



# TAYLOR COUNTY HIGH SCHOOL

## STUDENT HANDBOOK

### 2019-2020

***CHOOSING EXCELLENCE***  
***EVERY DAY!***

**Taylor County High School**  
**900 N. Johnson Stripling Rd**  
**Perry, FL 32347**  
**(850) 838-2525**  
**Fax: (850) 838-2521**

## **VISION:**

The educational setting at Taylor High School fosters flexible, comprehensive, and challenging academic and extra-curricular programs which maximize each student's potential. TCHS graduates will be college/career ready productive members of society who have a strong sense of personal responsibility, a keen understanding of appropriate citizenship, a life-long love of learning, and a respect for the diverse contributions of all.

## **MISSION:**

TCHS will work with students, families, and the community to enable students to achieve personal success in a safe, nurturing, and academically challenging environment.

## **OUR BELIEFS ARE:**

- to provide the highest quality academic instruction possible.
- to provide a safe, nurturing environment where success is expected and encouraged on a daily basis.
- to model and encourage, for students, a love of life-long learning, a sense of personal responsibility, and a respect for each other.
- to create a well-balanced learning community that encourages students to utilize critical thinking skills in problem solving and to develop the employability skills to accomplish their goals.

## **ALMA MATER:**

*Dear Old High School*

*We Love Her*

*Our Ideal and Pride*

*We will hold up Her Standards*

*Whatever may betide*

*We will follow Her Colors*

*Flung out to the Sky*

*We will give our Hearts Devotion*

*To Old Taylor High*

Dear TCHS Bulldog,

Welcome to Taylor County High School! We hope that you will begin this school year with a spirit of cooperation and renewed focus on learning and school pride. Although the faculty and administration are eager to work with you in furthering your education, you must realize that you have some specific responsibilities in this process. Therefore, this student handbook has been prepared to help you acquaint yourself with our school's policies, procedures, and practices for the 2019-2020 school year. We firmly believe that with your cooperation of **Choosing Excellence Every Day**, you will enjoy the feeling of success in a safe, supportive, and positive learning environment.

The information in this document has been derived from legal requirements and sound educational practices. Your preparatory education, safety, and welfare are the staff's utmost concerns. Accordingly, our school will be organized in such a manner to ensure an orderly learning environment so you may achieve a quality education.

The goal of high school is to ensure all students graduate "college and career ready". College and career "readiness" not only refers to the content, knowledge, and skills high school graduates must have in literacy, science, humanities, and mathematics, but the acquisition of essential skills and experiences that are necessary to be successful in life. Taylor County High School's goal is simple – ALL Taylor County High School graduates will be prepared for postsecondary education and/or training and will have the skills needed to pursue options and opportunities in the job market.

TCHS is YOUR high school, and it is our fervent hope that you will learn to respect its ideals and take pride in calling it your school. By acquainting yourself with this Student Handbook, we trust you will have taken the first step toward this goal. We look forward to working with you this school year!

Sincerely,

*Charles S. Finley*

Mr. Finley

Principal

## **IMPORTANT DATES FOR 2019-2020**

SEPTEMBER 2	Labor Day Holiday
SEPTEMBER 9	Open House
SEPTEMBER 11	Mid Terms Issued
SEPTEMBER 23	Teacher Planning Day
OCTOBER 11	Last Day of First Nine Weeks
OCTOBER 14	Teacher Planning Day
OCTOBER 23	Report Cards Issued
NOVEMBER 11	Veteran's Day Holiday
NOVEMBER 13	Midterm Reports Issued
NOVEMBER 25 – 29	Thanksgiving Break
DECEMBER 19	Early Release
DECEMBER 20	Early Release/Last Day of the Second Nine Weeks
DECEMBER 21-JAN 6	Student Holiday
JANUARY 7	First Day Back for Students
JANUARY 15	Report Cards Issued
JANUARY 20	Martin Luther King Holiday
FEBRUARY 5	Midterm Reports Issued
FEBRUARY 5	Early Release Day
FEBRUARY 17	Presidents' Day Holiday
MARCH 13	Last Day of Third Nine Weeks
MARCH 16-20	Spring Break Holiday
MARCH 25	Report Cards Issued
APRIL 15	Midterm Reports Issued
APRIL 10	Student Holiday
APRIL 13	Student Holiday
MAY 25	Memorial Day Holiday
MAY 28	Early Release Day
MAY 29	Early Release/ Last Day for Students

