, the following actions are prohibited on campus, at any school-related activity, or at other locations as may be provided by law. Violation of any Board rules may lead to disciplinary warning, probation, suspension, dismissal, or other appropriate and authorized penalty. The following are some examples of unacceptable conduct:

- *Illegal use or possession of drugs or narcotics*
- *Actions which are disruptive to the normal, orderly, and peaceful operation of the School*
- *Possession or consumption of alcoholic beverages in violation of State law and School policy*
- *Cheating or plagiarizing on tests, projects, or assignments*
- *Stealing*
- *Illegal gambling*
- *Use of indecent or abusive language*
- *Unauthorized use of the School’s name*
- *Lewd or indecent conduct*
- *Violation of local ordinances or of State or Federal law*
- *Hazing*
- *Forgery, alteration, or misuse of documents or records*
- *Furnishing false information with the intent to deceive*
- *Possession and/or use of firearms, fireworks, explosive chemicals, and other lethal weapons*

- *Repeated offenses of a less serious nature*
- *Participation by students in disruptive activities at state institutions of higher learning as defined and prohibited under the provision of Section 877.13, Florida Statutes*

In addition to the DBOT Rules and the Indian River State College Procedures, Indiantown High School has created policies to address Florida State statutes that are specific to K-12 educational programs and schools and which supersede College rules and procedures to the degree specified in the text of the statutes. This handbook presents these policies.

Indiantown High School Policies *(Superseding DBOT Rules and MCSD Procedures as specified by Florida Statute)*

HS.2 Authority of Teachers (State Statute 1003.32)

Each charter high school principal will support the authority of teachers to remove disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students from the classroom.

HS.3 Tobacco Products (State Statute 386.212)

Students age 17 and under are not allowed to be in possession of tobacco products. Students caught in violation of this statute may be fined \$25.00 by a law enforcement officer.

HS.4 Bullying and Harassment (State Statute 1006.147)

Bullying or harassment of any IHS student or staff member is prohibited during any school related or sponsored program or activity or through the use of data or computer software that is accessed through a school computer, computer system, or computer network.

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve teasing; social exclusion; threat or intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property. *(Definition related to stalking is found in State Statute 784.048.)*

“Harassment” means threatening, insulting, or dehumanizing gesture or the use of data or computer software or written, verbal, or physical conduct directed against a charter school student or a staff member. It places a person in reasonable fear of harm or danger to his or her person or damage to his or her property. It has the effect of substantially interfering with a student’s educational performance, opportunity, or benefit or has the effect of substantially disrupting the orderly operation of the collegiate charter high school.

Bullying and harassment include retaliation against a student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered an act of retaliation.

Indiantown High School provides opportunities for students and staff to report incidents of

bullying and harassment. A reporting form is found on the high school website, accessed at www.indiantownhs.irsc.edu This reporting form can be completed and put in the “suggestions and concerns” box located in the main office at Indiantown High School, or it can be submitted electronically via email to the principal or his/her designee. The email address is on each website.

A report of bullying or harassment will be investigated by the principal or principal’s designee. The counselor will be involved in developing a plan of action for the victim if it is determined that bullying or harassment has occurred.

HS.5 Attendance (State Statute 1003.04)

Every student is expected to attend school. The school will monitor and record attendance in each class. A parent may be asked to justify a student's absence. Since attendance has a direct impact on student achievement, poor attendance may result in a low course grade. It may also threaten a student's overall academic success and could result in removal from the program.

HS.6 Hazing (State Statute 1006.135)

Hazing is defined in State Statute as follows:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a school. Hazing shall include, but is not limited to pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposures to the elements, forced consumption of any food, liquor, drug, or other substance, or any forced physical activity which would adversely affect the physical health or safety of the student, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the student.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Collegiate charter high school students found to be engaged in hazing will be subject to Indian River State College rules.

HS.7 Leaving School Grounds (State Statute 1003.31)

State statute states that each student is to be under the control and direction of the principal or designee during the time he or she is in school or is otherwise en route to or from school (if on school bus) or is presumed by law to be attending school. For this reason, each student is to be on campus from 8:25 a.m. until 3:00 p.m. unless an early release form is on file in the school's administrative office.

An early release form allows a student to come to campus after 8:25 a.m. or to leave prior to 3:00 p.m. in order to accommodate scheduled classes. Once a student exercises the early release and leaves campus on a given day, he or she is expected to remain off campus the remainder of the school day.

A student who must leave campus during the school day and who does not have an early release form on file to address the specific time to be off campus, must be signed out in the school's administrative office, by an adult contact listed as a parent or guardian

HS.8 Withdrawal (State Statute 1002.33)

Every effort will be made to assure student success at Indiantown High School however, a student may be withdrawn if remaining at Indiantown High School puts the student's high school graduation in jeopardy, and/or the student demonstrates an inability to be successful in a college environment.

HS.9 Discipline Appeals (State Statute 1006.09)

If a parent does not agree with the disciplinary action imposed by the principal or designee, the parent may appeal as follows:

- The written notice of disciplinary action shall inform the parent of the right to an appeal to be conducted by the principal within five days of the notice if requested by the parent.
- If the parent does not request a hearing or appear at a scheduled hearing, it shall be assumed that the parent is in agreement with the disciplinary action imposed.
- The student and parent must attend the hearing and may have one person in attendance at the hearing to represent them. Any witness directly involved in the incident may also be present at the hearing or may submit a written statement with the permission of his or her parent.

HS.10 Electronic Devices

No student may have in his or her possession any wireless communication device or any other item that records, stores, or transmits data during any test. Students who choose to bring wireless communication devices to school do so at their own risk. Students are not permitted to access cell phones or smart watches during any class time, or during transitions, as per state law HB 1105

On occasion, IHS will loan out equipment (Kindle, Laptop, etc.) for students to use. Any equipment loaned out to students is to be returned in the same condition. Any equipment that is lost, stolen, or damaged will be expected to be paid for by the student/parent to whom it was loaned.

HS. 11 Extracurricular Activities

Students may participate in extracurricular activities in accordance with school guidelines and procedures. If a student chooses to participate in an extracurricular activity (sport), it must be done at the student's zoned high school. Students are allowed to participate in any activity or program that is offered should they desire. Students understand that participation in an extracurricular activity is not an excuse for not maintaining acceptable academic progress at the school.

HS. 12 Transportation

At this time, transportation is the responsibility of the student and family. MCSD does provide an activity bus to South Fork High School for extracurricular activities.

HS. 13 Grades

High school grades are reported four times during the school year. Final course grades are posted at the end of each semester. Students understand that a part of each course grade may include standardized testing and/or End of Course/End of Year assessments, as mandated by Martin County Schools and the State of Florida.

College grades are recorded on the student's permanent record in Focus, as well as in IRSC Workday records. Grades are issued in the form of a transcript upon request. Term grades are available online through the College's portal.

HS. 14 Cheating and/or Plagiarism (College Rule)

Indiantown High School considers academic dishonesty an assault upon the basic integrity and value of a high school and/or college education. Cheating, plagiarism, and collusion in dishonest activities are serious acts that erode the educational role and tarnish the learning experience. It is expected that all students understand and subscribe to the ideal of academic integrity and that they are willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. The fundamental purpose of this rule is to emphasize that any act of academic dishonesty attempted by any student is unacceptable and shall not be tolerated. Examples of academic dishonesty include:

- Cheating or plagiarizing on tests, projects, or assignments
- Cheating is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade

Plagiarism is defined as "the act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind." Plagiarism includes failure to use quotation marks or other conventional markings around material quoted from any specific source without citing that source, or paraphrasing a specific passage from a specific source, or using any sequence of material or order of wording without accurately quoting and citing that source. Plagiarism further includes letting another person compose or rewrite a student's assignment.

The following items have been identified as a partial list of examples of cheating and/or plagiarism:

- Asking for information from another student before, during, or after a test, quiz, or exam situation.
- Copying answers from another's paper during a test, quiz, or exam situation
- Knowingly letting someone copy from one's paper during a test, quiz, or exam situation
- Using sources other than what is permitted by the instructor in a test, quiz, or exam situation
- Copying material exactly, essentially, or in part from outside sources while omitting appropriate documentation
- Copying or falsifying a laboratory report, clinical project, or assignment without doing the required work
- Changing answers on a returned graded test, quiz, or exam in order to get the grade revised
- Plagiarism in written assignments: Plagiarism also includes handing in a paper to an instructor that
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.

Violations of the high school and/or college's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the professor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Students charged with violating the Academic Dishonesty portion of this rule are not permitted to withdraw from the course.

HS. 15 Student Appeals and Complaints

Indiantown High School students are assured the opportunity to express informal appeals and complaints and to initiate formal appeals and complaints regarding the operation of the high school and College and the actions of its employees performing their duties as stated in the DBOT Rule 4.26, 4.01, and 3.27 and in College

Procedure 6076.

Students are encouraged to pursue resolution of their appeals/complaints with the appropriate high school or college staff in the informal phase. If resolution is not achieved, the formal phase may be pursued.

HS. 16 Technology Access and Usage (College Rule or Procedure)

All individuals who employ information technology resources provided by Indiantown High School (including but not limited to, telephones, computers, the Indiantown High School local-area and wide-area networks, and the Internet) may use these resources for academic purposes only. Use of the high school computing and network resources are a privilege and not a right. Inappropriate use can result in suspension or revocation of privileges.

Inappropriate use can include, but is not limited to, the following:

- The intentional sending or retrieval of obscene, slanderous, and/or harassing messages/materials
- The unauthorized access (or attempted access) of any networked computer system
- Violation of copyright, including unauthorized copying or modifying of files
- Use of networked resources for academic plagiarism
- Any use for commercial purposes
- Posting or downloading non-academic and/or inappropriate material to Usenet
- Participation in network activities that place a strain on computer resources (use of social networking sites or video material for non-academic purposes)
- Using IRC (Internet-relay chat) resources for non-academic purposes
- Playing games for non-academic purposes
- Any other behavior deemed inappropriate in the Indian River State College /Indiantown High School Student Code of Conduct
- Unauthorized installation of software on Indiantown High School hardware

Violation of these terms results in notification of the appropriate administrative authorities as outlined in the Indiantown High School Student Conduct, Discipline, and Due Process policy. This may include the College administration and state and federal agencies.

HS. 17 Drug and Alcohol (College Rule or Procedure)

Controlled Substances: Unauthorized distribution, possession, or possession for purposes of distribution of any controlled substance or illegal drug on school premises or at school-sponsored activities on or off campus is prohibited.

Alcohol: Use, possession, or distribution of alcohol beverages on or off campus or at any school event regardless of the age of the student is prohibited.

Intoxication: Inebriation or drunkenness, including coming to Indiantown High School campus or on-off-campus event inebriated or under the influence of alcohol; and including becoming intoxicated while on campus or at an off-campus activity or class, is prohibited.

HS. 18 Public Safety (Florida CS/SB 7026)

The bill improves school safety through a number of provisions. It requires the school to:

- Designate a threat assessment team at each school and requires the team to operate under the school safety specialist's direction. The bill requires the threat assessment team to consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act that would pose a threat to school safety.
- Formulate and prescribe policies and procedures, in consultation with the appropriate public safety agencies, for emergency drills for hostage and active shooter situations and incorporate procedures to address active shooter situations in the model emergency management and emergency preparedness procedures.
- Requires each school safety specialist to coordinate with appropriate public safety agencies that are designated as the first responders to a school's campus to tour such campus once every 3 years and provide recommendations related to school safety.
- Notify students that any student who is determined to have brought a firearm or weapon, as defined in Florida State Statute 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred to mental health services identified by the school district pursuant to s. 1012.584(4) and the criminal justice or juvenile justice system.
- Refer the expelled student to the local district school board which may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.
- Notify students that any student who is determined to have made a threat or false report, as defined by Florida State Statute 790.162 and 790.163, respectively,
- involving school or school personnel's property, school transportation, or a school-sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution and mental health services identified by the school pursuant to Florida State Statute 1012.584(4) for evaluation or treatment, when appropriate.
- Refer the expelled student to the local district school board which may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if it is determined to be in the best interest of the student and the school system.

HS. 18 Public Safety (Florida CS/SB 7030)

The bill improves school safety through a number of provisions. It requires the school to:

- Promote the use of the mobile suspicious activity reporting tool (FortifyFL) by advertising it on the school website, in newsletters, on school campuses, and in school publications, by installing it on all school based mobile devices issued to students, and by bookmarking the website on all computer devices issued to students.

HS. 19 Counseling Services (State Statute 1012.584(4))

Students have the right to receive appropriate counseling regarding personal matters as well as educational programs. Students have the responsibility to schedule appointments in advance in such a way as not to interfere with their academic responsibilities. These services may be referred to and include mental health services pursuant to statute.

HS. 20 Incitement to Violence

A student who commits an act of violence or, by words or actions, threatens intentionally threatens others with violence, directly or indirectly, or instigates others to do violence or bodily harm or to fight is guilty of the breach of this code of conduct set forth by Indiantown High School and will result in removal from the program.

HS. 21 Other Serious Violations of the Law

A student who commits an act, not specified in this code, that constitutes a misdemeanor or felony as defined by Florida Statute is guilty of the breach of this code of conduct and will result in removal from the program.

NOTE: Indian River State College and Indiantown High School have no duty to regulate or review off-campus Internet messages, statements, postings, or acts. However, Indian River State College and Indiantown High School reserves the right to regulate, review, investigate, and discipline students for cyber bullying or other disciplinary violations when such Internet statements, postings, or act are made while on school campus or made off-campus and such statements threaten violence against another student or otherwise disrupts the learning environment or orderly conduct of the school, school business, or school activities.

Attendance Procedures

Minimum Required Attendance of a Student

A student is required to attend ninety (90) percent of instructional time in each course.

If, at any time, a student exceeds the established 10% absentee rate, s/he will become ineligible to participate in extracurricular school activities, including meetings, field trips, dances, and other social events sponsored by the school. If students approach or exceed a 20% absentee rate, school officials will notify MCSD social workers to arrange a home visit, as well as report the parent and student to truancy court. Absences with a doctor's note and/or for school sponsored activities are exempt from this consequence. IHS administration reserves the right to exercise judgment regarding the Attendance Procedures based on individual student needs and situations.

Students must attend all scheduled courses the entire day to participate in after-school and/ or weekend activities.

An automated phone system contacts parents/guardians if their child has an unexcused absence from one or more IHS classes during the school day.

*From Statute: FS1003.26 (b) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's counselor to determine if early patterns of **truancy** are developing.*

Truancy refers to excessive absenteeism from school without good reason and can result in both fines and jail time for parents and/or guardians.

****PLEASE NOTE:** Students taking Dual Enrollment courses through IRSC and IHS are subject to the attendance policies indicated on each course syllabus.

Tardiness

Tardiness is defined as an arrival to class after the designated start time.

Students arriving late to an IHS class for any reason must report to the front desk for a late pass. Tardies will be identified as excused/unexcused in FOCUS according to the same guidelines as absences. Consequences for tardies are listed below.

Consequences:

1st and 2nd Tardy – Warning

3rd-6th Tardies – Lunch Detention

7+ Tardies – After School Detention

Driver's License Law

The Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

Truancy will be reported to the Department of Motor Vehicles.

Excused Absences

- Students are required to attend each scheduled class on time, every day, unless the absence is excused. To have an absence excused, a parent/guardian must email, call, or send a written note into Student Services within two school days explaining the reason for absence and the specific dates and/or times to be excused. If an email/phone call/note is not received within two school days, the absence is unexcused and may affect the student's grades or result in further intervention. Notes are subject to verification by Student Services.
- The following are considered excused absences/tardiness:
 - Illness of student or another medical emergency (a doctor's statement may be required)
 - An accident resulting in bodily injury to the student
 - A death in the immediate family of the student
 - Observance of a religious holiday or religious instruction as requested in writing by the parent/guardian
 - A subpoena by a law enforcement agency or for deposition or court appearance
 - Participation in academic, vocational, or non-instructional activities that have been pre-approved by IHS administration
 - Other significant circumstances as determined by IHS administration in accordance with State laws.

Advanced Notice for Excused Absence

Requests for excused absences for high-school courses for family travel or vacation must be submitted in writing a minimum of two weeks in advance for administrative approval. Failure to obtain prior approval may result in unexcused absence(s). Medical and dental appointments should be planned as to not conflict with a student's class schedule. If conflict is unavoidable, a written note must be sent in advance to excuse the absence.

Early Dismissal from a Scheduled Class

If the student must leave campus before the end of his/her scheduled school day, the following steps must be taken:

1. See Student Services at front desk.
2. Student Services contacts parent/guardian to obtain permission to leave early.
3. Upon receiving permission, student and parent must sign out in the log book located at the front desk, or utilize the FOCUS kiosk. Before a student can be released to anyone, authorization must be verified through Student Services.
4. Students scheduled to be in a class in the IHS building are NEVER to leave the building without the knowledge of an IHS employee.

School Activities

Students attending academic or other school-sponsored activities directly related to the instructional outcome of one or more courses, will be counted excused from class, but will be required to make up missed work. Students missing class while participating in a school-sponsored activity must have instructor permission on the appropriate field trip/activity form.

PLEASE NOTE: Students are not to make appointments with IRSC/IHS Advisors/Counselors, tutors, testing center, etc. during class time. These are NOT considered excused absences.

Make-up Assignments from IHS Instructors

Assignments for each class are posted in our online platform, Canvas, and students are expected to complete classwork even if they are unable to attend school. If the student is unable to complete the assignment, the student will have 1 day for every day missed to complete assignments. Assignment turn-in, make-up and late grading procedures are determined by each individual instructor.

Make-up Assignments from IRSC Instructors

Students enrolled in IRSC College classes located at IHS, Chastain, and other campuses should refer to their instructors' syllabi for policies established by the college instructor.

Communication Protocol

As a small school, we encourage direct communication with parents/guardians to discuss their student's academic progress or general welfare on a regular basis. Regular communication between home and school is important for a student's academic success. It is recommended that all communication begin with the student's IHS teacher.

Campus Visitors

For the safety and security of our students and employees, ALL parents and visitors are required to present their driver's license before being admitted to the building, sign in at the front desk, obtain a visitor's pass and wear it while on campus. All visitors must enter through the front doors only.

School Hours

The IHS school day is 8:30 a.m. to 3:00 p.m. Monday - Friday. The school office is open from 7:30 a.m. to 3:30 p.m. Monday - Friday during the fall and spring semesters; summer office hours are 7:30 a.m. to 4:30 p.m. Monday – Thursday.

**IHS follows Martin County School District for school holidays and teacher workdays.

School Information

Comprehensive, up-to-date school information is available on our website at www.IndiantownHS.IRSC.edu. IHS provides school-to-home recorded phone and text messaging, and email. IHS faculty/staff utilize parent email distribution lists and individual instructors may provide additional information through their own Newsletters, Websites, and/or Canvas, an online course management system.

Parent Contact Information

Parents/guardians must notify IHS Student Services immediately with any parent contact revisions such as address, phone, email, or emergency information. Proper documentation must be provided.

Progress Reports

High School Classes: To help parents/guardians monitor their child's progress and attendance, High School Progress Reports are made available on FOCUS for parents/guardians during the fifth week of each nine-week grading period. These reports reflect grades for high school and college classes taught by IHS full-time faculty. College Classes: College-level class grades are available at the end of the course. Fall Semester courses end in December and Spring Semester courses end in April/May. College courses taught by IRSC instructors only report final grades. Students have access to their college courses through the Canvas Learning Management System.

Focus Parent Portal

The link for FOCUS Parent Portal registration is:

<https://martin.focusschoolsoftware.com/focus/auth/>

FOCUS allows parents to directly log in to the school district's site to view the information for their enrolled student(s). If a parent has multiple children enrolled in the Martin County School District, they can add each student individually. The district has set up the information requirements to create a parent account, and additional verification may be needed before student information can be accessed.