## **ACADEMIC DISHONESTY**

Students should aspire to learn and to achieve honestly. Their work and achievement should be the result of their own efforts. Cheating or attempted cheating will not be tolerated in any form: copying homework from another student or allowing another student to copy one's work; looking at another person's paper during a test or quiz, plagiarism (i.e. copying directly, using partial wording, or using another person's original ideas without documentation); providing another student with test answers, providing another student with written work; and gaining an unfair advantage in any dishonest manner. The following will occur if students are found to be cheating or attempting to cheat:

- Zero earned on assignment for all parties involved (Make-up at teacher's discretion)
- Parent/or Guardian Contact
- Discipline Referral

## **AFTER SCHOOL**

- Doors lock at 3:00 p.m.
- Students remaining on campus must be in a supervised activity.
- Students who plan to ride a bus other than their assigned bus must have permission from an administrator ahead of time. A note from the parent is required for approval.
- At 2:25 p.m. bus riders are expected to proceed directly to the buses. Buses will leave promptly at 2:30 p.m.

## **ANNOUNCEMENTS**

Daily announcements will be made each morning. Last minute p.m. club/team announcements must be submitted to Mrs. Ely for approval no later than 2:10 pm.

## **ATHLETICS**

At Taylor County High School, good sportsmanship is just as important as winning and is something in which every student can take pride. Winning is only cheapened by poor sportsmanship. All athletic programs at TCHS stress physical and character development, as well as good sportsmanship.

TCHS athletes not only represent themselves, but also the student body, faculty, their families and the communities at large. Participation in athletics is a privilege. Along with meeting the GPA requirements, discipline and attendance are supremely important in determining your eligibility to participate. Students serving an Out of School Suspension will not be permitted to participate during the term of their suspension. Students that reach a Level 3 truancy status will not be permitted to participate or attend any after school events until they have met all court requirements set forth in truancy court and their case has been formally moved to monitoring only.

Every student is encouraged to get involved in our athletic programs. All athletes must comply with the eligibility rules set forth by the Florida High School Athletic Association. If a student is arrested and charged with a misdemeanor or felony, he or she will immediately be suspended from extracurricular activities while the matter is investigated. In substantiated cases, the student may be suspended from participating in all extracurricular activities, including practices/meetings, for an entire school year (from the beginning date of his or her suspension). If a student is convicted of a felony or delinquent act, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year. (Florida Statutes 1001.41 and 1001.42)

## **ACADEMIC ELIGIBILITY REQUIREMENTS (FHSAA)**

To be eligible for athletics and interscholastic activities, a student must maintain a cumulative grade point average of 2.0 in all courses taken which are required for graduation. A student's eligibility is determined after each semester (not a nine-week grading period). Any student athlete with a cumulative GPA below 2.5 will be required to attend study hall at the discretion of the head coach.

## **ATHLETIC PARTICIPATION**

Prior to participating in athletics, the Florida High School Athletic Association requires that a student must provide the following:

1. **Physical Evaluation** (current school year)
2. Parent/Guardian **Release** and Hold Harmless Agreement for High School Athletics
3. Acknowledgement of Standards for Participation (current school year)
4. Proof of Insurance
5. Consent and Release from Liability Certificate for Concussion and Heat- Related Illness
6. Affidavit of Compliance with Policy on Athletic Recruiting and Non- Traditional Participation
7. HIPPA Compliant Authorization to Release Medical Information Form
8. Medical Release Form for Out-of-County or Overnight Travel
9. Emergency Medical/Treatment Field Trip Consent Form
10. Standards for Participation in Athletic Activities Form for Current School Year
11. Concussion Training
12. Consent for Random Drug Testing

**ALL OF THE ABOVE MUST BE TURNED IN TO COACH BELSER**

## **ATTENDANCE POLICY**

1. Class attendance is imperative to student achievement and success. Students who have accrued more than the allotted amount of unexcused absences will be subject to loss of credit.
2. Excused Absence —(1) Documented illness of the student; (2) Documented major illness in the immediate family, (3) Death in the immediate family, (4) Duration of a religious holiday of the specific faith of the student, (5) Special and unique situations approved by the principal.