To access a student's high school grades and attendance, parents/guardians may click on the FOCUS link on our website at www.IndiantownHighSchool.org (pending). The initial registration for access to FOCUS will require parent's name and email address as well as the last 4 digits of the student's SSN, student's school ID number and birthday as defined in our student information system. These numbers are available by calling IHS Student Services at (772) 619-1100.

Community Service Hours

All IHS students are encouraged to contribute to their school and community during high school. These hours can be applied towards Bright Futures and other scholarships, but must be reported to Student Services and your guidance counselor in a timely manner by entering them into the FOCUS portal for verification. These hours can be completed at a non-profit agency, a religious organization, or the school.

Students cannot receive any financial compensation for these hours. All hours submitted and verified by the 15th of each month will be available for students to see their total after the 16th of each month at the Student Services office.

Student Medication

Students are not allowed to self-administer any form of drug or medication. Before prescription medications of any kind can be taken or administered at school, a medication form must be submitted by parent/guardian. Over the counter medications may be administered with parental permission

Dress Code

School dress code is related to students' health, safety, and welfare. Students are expected to dress in clean and neat attire that is appropriate to the educational setting. School dress code applies to all classes including Outdoor Education, school sponsored activities, field trips, and events, and any time a student is in the IHS building for any length of time. If a student is inappropriately dressed, s/he may be required to change attire before returning to class or remaining on campus.

NOT ALLOWED

- Any clothing that exposes undergarments (bras and/or underwear) from armpits to mid-thigh when sitting or standing.
- Tears, rips, holes, or shreds in clothing that expose the torso, cleavage, and/or undergarments.
- Tube tops, bare back or midriff clothing, see-through clothing, bathing suits. Bare feet, only socks, bedroom-type slippers, shoes with built-in containers/wheels/cleats/unsecured laces.
- Any head coverings such as hats, headgear, knit caps, kerchiefs, bandanas, or hoods are prohibited while in classrooms. Exceptions for head coverings should be discussed with administration.
- Clothes or accessories with metal studs, ornaments, chains, or other objects which can scratch furniture, damage property, or cause harm to oneself or others.
- Inappropriate clothing/accessories, costumes, or offensive messages on clothing/accessories including pictures, symbols, or words that are harmful to the health, safety or welfare of others. Specifically prohibited is any reference to drugs, alcohol, tobacco, or weapons
- No sunglasses in the building.

Any student who violates the school dress code is subject to the following disciplinary actions:

1. For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
2. For a second offense, the student will serve lunch detention
3. For a third offense, student shall serve 3 days of lunch detention and parent conference will be required

4. Additional offenses and a student shall receive an in-school suspension pursuant for a period not to exceed 2 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days

Extracurricular Activities

To be eligible to participate in field trips and/or extracurricular student activities, students must maintain a cumulative unweighted grade point average of 2.0 or above on a 4.0 scale, have attendance of 90% or more, and maintain satisfactory conduct. Discipline referral(s) or an excessive number of detentions within the previous 45-day period will require students to secure administrative approval in order to attend the event.

IHS after school activities, including dances, trivia/game nights, and other social events are open to guests of IHS students. The following limitations apply:

- The “Guest Approval Form” must be completed and submitted to IHS administration at least 72 hours prior to the event, to include a copy of the guest’s ID. These are also available in the Main Office.
- Student dress code is required for all club and student activities unless an exception is specifically approved by the sponsor (e.g., beach clean-ups, dances).

IHS students may participate in Florida High School Athletic Association (FHSAA) sports at their zoned school. IHS and IRSC sponsor extracurricular activities for IHS students. Students are encouraged to also participate in community sponsored activities.

In-School Communications and Solicitations

IHS administration is responsible for reviewing and approving the distribution or posting of surveys, petitions, publications, or other materials on school property, as well as the production of school-related publications (print and electronic). Written administrative approval is required to solicit funds or sell advertising, goods or services on school property. Prohibited items include those which may disrupt or interfere with the orderly operation of the school; cause harm or embarrassment to individuals, the school or community; or are of a commercial, political, and/or obscene nature. All printed materials must be hung in designated locations only. Those placed without approval or in unauthorized locations will be removed. Students in activities that include elections/campaigning must adhere to the individual organization’s guidelines for campaigns.

Photographing / Videotaping

Parents may provide IHS /Indian River State College permission for their child to be photographed, filmed, or videotaped for school-related media. This permission releases and waives any and all claims, demands, or objections against IRSC and/or IHS in connection with or arising out of the photographing/videotaping. Audio, video, and live streaming of school functions (including classes, lectures or other activities) by persons other than IHS/IRSC staff is permitted only when approved by the administration and with the prior written consent of parent(s) and/or staff.

Food Services

IHS offers students lunch daily through cooperation with the Martin County School District (MCSD) Food and Nutrition Services (FNS) Department. Prices for student meals, a-la-carte items, faculty and staff meals, snack foods, and beverages are consistent with the district-wide price schedules established by the MCSD. School lunches meet meal pattern and nutrition standards based on the Dietary Guidelines for Americans and are designed to provide children with approximately one-third of the nutrients required according to the Recommended Dietary Allowances (RDA). The current meal pattern increases the availability of fruits, vegetables and whole-grains while reducing sodium. Additional information pertaining to the National School Breakfast and/or Lunch Program can be located at www.fns.usda.gov.

- Students who bring lunch are encouraged to pack a healthy and nutritious meal to promote learning.
- A microwave is available for student use upon request.

- Students must not distribute food to others unless approved by administration and commercially prepared. Only commercially prepared foods will be served or sold to students at any time.

Free and Reduced Meal Family Applications

IHS is currently a Community eligible Provision school and all students receive free breakfast and lunch

Café

To assure the proper maintenance of the facilities and help maintain order, the following list of rules must be observed by all students. Violators are subject to disciplinary action.

1. Students may purchase lunch and eat in the Café area.
2. Students are not allowed to order food to have delivered to IHS.
3. All tables must be left clean and chairs properly placed. Everyone at the table is responsible for the cleanliness of the table. The last person at the table is responsible for all items left on the table.

Bus Transportation

IHS works in cooperation Martin County School District (MCSD) and Martin County public transportation (Marty) to provide bus transportation services and all MCSD bus policies are in effect. When changing buses at another Martin County school, students must remain in the bus loop at each school and may not visit others on campus. Bus transportation services are provided on regularly scheduled Martin County school days and early release dates. Only students with proper ID will be allowed to board the bus.

Bus evacuation safety drills will be conducted each semester. All students using school transportation must adhere to all directions given during these drills.

Student/Parent Transportation

IHS students/parents may provide their own transportation to and/or from school. For IHS students an IHS decal must be properly displayed when parked on campus at all times. Student parking is on a first-come, first-serve basis.

Driving on campus is a privilege, not a right. In addition to observing all IRSC regulations, students must also adhere to all applicable state and local laws related to vehicles, driving on campus, and the use of parking lots.

- Speed limits must be followed, not to exceed 20mph
- Pedestrians always have the right-of-way.
- Students are not allowed to loiter in the parking lot or remain in vehicles.
- Students are to obtain permission from the Main Office to retrieve items from their vehicle during class time.

Violation of any vehicle or driving-related laws or policies may result in disciplinary action, including the temporary or permanent revocation of campus driving privileges. Procedures for parking, pick-up, and drop-off are posted on the IHS website under both Student and Parent Login.

Dual Enrollment

Dual Enrollment students simultaneously earn high school credit toward a high school diploma along with college credit toward an Associate Degree. Dual Enrollment is a privilege, not a right. Students must understand they may be attending classes with non-high school aged students and may encounter students of a variety of backgrounds.

- A high standard of academic rigor applies to college classes.
- Academic policies in accordance with the IRSC College Catalog, IHS Student Progression Plan and IHS Student Handbook.
- Students must adhere to the instructor's course syllabus as to the nature of the course, attendance policies, course goals and requirements, methods of evaluation and required text.
- Students are responsible for monitoring their progress and grades throughout the class.
- Students that fail a college DE class must pay out of pocket to retake the class for a grade of C or higher. This must be completed prior to enrolling in any additional classes at IRSC

Students who take classes through the Dual Enrollment program are in actual college classes. Dual Enrollment requires students to be self-motivated. College is a very different environment than high school. Students must:

- Be on time for class, stay the entire class, and attend all sessions. College instructors have attendance policies and missing class may negatively impact student's grade (regardless of the reason for the absence or tardiness).
- Read the course syllabus and follow the instructions. This is the document that contains information about what is expected in the class. Keep a copy of it in a binder or on a laptop and refer back to it when needed.
- Realize that College instructors do not necessarily allow make-up work for assignments or tests missed. Missed work may mean a "0" for that assignment. Instructors may not provide opportunities for make-up work and if they do, it may come with a penalty (i.e. ½ credit for the assignment or test).
- Make sure to schedule enough time to study. National statistics show that successful students study 2-3 hours per week for every one credit hour of the course. That means 4-6 hours of homework/reading/study time per week in addition to class time. Some classes may take more time and some may take less time.
- Keep an open dialogue with instructors rather than depending on parents or school officials to do so.

How to Succeed in All Classes

- Read the material assigned by the instructor.
- Pay attention! Do not talk with friends, text, surf the internet, etc. during class.
- Maintain regular communication with instructors.
- Ask for help! Students can meet with instructors during office hours or before/after class.

Course Counseling

The IHS certified School Counselor will provide students with in-person, individual academic advising each term. Parents/guardians may attend the advising sessions or make separate conference appointments to discuss their student's progress. Parents/guardians must approve in writing any schedule changes requested by the student. Every effort will be made to encourage college coursework; however, priority will be placed upon meeting high-school graduation requirements. Prior to registering for certain academic college classes, a student must score above specific levels on Florida's Postsecondary Education Readiness Test (PERT), SAT and/or ACT. Decisions whether to place a student in college courses will be determined based upon the academic history (GPA and previous grades) of the student, as well as teacher input. First-time dual enrollment students cannot participate in more than four (4) college classes during their first semester. One of the classes must be SLS1101 (Student Success). Students will not be allowed to earn more credits than those required for an AA/AS degree through Dual Enrollment. Any exceptions require IHS and IRSC administrative approval.

Students who fail or withdraw from a course cannot take additional dual enrollment classes until they have retaken and completed the course, or an alternative course jointly agreed upon by the student, the IHS certified School Counselor, and IRSC advisor at their own expense or during the summer. Students not maintaining satisfactory academic progress may be prohibited from taking future dual enrollment courses. In some cases, a student academic contract may be required before continuing in college courses.

All Dual Enrollment students are assigned to an IRSC advisor during their first term of enrollment. Students must meet with their advisor during the fall or spring semester of their first year in order to create and customize a Guided Pathway/Academic Plan based upon their academic and career goals. Students must also meet with their IRSC advisor annually to ensure they are making appropriate progress towards an Associate degree, if applicable. The IHS certified School Counselor can provide guidance as to the appropriate courses needed to meet specific Associate degree requirements, but it is ultimately the student's responsibility to meet with his/her IRSC advisor to ensure that all requirements for the degree are being/have been met.

Withdrawing From an IRSC Course

Withdrawal from courses could negatively impact students both academically and financially. Students who accrue excess hours in earning a degree may be subject to paying additional fees at any Florida public university. Students are required to discuss any intent to withdraw from a course with

their instructor in order to avoid negative repercussions and to explore how the course might be completed through various possible options. Any unauthorized withdrawal from a dual enrollment course will result in a retake of the same course at the student's expense.

Students may withdraw from any class and have a "W" recorded in their cumulative record provided certain conditions are met:

1. Student has discussed their desire to withdraw with their faculty member through a live meeting, online, or by phone.
2. For Full Term and Express schedule classes, individual class withdrawals must occur before the deadline noted in the Academic Calendar.
3. Withdrawals from Special Registration classes must be completed prior to the final class meeting. A Special Registration class has beginning and ending dates that do not coincide with the beginning and ending dates of Full-Term classes.
4. A total withdrawal from all classes must occur before the deadline date noted in the Academic Calendar. Official withdrawal forms are available in the IHS certified School Counselor's office and must be signed and approved by the student, a parent/guardian, as well as an IRSC advisor.
5. Withdrawals are not permitted for a student's third attempt in any college credit course. See the Withdrawal and Grade Forgiveness Policy.
6. Individual class withdrawals may be completed in person with the certified School
7. Counselor. The official withdrawal date is the date the withdrawal form is approved by the IHS certified School Counselor and parent/guardian.
8. Students who do not attend class and who do not officially withdraw may receive a failing or unsatisfactory grade.

A grade of "W" will appear on the student's transcript. This does not calculate in the student's GPA and does not count for credit in the course. If the student re-enrolls for the course during a future term, the most recent attempt will be counted in the GPA. Please note that an excessive number of withdrawals may affect future financial aid eligibility and admission decisions at other colleges and universities. Two withdrawals from the same course may result in higher tuition costs for the course in the future.

Cell Phones and Other Electronics

Students may possess cell phones, smart watches, and/or other wireless communication devices on school property, however their use on campus during the school day is highly restricted, per state statute HB1105, students may not have cell phones in class or passing during class. During school hours:

The use of cell phones, smart watches, and/or other electronic devices is prohibited during class, all cell phones must be silenced and in the designated holder. Any student who uses a cell phone, smart watch, and/or other wireless communication device to make or answer a call or send and read text messages or emails during class time will be subject to disciplinary action. Students may not take their device with them when leaving the classroom to go to the bathroom.

Students needing access to a phone for emergency or other safety reasons may make arrangements to use the IHS office phone located in the Main Office or front desk.

Inappropriate use of a wireless communication device may result in disciplinary action by the school or criminal penalties if the device is used in a criminal act.

The volume on laptops and other audio electronic devices must be turned off or accessed through headphones/ear buds. These must be used properly at low volume to avoid disruptions to the school learning environment.

Common Areas

Locations other than classrooms are considered IHS common areas (Café, Patio, Restrooms, Main Office, hallways, etc.) Students using these common areas are expected to maintain an academic atmosphere as defined by a low volume level for all conversations and/or noise.

- Headphones/ear buds must be used by any student playing audio within the common areas. For safety reasons, **only 1 earbud may be used.**
- Musical instruments or other sound-producing items are not allowed while classes are in session.
- All cards and games, including video games, must be school appropriate. Games played in the common areas must not be a distraction to others.
- During testing, common area use is limited. Students may be asked to remain in a designated area and/or room in order to provide a quiet environment for students testing.

Laptops

In the interest of furthering the educational goals of IHS and its students, IHS will make available for use by the student one (1) laptop computer during instructional time. The laptop is intended for educational purposes and will be issued upon the student's and parent/guardian's signed acceptance of the terms of the Laptop Computer Use Agreement, the terms of the school's Computer/Network Resources Acceptable Use Policy and the school's Code of Conduct. The Laptop Computer Use Agreement must be signed and returned before laptops are issued for use during class. Laptop access may be terminated if used inappropriately. All students at IHS are subject to the network and Internet usage terms of this agreement.

Use of laptops in the classroom is at the discretion of each instructor. When an instructor is permitting laptop use, they are only to be used for educational purposes. Using the laptop for non-academic purposes during class time can result in disciplinary action.

Bring Your Own Technology (B.Y.O.T.)

The use of technology, whether owned by the IHS or devices supplied by the Users, entails personal responsibility. Students and parents/guardians participating in

"Bring Your Own Technology (B.Y.O.T.) agree to comply with the terms and conditions set by the acceptable use policy.

Network Protocols

IHS uses IRSC's network services, which provide extensive access to worldwide communication between individuals for dissemination of information and ideas. IRSC/IHS supports and encourages open access to electronic communication and information, such as communication with instructors, educators, and other students in connection with coursework and other college/IHS school-sponsored activities. Failure to adhere to IRSC/IHS's Network Protocols or the Code of Conduct may cause students to lose school network access.

User Guidelines

IRSC/IHS provide a wide variety of computing and network resources for students, faculty, and staff. Those resources are intended for the legitimate business of the College and IHS and are a privilege, not a right. All students are responsible for their actions and activities involving computers and/or network services, and for their computer files, passwords and accounts.

Appropriate use of information resources includes instruction, research, and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the college. Members of the college community shall use information resources responsibly and considerately.

The following guidelines apply to use of all network connected devices at IRSC and IHS:

Acceptable Uses

1. IRSC and IHS computers including B.Y.O.T. network services are provided for educational purposes consistent with the IHS educational mission and instructional goals.
2. Students must comply with all IHS policies and Code of Conduct when using IHS computers,
3. B.Y.O.T. devices and network services whether on or off school property. Use of these technological resources, which include the IRSC / IHS network systems, is restricted to approved purposes only.

Prohibited Uses

1. Accessing or Communicating Inappropriate Materials - Students may not access or post abusive, obscene, vulgar, sexually explicit, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
2. Illegal Activities – Students may not use IRSC and IHS computers including B.Y.O.T. network services for any illegal activity.
3. Students may not violate Copyrights or Software Licenses.
4. "Hacking" - Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or network services.
5. Malicious Use/Vandalism - Students may not engage in any malicious use, disruption or harm to computers and/or network services, including but not limited to hacking activities and creation/uploading of computer viruses.
6. Unauthorized Applications / Programs - Students using Clark computers may only install officially approved applications on their issued devices.

Student Accountability

Violations of computer and network policy as outlined in this document are considered violations of the IHS Student Code of Conduct and are subject to the actions and procedures described in this code. This policy applies to the use of each student's laptop computer as well as to the use of computers and network resources on campus including B.Y.O.T. The rules in the separate Laptop Computer Use Agreement apply whether students are using their laptop at home or on campus. Violations of this acceptable use policy may result in immediate loss of the laptop and network access privileges.

Laptop Responsibilities

1. It is the responsibility of the student and parents/guardians to exercise reasonable care of school issued devices at all times.
2. Students are expected to leave each laptop in the classroom it is assigned to.
3. If a student has checked out a laptop, it is the expectation it will be returned in the same condition as it was received in.
4. If a student leaves IHS, the student must return the school issued device.

Laptop Repair

Should a laptop incur physical damage the repair costs are as follows:

Each incident is subject to a service fee of:

\$99 for screen damage or top cover enclosure damage. Including dents, dings, and gouging referred to as “cosmetic damage”

- \$299 for other damage
- \$25 for lost charger replacement, \$35 for additional replacement
- Catastrophic damage from an accident or inoperability after unauthorized modifications are not covered repairable and parents / students will be required to make financial restitution to IHS in the amount of \$500.

Parents / students have the option to purchase an insurance policy at a cost of \$70. A student will need an insurance policy in order to check out a laptop for home use. The insurance policy covers:

- Theft / robbery
- Accidental damage (non-cosmetic)
- Fire
- Vandalism
- Natural disaster

Privacy and Access

IRSC/IHS supports each individual's right to private communication and will take reasonable steps to ensure security of the network. However, messages on IRSC/IHS computing resources are potentially accessible to others through normal system administration activities and to the public through public records laws. Hence, IRSC/IHS cannot guarantee absolute privacy of electronic communication.

IRSC/IHS supports each individual's right to privacy of personal files. However, in the normal course of system administration, the administrator may have to examine user files to gather information to diagnose and correct problems. Additionally, with reasonable cause for suspicion and appropriate administrative authority, files may be examined by system personnel to determine if a user is acting in violation of the policies set forth in this document.

IRSC/IHS cannot guarantee that, in all instances, copies of critical data will be retained on college systems. It is ultimately the responsibility of computer users to obtain secure backup copies of essential files for disaster recovery.

IRSC/IHS computing network, software, services and network access are to be used only for legitimate educational purposes; however, parents/guardians are advised that it is impossible for IRSC/IHS to restrict access to all controversial materials available through network/internet access.

Both the college and the high school are committed to the protection of confidential student information. Procedures related to the review and release of student information conforms to Public Law 93-380, the Family Rights and Privacy Act of 1974 (FERPA). Directory information may be released without specific notification to, or approval of, the parent/guardian of the student involved. Directory information includes student name, grade level, participation in officially recognized activities/sports, dates of attendance, diploma/degrees and awards received, and the most recent previous educational agency or institution attended by the student.