3. Unexcused Absence – (1) **Inadequate or unacceptable reason for the absence**; i.e. car trouble, oversleeping, alarm and power failures are all unexcused (2) Truancy.
4. Parents/guardians need to provide a written explanation within three days upon the student's return to school. Written notes should be turned in to the Attendance Clerk in the front office.
5. The principal or designee has the authority, within the guidelines of the law, to determine if an absence is excused. In the case of excessive excused absences for illness, a parent/guardian may be asked to provide documentation from a physician.
6. Absences for vacation or other anticipated reasons must be given prior approval from an administrator and the student must make arrangements for completion of work (as well as completion of essay related to trip) prior to the absence. **Students with excessive absences will not be excused for such reasons.**
7. Parents will be notified of unexcused or unexplained absences. If a pattern of non-attendance develops, parents will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated.
8. Any student who has 15 unexcused absences, excluding suspensions, within 90 calendar days, with or without the knowledge or justifiable consent of the child's parent or legal guardian is considered to be a habitual truant.
9. The school shall provide opportunities for the student to make-up assigned work within a reasonable time (one day per absence). It is the student's responsibility to request and complete make-up work. In the case of unexcused absences, **other than for suspension, a teacher may deduct up to 50%** from the earned grade for work made-up.
10. Students who demonstrate excessive absences and reach a Level 3 truancy status will forfeit their rights to attend Grad Bash, Prom or other extracurricular activities.
11. The Florida Department of Highway Safety and Motor Vehicles is automatically notified via computer when a student has **15 days of unexcused absences** from school within 90 calendar days. ONE CLASS PERIOD OF UNEXCUSED ABSENCE WILL COUNT TOWARD THE 15 UNEXCUSED ABSENCES. The student's driver's license is then suspended until the student displays perfect attendance for 30 consecutive school days.

## EARLY DISMISSAL POLICY

- We encourage students to arrange for medical and dental appointments after 2:25 p.m. When a student must leave during the school day:
- He/she should bring a parental note stating the time needed to leave school and a phone number where the parent can be reached.
- The note should be dropped off at the Attendance Office BEFORE school starts. The parental note will be verified and a pass to leave campus will be made ready for the student.
- The student will pick up the pass and sign out at the Attendance Office when it is time for him/her to leave school.
- Any student leaving campus for **ANY REASON** without first signing out through the Attendance Clerk will be considered truant and subject to disciplinary action for Skipping. If a student reaches the age of maturity (18) a notarized letter from a parent or guardian is required to be on file before a student can sign out and leave campus.
- If students return before end of day, they are required to sign back in through the Attendance Clerk.
- **Parental pick-up is required for student release for appointments. A written excuse is needed for drivers and walkers.**

## TARDY POLICY

Taylor County High School is responsible for students developing the employability skills necessary for being an effective employee when they enter the workforce. Being at school/ work daily and arriving to school/ work “on time” each day are imperative traits to being a successful student/ employee. Tardies are also disruptive to the learning environment and have a negative impact on student achievement. Students are expected to be on time for all classes and scheduled activities during the school day.

- Students tardy to school should report directly to the Attendance Clerk in the front office.
- For a tardy to be EXCUSED a parent/ guardian must provide written documentation. (Inadequate or unacceptable reason for tardies: car trouble, oversleeping, alarm and power failures, etc. are all unexcused)
- Students without a pass or note, who are not in their classrooms as the second bell begins to ring, shall be considered tardy.
- TCHS Tardy Consequences:

<u>Tardy#</u>	<u>Consequences</u>
1	Documented Warning
2	Referral – 1 Day Restorative Practice
3	Referral – 2 Days Restorative Practice
4	Referral – 1 day ISS at TAS
5	Referral – 3 days ISS at TAS
6/ more	Referral – OSS at TAS

- Note of caution- A student can be tardy 7 times in a single day.

## CAMPUS ATTIRE

Taylor County High School takes pride in the appearance of its students. Students should come to school ready to learn and participate in the instructional program. TCHS’s policy on student dress and appearance is based upon the premise that the school is a student’s place of business. Modesty, decency, and professionalism should be reflected in all students’ clothing.

## DRESS CODE AND GROOMING

A student’s apparel and grooming shall be the responsibility of the individual student and his or her parents/guardians. Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Items that when worn together are usually indicative of gang memberships or apparel that contains a message that is obscene or promotes illegal activities, drugs, discrimination, alcohol, or tobacco products shall not be permitted on school grounds or at school sponsored functions.



Taylor County Schools are designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

**This is not an all-inclusive list. Administrative discretion will apply in some cases.**

**ALL STUDENTS:**

- **Shoes:** Shoes must be worn at all times and conform to the safety requirements of any activity in which the student will take part. Open-toed and backless slides are acceptable if they are sturdy and fit securely. Bedroom shoes or slippers are not permitted.
- **Accessories and Jewelry:** Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm (nose; lip; eyebrow; tongue rings are not permitted).
- **Hats and Sunglasses:** Both male and female head coverings and sunglasses are not permitted. This includes but is not limited to hats, beanies, hoods, bandanas, do-rags and caps worn during the school day. (During outside PE classes hats and sunglasses are permitted for sun protection).
- **Hats and Sunglasses will be confiscated if worn on campus with the exception of an outside PE class.**
- **Uniforms or team purchased clothing for sports, organizations, and special activities sponsored by the school and district are permitted.**
- **Any item worn or displayed that causes a disruption will not be permitted.**
- **Unnatural hair color not permitted.**