In addition to directory information, the school routinely releases certain information to the United States Armed Forces and to college/university recruiters upon request. This information may include name, address and telephone number. Parents/guardians have several rights related to the release or withholding of information and of photographs.

Parents/guardians may request that the school not release any directory information to the public; doing so requires the parent/guardian to submit a signed form to that effect. This form will not prohibit release to the US Armed Forces or college/university recruiters and may, result in the student's name being omitted from various announcements and releases of academic honors, graduation and awards.

Parents/guardians may request that student information not be released to the US Armed Forces and college/university recruiters; doing so requires the parent/guardian to submit a signed form to that effect and is different from requesting that all directory information be withheld from the public.

As part of the enrollment process at the start of each school year, parents/guardians are also requested to indicate in writing if the student's photograph is not permitted to be released.

Falsification of information on any admission document or other materials submitted to IHS or IRSC may result in denial of admission or immediate dismissal from the school.

Each member of the IHS community is expected to participate seriously and purposefully in the educational process. Students, parents/guardians, and the school staff members must assume responsibility in maintaining a positive learning environment, free from disruption and distraction according to the IHS Student Code of Conduct.

Statement of Student Rights and Responsibilities

Indiantown High School resembles society as a whole. Students are treated as individuals responsible for their own actions. Rules are followed for the benefit of all, and each person has a right to expect courtesy, integrity, and good citizenship in dealing with others. All students assume the responsibility for compliance and cooperation with IHS policies and rules, just as each student is responsible to the larger community, state, and nation in which we live

Roles and Responsibilities of the Student

- Know, uphold, and abide by all IHS and IRSC rules, policies, and regulations.
- Be honest with all written assignments using your own ideas and words. Plagiarism refers to academic dishonesty that can be intentional or unintentional.
- Refrain from profane or inflammatory statements. Report promptly and in good faith to the school counselor and/or administration any act of stalking, cyber-stalking, bullying, cyber-bullying, harassment, or cyber-harassment incidents.
- Know, uphold, and abide by all IRSC and IHS instructors' college course syllabi and grading policies.
- Attend all classes daily and on time.
- Provide prompt notification and explanation from parent or guardian for any absence or tardy in accordance with IHS attendance policies.
- Request make-up assignments from instructors in advance or upon return to school.
- Adhere to rules regarding school-sponsored transportation.

- Respect each student's right to learn in all educational environments, including maintaining a quiet atmosphere in all common areas.
- Come to class prepared for learning. This includes, but is not limited to, recording assignments in a planner, asking for clarification from the teacher on any assignments, completing all homework and assignments in a timely manner, and requesting make up work for any excused absences.
- Meet the requirements for every course you are enrolled in.
- Respect other students, school personnel, and guests of the school community, as well as property of the school and others.
- Behave in a safe and responsible manner.
- Respect patriotic observances and others' religious beliefs and cultural differences.
- Actively participate in the school's educational experiences.
- Be clean and wear appropriate attire (functional, non-distractive, and safe clothes).
- Refrain from conducting non-school related money-raising drives among students or staff.
- Do not possess, store or distribute any materials prohibited by law, such as drugs, drug paraphernalia, alcohol, tobacco, weapons, pornographic material, etc.
- Refrain from bringing pets or animals to school for reasons other than those that support the educational mission of the school according to the Florida Department of Health Guidelines and State Requirements for Educational Facilities (SREF). Exceptions to this policy include service animals for persons with disabilities.

Students have a right to expect:

- Fair and respectful treatment by school personnel and other students.
- Information defining rules for absences, tardiness, withdrawal, and make-up assignments.
- The IHS Handbook, IRSC College Catalog and other relevant policies and procedures.
- A copy of classroom policies and procedures located on each instructor's syllabus.
- Enforcement of rules without discrimination.
- A safe, drug-free learning environment.
- To meet in accordance with school rules and scheduled use of facilities.
- To participate in school programs and activities in accordance with school policies.
- The ability to express their opinions in a respectful manner and hear all sides of issues.
- Protection and privacy of personal property and possessions as set forth in Florida rule/law.
- Privacy of their school records as set forth in Federal, State, and Local rules.
- Due process in disciplinary issues.

Roles and Responsibilities of the Parent/Guardian

- Maintain regular communication with the school personnel concerning the student's progress, attendance, and conduct. Make appointments with staff and faculty as needed.
- Ensure the student attends school daily and promptly report and explain any absence or tardiness. Please keep students out of school when they are ill or have a contagious disease.
- Log onto FOCUS to access student's high school grades and attendance.
- Use the IHS website at www.IndiantownHighSchool.org (pending) to access information on college opportunities, scholarships, testing, and curriculum.
- Provide the student with resources needed to complete class work and monitor assigned homework for completion.
- Assist the student in being healthy, clean, well-groomed, and in compliance with the dress code before coming to school.
- Inform the school immediately of anything that may affect a student's ability to learn or attend school regularly.

- Work with school personnel to support the Student Code of Conduct.
- Discuss progress reports and assignments with the student.
- Report immediately any changes to telephone contacts for work, home, and emergency numbers and addresses to Student Services.
- When entering the school building, sign in at the front desk and provide proper identification before proceeding to any other locations in the building.

Roles and Responsibilities of the School

- Maintain an atmosphere conducive to learning and good behavior.
- Demonstrate an attitude of respect for students and parents/guardians.
- Plan a flexible curriculum to meet the needs of all students.
- Teachers will assign meaningful, purposeful and relevant work that reinforces classroom learning, give clear and understandable instructions, provide feedback on assignment(s) in a timely fashion and set a clear homework policy, including any conditions regarding acceptance of late work in the course syllabus.
- Maintain open lines of communication among students, parents/guardians, and school personnel.
- Maintain a safe, drug-free learning environment.
- Model positive behaviors expected from students.
- Support students in the attainment of their educational goals.
- The principal, or his or her designee, will notify a student's parent or guardian if the student is removed from school, school transportation or school-sponsored activity for an involuntary examination under the Baker Act.

Student Code of Conduct

Students shall be committed to the common good of the school and shall comply with Local, State, and Federal laws, as well as school policies and regulations during the time the student is under the control and jurisdiction of Indiantown High School and IRSC, and Martin County Schools. The student is deemed to be under the jurisdiction of the school when in route to and from school on school-sponsored transportation, attending school, present at any school-sponsored activity and/or present at any school or Indian River State College facility.

Any act or behavior by a student that interferes with or otherwise disrupts the orderly conduct, process, functions, and/or interests of the school is prohibited and subject to disciplinary action. Unless otherwise mandated by State or Federal statute, the school reserves the right to determine the appropriate disciplinary action as warranted by individual circumstances.

Progressive Discipline

The goal of progressive discipline is to promote positive school climates and opportunities for students to develop relationships, resulting in better decisions and choices.

Progressive disciplinary actions will be administered based on policies and procedures clearly communicated to staff, students, parents, and guardians via the IHS and IRSC Code of Student Conduct. When deciding upon levels of interventions and consequences, administrators will consider developmental factors, student exceptionalities, and cultural sensitivities. Other considerations include:

- Previous conduct.
- Probability of a recurring violation.
- Intent and severity of the offense.
- Patterns of established behavior.

Criminal and violent threats/offenses could result in increased interventions and consequences. Accountability measures are intended to keep students safe and engaged in the educational process.

Threat Assessment Team (S. 1006.07(7), F.S.)

Students are prohibited from making a verbal, written, or symbolic threat of violence, directly or indirectly, against anyone. Any threat of violence must be reported immediately to a teacher or school administrator. All threats of violence will be reported to the threat assessment team. School site threat assessment teams include persons with expertise in counseling, instruction, school administration, and law enforcement. A student found to have made a threat of violence that adversely impacts the school environment is subject to appropriate disciplinary consequences, up to and including: suspension, expulsion, arrest, and prosecution. In addition, law enforcement may be requested to conduct a home visit to assess the risk associated with the threat. In addition to threats of violence, if a student's presence at the school poses a present and continuing danger to persons or property or a disruption of the teaching environment, whether in a classroom or elsewhere on the school premises, then the IRSC Chief of Security or designee may remove the student, either temporarily or permanently, from the school premises or from extra-curricular activities.

Behavioral Expectations

Students are expected to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with regard for the rights and welfare of other students and school staff, educational purpose underlying all school activities, and care of school facilities and equipment.

Students that violate the code of conduct or engage in unacceptable behaviors will be placed on behavioral probation for a period of up to 90 days.

Bullying And Harassment

Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect; and refuse to tolerate bullying or harassment. In accordance with Florida's "Jeffrey Johnston Stand Up for All Students Act," it is IHS policy that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. IHS will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- During any education program or activity conducted by IHS/IRSC/MCSD
- During any school-related or school-sponsored program or activity or on a MCSD bus or transportation provided by IHS
- Through the use of data or computer software that is accessed through a IHS/IRSC computer, computer system, or computer network
- Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by IHS, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by IHS/IRSC or substantially disrupts the education process or orderly operation of a school.

Concluding whether a particular action or incident constitutes a violation requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student

Conduct. School administration will determine consequences and appropriate remedial action for any student found to have wrongfully and intentionally accused another as a means of bullying or harassment.

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

- Teasing
- Threats
- Intimidation
- Stalking
- Cyber-stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property
- Social exclusion

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee, which is severe and pervasive, that it:

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

Bullying and harassment also encompasses:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - Incitement or coercion.
 - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school.
 - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Cyberstalking, as defined in s. 784.048(1) (d), F.S., means to engage in a course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyberbullying is defined in HB609 as bullying through:

- The use of technology or any electronic communication, which includes, without limitation the transmission of signs, signals, writing, images, sounds, data, or intelligence of any nature by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, electronic mail, internet communications, instant messages, or facsimile communications.

- The creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
- The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that is accessible to others, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Sexual Cyber-harassment

Pursuant to Florida law, “sexual cyber-harassment” means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person’s consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyber-harassment may be a form of sexual harassment.

Bullying and Harassment Reporting

Conduct that constitutes bullying and harassment, is prohibited. IHS encourages students to report bullying and harassment acts to school officials verbally or in writing. Report anonymously by mailing an unsigned letter to IHS administration

19000 SW Citrus Blvd
Indiantown, FL 34956

Non-Discrimination

Indian River State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities.

It is the policy of Indian River State College that each employee, visitor and student be allowed to participate in college programs, activities and employment in a discrimination and harassment free

environment. Discrimination and harassment of any nature based on one’s race, color, national origin, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information is strictly prohibited.

Title IX Rights

Title IX addresses sexual harassment, sexual violence, or any gender-based discrimination that may deny a person access to educational benefits and opportunities.

Under Title IX, schools must ensure that all students and employees have equal access to education and educational facilities, regardless of gender, sexual orientation, or gender identity. Sexual harassment and sexual violence are forms of gender discrimination that are prohibited by Title IX, including when the incident(s) occur off-campus or involve people who are not students.

Sexual Assault

When a student or employee has experienced a hostile environment such sexual assault or severe, pervasive, and objectively offensive sexual harassment, schools must stop the discrimination, prevent its recurrence, and address its effects. This includes retaliation from other students, school administrators, or faculty.

Schools must proactively prevent and respond to claims of sexual harassment, sexual violence, and other forms of gender-based violence, retaliation, discrimination, and must have an impartial and prompt process for investigating and adjudicating reported cases.

IHS and Indian River State College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students and prospective students, visitors, and other affiliates of the College conducting College business, events or activities on IRSC property or IRSC-sponsored events.

The following person has been designated to handle inquiries regarding non-discrimination and Title IX complaints:

Adriene B. Jefferson
Equity Officer/Title IX Coordinator Indian River State College
3209 Virginia Avenue
Fort Pierce, FL 34981-5596 ajeffers@irsc.edu
772- 462-7156

Additional Information, Complaint Forms, and Title IX Compliance Documents are located at
<https://www.irsc.edu/about/equity-and-diversity.html>

Required Notice

Nothing in this Code of Discipline shall infringe upon due process rights guaranteed to individuals by the United States Constitution or State or Federal law.

Discipline Guidelines and Consequences

This Code links specific disciplinary actions to specific prohibited behaviors. In determining consequences to use for unacceptable behaviors, it is not necessary to use each one or even use them in the order listed.

Typically, suspension shall occur only after other corrective measures have been used without success, unless the situation is of a serious nature and warrants immediate suspension. Please note: Under certain circumstances, specific disciplinary actions are mandated by law. Corporal punishment may not be used under any circumstances. Reasonable force by school personnel may be used to protect the student from harm and/or injury to self, school personnel and others. Reasonable force shall be defined as “appropriate professional conduct including physical force as necessary to maintain a safe and orderly learning environment.” (Section 1006.11, Florida Statutes).

The following consequences for misbehavior are equally applicable for all IHS students:

1. Verbal reprimand/warning
2. Time out.
3. Teacher/student conference including record review.
4. Disciplinary action initiated by teacher as specified in the instructor syllabus.
5. Lunch Detention
6. After school Detention and/or special work assignment.
7. Completion of online educational modules or assignments.
8. Referral to school counselor/administration/other mental health professional.
9. School/parent or guardian contact.
10. School/parent guardian conference.

11. Behavior plan/contract.
12. Confiscation of item (with or without return to parent).
13. Schedule change (if possible and appropriate).
14. Written apology.
15. Administration involvement.
16. Immediate parent/guardian notification.
17. Mediation.
18. Administrative/School Counselor referral to the attendance/truancy officer.
19. Suspension from bus; student must attend school and parent must provide transportation.
20. Internal suspension from classes and all school activities in accordance with IHS procedures.
21. Administrative referral to student services and/or outside agencies for evaluation which may result in placement in special programs such as: alcohol/substance abuse, anger management, smoking cessation or alternative school assignment.
22. Withdrawal of privileges which may include, but not be limited to, computer access, participation in extracurricular activities, bus riding privileges, and/or parking privileges, etc.
23. External suspension from classes and all school activities in accordance with IHS procedures.
24. Restitution and/or compensation by parent(s)/guardians(s) for damage done by student in accordance with Florida Statutes.
25. Students and parent(s)/guardian(s) may be held liable for medical expenses.
26. For IRSC-related matters, referral to IRSC's Vice President of Student Affairs.
27. Referral to appropriate law enforcement agency.
28. Dismissal from IHS in accordance with IHS Disciplinary Actions and Procedures.
29. Recommended expulsion.
30. Other school-based consequences as deemed appropriate by administration.

* When using detention as a disciplinary measure or to complete work, the teacher and the administration will consider the distance between the student's home and school and whether transportation is an issue. If it is necessary to detain a student after school, parents/guardians shall be notified at least one (1) day prior to the detention, unless special arrangements have been made by the parent or guardian.

NOTE: Some offenses may result in criminal prosecution. For Purposes of this Code, possession is defined as "In or on your person or property or in a place over which you have control, or in which you have hidden or concealed the object."

Academic dishonesty online: Florida Law (1002.321) makes it a crime for any person who knowingly and willfully takes an online course or examination on behalf of another person for compensation. This is a misdemeanor punishable by jail and fines.	Ref# 1-15, 19-23, 26-30.
Ammunition Possession: Possession of any projectiles together with their fuses, propelling charges, and primers that are fired from guns.	Ref# 1-15, 18-30.
Assault on Employee and/or Student (non-SESIR): An intentional threat on an employee and/or student by word or act to do violence to another person, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting them to physical attack.	Ref# 1-16, 18-30.
Buying/Selling Unauthorized Items: Buying and selling of items and/or materials that have not been previously approved by the principal and/or designee.	Ref# 1-15, 18, 21, 23-26, 30.
Cheating/Plagiarism: Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material (including on-line/electronic resources) in the completion of an academic assignment or test. The penalty for plagiarism, broadly construed as submitting as your own, the work of others, in whole or in part, without appropriate credit to the true author, is a failing grade for the assignment and/or course. Subsequent violations will result in additional disciplinary sanctions, up to, and including suspension and/or dismissal from IHS. Students who assist others in the act of cheating by providing information or assistance may also face disciplinary action.	Ref# 1-15, 19-23, 26, 28, 30.
Defiance/Insubordination: Refusal or failure to comply with a direction or an order from a staff member. Failure to comply with state law, school board policy, local school rule, behavior contracts, or classroom rules.	Ref# 1-15, 18-23, 26, 28, 30.
Dishonesty: Intentionally providing non-valid or misleading information or the withholding of valid information to a school system staff member.	Ref# 1-16, 19-23, 26, 28, 30.
Disruption: Conduct or behavior which interferes with or disrupts the teaching and learning process, the orderly process of the school environment, a school function, or extracurricular or co-curricular activities. (Includes, but is not limited to, loud talk, sustained out of seat behavior, etc.)	Ref# 1-15, 18-23, 26, 28, 30.
Disrespect: Conduct or behavior which demeans, shames, irritates, humiliates, or embarrasses a person or group of persons.	Ref# 1-16, 18-23, 26, 28, 30.
Disrespect for Others' Property: Minor infractions involving property.	Ref# 1-15, 18-24, 26, 28, 30.
Dress Code Violation: Non-conformity to school dress code.	Ref# 1-15, 18-23, 26, 28, 30.

Elopement: Intentional leaving or running away from assigned area and/or staff supervision and not returning.	Ref# 1-15, 19-23, 26, 28, 30.
Extortion: Willful or malicious threats of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth.	Ref# 1-16, 18-24, 26, 28, 30.
Failure to be Prepared: Refusal or failure to bring appropriate materials and supplies such as papers, pencil, pen, etc. Refusal or failure to complete and return assigned forms.	Ref# 1-15
Failure to Report: A student who fails to adhere to/report for a consequence for an infraction.	Ref# 1-15
False and/or Misleading Accusations: The making of false accusations that jeopardizes the professional reputation of a member of the school staff.	Ref# 1-16, 18-30.
False and/or Misleading Information: Intentionally providing non-valid or misleading information or the withholding of valid information, to a school system staff member. Also included shall be the possession or use of false identification. Note: Some offenses may result in criminal prosecution.	Ref# 1-16, 18-30.
Fighting (non-SESIR): Two or more individuals participating in physical conflict with both parties engaged. Applies when there is no injury AND engaged party stops on verbal command.	Ref# 1-16, 18-30.
Illegal Organizations: Establishing and participating in a secret society, including a "criminal street gang" as defined by section 874.03 FS, on school property, at a school function or extracurricular activity.	Ref# 1-16, 18-30.
Inappropriate behavior: Any inappropriate behavior not elsewhere defined in the Code of Student conduct (to include horseplay).	Ref# 1-16, 18-30.
Inappropriate Location: Presence of the student in an unapproved location and/or during an unapproved time.	Ref# 1-15, 19-23, 26-30.
Inappropriate Touching /Public Display of Affection (PDA): Engaging in clearly inappropriate contact not suitable in a school setting.	Ref# 1-15, 18-23, 26, 30.
Inciting, Leading or Participating in a Student Disorder: The willful act of inciting, leading or participating in any disruption or disturbance which interferes with the educational process, or which can result in damage or destruction to public or private property, or cause personal injury to participants and others.	Ref# 1-17, 19-30.
Indecent Exposure: To be naked or otherwise exhibit or expose sexual organs in a vulgar or indecent manner.	Ref# 1-17, 19-30.
Leaving Class or Designated Area Without Permission: Leaving a classroom or educational experience without staff permission, but remaining on the campus.	Ref# 1-15, 19-23, 26, 28, 30.

Leaving School Without School and Parent Approval: Leaving campus without school and parent approval.	Ref# 1-15, 17, 19-23, 26, 28, 30.
Malicious Harassment/Hate Crimes: Intentionally intimidating or harassing another person.	Ref# 1-17, 19-30.
Misconduct on School Bus or Other School Approved Transportation: Conduct or behavior which interferes with the orderly, safe and expeditious transportation of students or other authorized riders.	Ref# 1-16, 18-30.
Non-Prescription (OTC) Drug Possession/Use/Distribution: Possession/Use/Distribution of any medication, other than prescription medication. If being used for chemical intoxication (See p. 36). Examples might include cold medications, pain medication, dietary supplements, etc.	Ref# 1-15, 18-23, 26-30.
Other Serious Misconduct: Any serious conduct which is not described in any other incident code and which did or had the potential to disrupt school operations or pose a threat to the health, safety and property of the student or others. This may include, but is not limited to, significantly obstructing staff members from performing their duties.	Ref# 1-16, 18-30.
Pornographic Materials: Possession of pornographic materials.	Ref# 1-16, 18-30.
Possession of a Stolen Item: Possession of an item stolen by someone else.	Ref# 1-16, 18-30.
Possession of Contraband Material: Possession, use and/or distribution of materials or items which are forbidden at school, including but not limited to matches, lighters, cigarettes or other forms of tobacco/nicotine, including e-cigarettes and vapor products, ammunition, fireworks and lasers of any type. Contraband shall be confiscated and may not be returned to student. Possession of a common pocketknife or other item that is not designed or constructed for use as an offensive weapon may be considered exempt if (1) there has been no threatening or intimidating display of the item (2) the item does not constitute a "concealed weapon" as defined in Section 790.001(3), F. S., (3) the item is not a gun or firearm of any type, and (4) no criminal charge is filed against the student as a result of the incident being reported to and investigated by law enforcement.	Ref# 1-16, 18-30.
Profane, Obscene, Abusive Language/Materials: The use of either oral or written language, including racial slurs, gang-related/cult-related gestures or signs, objects or pictures which are disrespectful or socially unacceptable and which tend to disrupt the orderly school environment, a school function, or extracurricular/co-curricular activity.	Ref# 1-16, 18-30.
Repeated Misconduct: Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, school function or extracurricular/co-curricular program or activity.	Ref# 1-16, 18-30.

Skipping: Unauthorized absences from class and/or school.	Ref# 1-15, 17, 19-22, 28, 30.
Tardiness: Late arrival to school or class.	Ref# 1-15, 17, 21, 30.
Technology Infraction (Minor): Unauthorized use of cell phone or technology (i.e., games, unauthorized websites.)	Ref# 1-15, 18, 19, 21, 30.
Technology Infraction (major): Misuse of a computer/technology, to include cell phone, with malicious intent. Examples may include "system hacking" or making unauthorized	Ref# 1-15, 19-30.
changes to operating systems, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, taking/sending malicious texts or photos (including on social media), etc.	
Theft (Up to \$300): Stealing of an item or possession of an item stolen by someone else.	Ref# 1-16, 18-30.
Threats: The verbal or physical threat to do harm or violence to another student or the property of another person.	Ref# 1-16, 18-30.
Unsafe Act: Endangering the safety of oneself or others.	Ref# 1-16, 18-30.
Unauthorized Assembly, Publications, etc.: Unauthorized demonstrations and/or petitions by students, or possession and/or distribution of un-authorized publications which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.	Ref# 1-15, 18-24, 26-30.
Vandalism (Up to \$1000): Malicious destruction of property with a repair or replacement value of up to \$1000.00.	Ref# 1-15, 18-24, 26-30.
Vehicle/Parking Violation: Any misconduct or repeated misconduct that involves misuse of a vehicle. May lead to law enforcement penalties. Examples might include (but are not limited to) speeding on campus or unauthorized parking.	Ref# 1-15, 19-30.
Victimization: To harass, bother, intimidate or communicate with a student or the siblings of a student who has been previously identified as a victim of the student.	Ref# 1-16, 18-30.
Violation of Early Reentry Plan/Probation: Any act or series of acts which violates or has the practical effect of violating an early reentry plan or a probationary plan.	Ref# 1-30.

Conduct on School-Sponsored Transportation

To ensure safe and efficient transportation, students participating in school-sponsored transportation must abide by the IHS Code of Conduct, IRSC regulations, and the Martin County School District Student Conduct and Discipline Code, which include the following rules:

- To be at the bus stop with time to spare
- To comply with all rules of student conduct at the bus stop
- To board bus single file, courteously
- To keep the aisle and doorway clear of all obstacles; no hazardous or unauthorized items are permitted; band instruments must be kept in assigned areas
- To refrain from eating or drinking while riding the bus
- To observe classroom conduct, quiet talking allowed
- To cross highway in front of the bus (Cross highways after thoroughly checking 10 feet in front of the bus. On a four-lane highway that has a median strip, only traffic behind the bus is required to stop. Students should cross the median with extreme care)
- To report all hazardous conditions to the bus driver or administration
- To not use cellular telephones, pagers and other wireless communication devices while on school district owned or contracted vehicles

Disciplinary Actions and Procedures

Student Due Process Rights

In all disciplinary situations, a student has the right to:

1. Be advised of the charges against him/her
2. Be provided an opportunity to give an explanation in his/her own defense
3. Be advised of the possible disciplinary action(s) to be implemented

A major consideration in matters of misconduct and discipline is that the action taken by school personnel should be consistent with the disciplinary problem involved. The extent of the student's due process and appeal rights are a function of the type of discipline to be imposed. Suspension and dismissal are considered formal disciplinary actions and will be logged into the school records and the student's disciplinary file. All other disciplinary actions are considered informal and may be logged into the school records at the discretion of the Executive Director or designee. Disciplinary actions taken under this Code of Conduct are not subject to IRSC grievance procedures unless specifically stated otherwise. All disciplinary action and procedures will conform to Florida law.

Informal Disciplinary Action

Disciplinary action not resulting in the suspension or dismissal of the student is considered informal disciplinary action. Informal discipline which results in a student schedule adjustment, probation, service project(s), referral to support services or counseling, referral to appropriate outside agencies, conferences with parents/guardians, teachers and students, or other similar actions may be implemented at the discretion of the administration, and all such decisions are final.

Informal discipline which results in financial restitution or in loss or restriction of privileges (e.g. suspension of campus driving privileges, loss of participation in IHS or IRSC activities, etc.) may be appealed to the Chastain Campus President or designee within two school days of the date of the disciplinary action. The appeal must be made in writing and must set forth the complaint and a desired resolution. The Campus President will review the matter with the parties involved and render a decision within three school days following receipt of the appeal.

Formal Disciplinary Action

Temporary Removal from Class

If a teacher determines a student's behavior to be so unruly, disruptive, or abusive that it seriously interferes with the instructional process, the instructor may temporarily dismiss the student from the classroom by directing him/her to IHS Administrative Office or other location designated by the Executive Director. After consultation with the administration,

the student may return to the next class meeting. In accordance with F.S. 1003.32, if the teacher deems that the student's conduct poses physical danger to himself/herself or others and so indicates in the referral to the administration or if the teacher refuses to readmit the student, the student shall not be permitted to return to the classroom until and unless the IHS Placement Review Committee so directs. The instructor and Placement Review Committee shall render decisions within five days of the student's removal from the classroom.

In-School Suspension

Upon recommendation of the Executive Director, a student found to have violated the IHS Code of Conduct may be assigned an in-school suspension for a period of time not to exceed three school days.

An in-school suspension is defined as the temporary reassignment of a student from normal school activities (including classes, tutorial sessions, extra-curricular activities, and/or all other school-sponsored activities) to an alternate supervised location on campus. Per the Executive Director's recommendation, the suspension may be served in full day blocks or in segments over a longer period of time. Whether or not the student serving an in-school suspension will be allowed to make-up or submit class assignments/tests missed during the suspension period will be determined by the appropriate instructor in consultation with the Executive Director.

Prior to implementing an in-school suspension, the following procedures shall be observed:

- The student shall be given timely oral or written notice of the charges against him/her, including the basis of the charges.
- If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the incident.
- If, on the basis of this informal hearing, the Executive Director or designee believes the student is guilty of the misconduct charged and that in-school suspension is the appropriate action, the Executive Director or designee will notify the student in writing of the terms of the in-school suspension.

Suspension (Out-of-School Suspension)

Suspension of a student is defined as the temporary removal of a student from the regular school program for a specified period. The IHS Executive Director may suspend a student from school for a period deemed appropriate to the circumstances. Prior to suspension, the principal shall consider an in-school suspension or an informal disciplinary action unless the offense represents a serious breach of conduct.

Prior to implementing the suspension, the following procedures shall be observed:

- The student shall be given timely oral or written notice of the charges against him/her, including the basis of the charges.
- If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the incident.

When a determination has been made to impose suspension, the school shall provide written notification to the student and the student's parent or guardian within twenty-four (24) hours by first class mail or hand delivery. The notification shall include:

- The nature of the offense
- The date of the offense
- The beginning date of the suspension
- The date on which the student may return to school
- Any conditions surrounding the suspension, such as possible reduction of the suspension following a conference and assurance from the student of a change in attitude and/or behavior.

If, in the determination of the Principal and Dean of Education of IRSC, there is justifiable reason to believe that notice and an informal hearing prior to suspension is not feasible, such as when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, then the Principal, with the concurrence of the Dean of Education, may immediately suspend the student and conduct a subsequent informal hearing as provided in paragraphs one through three above.

The determination by the Principal, with the concurrence of the Dean of Education, to suspend a student is final.

Dismissal

Dismissal is defined as the removal of the student's ability to attend the IHS. The Martin County School District will be notified when a student is dismissed from IHS for disciplinary reasons, along with the grounds for the dismissal, to determine eligibility for the student to enroll in another Martin County public school. With concurrence of the Dean of Education, the Principal may dismiss a student from IHS for serious infractions.

Prior to implementing the dismissal, the following procedures shall be observed:

- The student shall be given timely oral or written notice of the charges against him/her, including the basis of the charges.
- The student shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the incident, including a list of other individuals who may have witnessed the incident.
- The Principal and appropriate school staff shall review the incident and interview the student and other participants or witnesses, assess the severity of the misconduct and the efficacy of dismissal, then submit a written report summarizing the findings and recommending disciplinary action to the Dean of Education.
- The Dean of Education shall review the findings and, if in agreement with the recommendation, authorize the Principal to issue a written notice dismissing the student from IHS.
- When a determination has been made to authorize dismissal, the school shall provide written notification to the student and the student's parent or guardian within twenty-four (24) hours by first class mail or hand delivery. The notification shall include:
 - The date and nature of the offense
 - The beginning date of the dismissal
 - Any conditions surrounding the dismissal

Disciplinary Actions for Off-Campus Incidents

When a student has committed an offense representing a violation of law or of the Code of Conduct during the time the student is not subject to the jurisdiction of the school, the student shall be subject to disciplinary action under any or all of the following conditions:

- A student is formally charged with a felony by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, but which incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled in accordance with Section 1006.09(2), F.S.
- The student admits committing the offense.
- There is reasonable evidence to support commission of the offense by the student and the commission of the offense reasonably indicates that the student's continued presence at the school represents a threat or danger to the health, welfare, or safety of other students, school personnel, or guests of the school.

Student Detention, Search, and Seizure

Students are subject to a search of their person, possessions, and/or vehicle if school personnel have reasonable suspicion that they are in possession of illegal materials or other forms of contraband. The use of electronic surveillance equipment may be employed. IHS administrative staff may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law or of school policy. If at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed a firearm, weapon, or stolen or illegal materials or other forms of contraband on his/her person or within his/her automobile or other storage space, IHS and IRSC personnel will implement IRSC Security Procedures.

Related Consideration

For purposes of this Code of Conduct, school policies include all policies, procedures, regulations and guidelines of IHS and Indian River State College as approved by the governing board and/or appropriate administrative entity.

For purposes of this Code of Conduct, the term “school” encompasses both IHS and IRSC. Students must adhere to Code of Conduct expectations identified in both IHS and IRSC policy manuals.

If there is any conflict between this document and State or Federal law, the State or Federal law will prevail.

Disciplinary actions are subject to the due process procedures set forth in this Code of Conduct. IRSC grievance procedures are not applicable to IHS unless specifically stated otherwise.

Copies of this document will be distributed to all students and parents/guardians upon initial enrollment in IHS and annually thereafter. Additions or changes will be prominently displayed in the IHS Office and/or distributed to parents/guardians and students as appropriate.

Certain instances of misconduct and disciplinary action may require the involvement of law enforcement agencies.

Disciplinary actions and procedures for Exceptional Student Education (ESE) students will parallel those detailed in the preceding sections except where additional or different processes are required by State or Federal law. Specifically, all disciplinary actions and procedures for ESE students, including appropriate participation by the Individual Education Plan Team, shall comply with Chapter 6A-6 of Florida State Board of Education Rules, The Florida School Code, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Act (IDEA).

In accordance with Florida Statute, violent or disruptive students may be assigned to an alternative education program, in which case the Executive Director will coordinate with Martin County School District regarding the eligibility of the student for such assignment.

In accordance with Florida Statute, IHS will honor orders of expulsion issued by another School Board.

Security

It is the intent of IHS to provide an environment that is safe, drug free, and conducive to learning. IHS follows the IRSC Emergency Procedures, as well as the MCSD Crisis Plan, to include state mandated reporting and emergency drills. In addition, the following Safety and Security policies and procedures have been established:

Accidents

In case of accidents or other incidents involving serious injury or illness, emergency services will be contacted immediately and the parent/guardian will be notified as soon as possible. In non-emergency cases, parents/guardians will be contacted to determine an appropriate course of action.

Emergency Procedures

In a severe weather alert or other emergency requiring the school and/or college mid-day closing between 8:00 a.m. and 3:30 p.m., the following procedures will apply:

1. Students who are in the IHS building at the time of the emergency will remain in this facility unless directed by a college/school official to do otherwise.
2. The Principal or designee will use the daily attendance records to account for each student in the IHS building at the time of the emergency.
3. Students who drive to school will be allowed to call parents/guardians to verify permission with Student Services to leave campus. If unable to reach a parent/guardian directly, students who drive their own vehicles will be allowed to leave campus after signing out if the nature of the emergency does not place students in immediate danger.
4. Students who do not drive to school will remain at IHS or other designated place of safety until parents/guardians are contacted and transportation is arranged.
5. The Principal/designee will use the emergency contact phone process (OneCall) to notify parents/guardians to pick up students or to make other arrangements for their child. Note: To ensure smooth communication in emergencies, parents/guardians should notify the IHS office of any change in home, work, and/or emergency contact telephone numbers as soon as possible.
6. IHS staff will remain on duty until arrangements are made for all students or until dismissed by the Principal

The IHS staff will disseminate the most current information on closure, as well as other related instructions for students through the following outlets as available: Student and parent e-mail, television and radio broadcasts, IRSC website www.IRSC.edu and the IHS website www.IndiantownHighSchool.org

Tropical Storm/Hurricane Closure Guidelines

- In case of a weather-related emergency, IHS and IRSC will closely coordinate actions, based on information available from local, regional, state, and national emergency management resources. IHS will observe the following guidelines regarding closure during such circumstances:
- IHS will close when warranted by "Hurricane Warning" status by the National Hurricane Center as confirmed by the Local Emergency Management Centers.
- IHS will remain closed as needed throughout the hurricane/tropical storm event.
- If IHS or college suffers damage, the closure period will be extended daily as required to make necessary repairs and will re-open as soon as possible. If an extended period of time is necessary for repairs, arrangements will be made for alternate instructional sites.
- When IHS is closed, all school-related events are cancelled.
- IHS will work with IRSC to coordinate closure information and status reports with the local radio and television stations.
- In the event of a mid-day closure, every attempt will be made to adjust bus transportation schedules accordingly. Parents/guardians should be prepared to assist in transporting their child in emergency situations. No students will be allowed to remain at IHS or IRSC during a period of closure.
- Any days missed due to closing for severe weather may be required to be made up according to the approved calendar Emergency Make Up dates (see page 5 for specific dates).

Diploma	Requirements
Standard	<ul style="list-style-type: none"> • 24 credits³ • State Student Performance Standards • Attainment of State determined score on Florida State Assessments • Cumulative Grade Point Average (GPA) 2.0
Standard with Merit designation*	<ul style="list-style-type: none"> • Same as Standard³ • One or more Industry Certifications on the State Funding List
Standard with Scholar designation*	<ul style="list-style-type: none"> • Same as Standard • One credit in Algebra 2 or an equally rigorous course • One credit in Chemistry or Physics • One credit in a course equally rigorous to Chemistry or Physics • Two credits in the same World Language³ • One credit in AP, AICE, IB, or dual enrollment (any subject area)– • Pass Biology 1 EOC or AP, IB or AICE Bio I Exam • Pass the U.S. History EOC or AP, IB, or AICE US History Exam • Pass the Geometry EOC
International Baccalaureate (see Page 71 for additional information)	<ul style="list-style-type: none"> • English - 4 credits • Science - 4 credits • Mathematics – 4 credits • Social Studies – 4 credits • World Language³ – 2 credits • Electives – 8 credits
<u>AP Capstone Diploma</u>	<ul style="list-style-type: none"> • Earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP exams of a student's choosing
<u>AICE Cambridge Diploma</u>	<ul style="list-style-type: none"> • Earn a total of 7 credits from passing exam scores. Of the 7 credits at least four are required from three groups and the core: <ul style="list-style-type: none"> ○ Group 1: Mathematics and Sciences ○ Group 2: Languages ○ Group 3: Arts and Humanities ○ Core: Global Perspectives & Research • Cambridge International AS Level course count as one credit towards the diploma • Cambridge International A Level courses count as two credit towards the diploma • Scores a through e qualify as passing
ACCEL	<ul style="list-style-type: none"> • Same as Standard except 18 credits³ (although the student may earn more) • One PE is not required • Three electives, not eight • Cumulative GPA of 2.0 on a 4.0 scale
Certificate of Completion	<ul style="list-style-type: none"> • Students meet all the requirements of a Standard diploma • Fails to pass the graduation assessment requirements and/or earn a cumulative GPA of 2.0 • Note: Student may elect to remain in high school at an alternative site as a full or part time student for up to one additional year to receive remedial instruction
Career and Technical Education Graduation pathway Option	<ul style="list-style-type: none"> • 18 credits • Cumulative grade point average (GPA) of 2.0 on a 4.0 scale. • Meet the requirements for ELA, math, science, and social studies; • Complete two credits in career and technical education. The courses must result in a program completion and an industry certification; and • Complete two credits in work-based learning programs.
Graduate Equivalency Diploma (GED)	<ul style="list-style-type: none"> • Must pass all parts of the High School Equivalency Exam approved by the Department of Education

³A student who has earned four world language credits in the same world language may be eligible for the Florida Seal of Biliteracy. Review the *Florida Seal of Biliteracy Program* section above for eligibility requirements.

Table 7

Standard Diploma Requirements – EOC Assessments

Algebra 1 EOC Assessment	Geometry EOC Assessment	US History EOC Assessment	Biology I Assessment
Course required and results are 30% of the final course grade	Course required and results are 30% of the final course grade	Course required and results are 30% of the final course grade	Course required and results are 30% of course grade

Career and Professional Education (CAPE) Academies

The Career and Professional Education (CAPE) Act provides a rigorous and relevant career themed track for students interested in pursuing post-secondary coursework or careers in select fields. CAPE Academies also provide students an opportunity to earn industry certifications in these fields that allows them to be immediate candidates for employment. CAPE Academies are research-based programs that integrate an academic curriculum with industry-specific standards and coursework aligned directly to the workforce needs. HIS offers a variety of CAPE Academies. Students must receive a standard high school diploma and highest available industry certification offered for that field to complete a CAPE Academy program according to [1003.491, F.S.](#), [1003.492, F.S.](#), and [1003.493 F.S.](#)

Industry Certifications

Students enrolled in a CAPE Academy or a “career-themed course” which includes an industry specific curriculum aligned to the workforce will have an opportunity to earn an industry certification. Students will complete an industry certification assessment issued by an independent entity for the specific area of interest that evaluates their knowledge and skills. The industry certification is a credential that is nationally recognized and applicable to a chosen occupation. There is no cost to the student to participate in the certification exam. A student who earns an industry certification **for which there is a statewide college credit articulation agreement** approved by the State Board of Education may substitute the certification for one mathematics credit. Substitution may occur for up to two mathematics credits, except for Algebra I and Geometry. A student who earns an industry certification for which there is a statewide college-credit articulation agreement approved by the State Board of Education may substitute the certification for up to one science credit, except for Biology I.