**FEMALE:**

- **Shorts, Skirts, Skorts and Dresses:** Clothing should be within two inches of the knee (when standing), this also includes slits and holes. Dresses and skirts should be loose fitting.
- **Shirts:** Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, back and sides.
  - Cleavage should not be visible.
  - Tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.
  - Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.
  - Undergarments should not be visible at any time.
- **Pants:** Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, and shorts). Any pants with holes or slits that are higher than 2 inches from the knee (when standing) are not permitted. No yoga pants/tights/form fitting pants are allowed unless the top (shirt) is 2 inches of the knee when standing. Yoga pants/ tights/form fitting pants should not be see-through or sheer.

**MALE:**

- **Pants:**
  - Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, or shorts).
  - Any pants with holes or slits that are higher than 2 inches from the knee are not permitted.
- **Shorts:** shorts should be within two inches of the knee (when standing) this also includes holes.
- **Shirts:** Shirts, tops, jackets, should cover all aspects of the chest, back and sides. Tank tops are not permitted as a primary top. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

Any administrator or designee shall make the determination concerning questions regarding the appropriateness of dress for school and for school sponsored functions.

Any student wearing inappropriate clothing will be asked to change clothes. If no other clothing is available, parents will be contacted to bring a change of clothing and the discipline matrix will be followed. If a parent cannot bring appropriate clothing the student will sit in ISS/ TCAS for the remainder of the day and the discipline matrix will be followed.

**THE SCHOOL AND ITS STAFF ASSUME NO LIABILITY OR RESPONSIBILITY FOR ANY CONFISCATED ITEMS.**

## **CAMPUS PRIDE**

We are working hard every day to keep our campus clean and neat. This is an impossible task without the students' help and support. Waste receptacles are located in all areas and everyone should make a special effort to see that these receptacles are used. All trash should be put into these receptacles and not thrown on campus. This is your campus, so be proud of it. Taylor County High School can only be as clean and neat as you make it. This is your school, OWN IT, RESPECT IT, AND HAVE PRIDE IN IT. CHOOSE TO BE EXCELLENT IN EVERY WAY!

## **CARE OF SCHOOL PROPERTY**

Each student is responsible for the proper care of all books, supplies, laptops, furniture, etc supplied by the school. A student who vandalizes or does damage to school property or equipment will be required to pay for the damage done or replace the item. There will be severe consequences for vandalism, graffiti and any other damages to Taylor County High School.

## **CHANGE OF ADDRESS**

It is important that the school office records be up-to-date. Please inform the Registrar of any change of address, phone number(s) or significant information.

## CLINIC

The clinic is open from 7:30 a.m. to 3:00 p.m. to assist with health and hygiene problems. The health room aide may not dispense aspirin or other medications, but may provide first aid treatment and supplies. If students become ill or are injured, they should request a pass to the clinic from a teacher. If a student needs to go home, the student's parents will be contacted. Parents must sign a student out with the Attendance Clerk or give permission over the phone to release those students who can drive themselves.

Students are NOT allowed to carry drugs or any type of medication (prescription or over-the-counter) during the school day. All medications must be delivered to the clinic with a written parental/guardian note. Medications must be kept in the original pharmacy container/package. Medication will be taken under supervision.

**All injuries must be reported immediately to school personnel and an accident report filed with the clinic.**

## COLLEGE FINANCIAL AID INFORMATION

College-bound students needing financial aid information should consult with their counselor. Financial aid information is available in the Guidance Office. Financial Aid Seminars are conducted at least once a year to help students and parents with their college financial planning. See your guidance counselor for information about possible careers, colleges and scholarship information.

## COLLEGE VISITATION PRODEDURE

Juniors and seniors are strongly urged to plan their visitations to prospective colleges on vacation days and teacher work days. Any visitation during school time must have prior written approval. The Attendance office should be notified of the desired visitation no later than FIVE SCHOOL DAYS PRIOR to the requested absence for proper consideration. Notices of college representatives visiting Taylor County High School will be posted on the bulletin board located outside the guidance office. Students who wish to attend a presentation must sign-up at least a day in advance.

## COMMUNICATION

Please make sure we have an updated cell phone number for your parent/ guardian on file. We will send important information/ announcements home via text messages.

## CONDUCT AT ATHLETIC EVENTS & SCHOOL ACTIVITIES

Students are expected to exhibit proper behavior at both home and away events. This includes no fighting, heckling, throwing items, etc. and no loitering in the immediate area before or after an event. School policy prohibiting the use or possession of tobacco, drugs and alcohol applies at all events in which the school is involved regardless of the site. Students serving an out-of-school suspension or referred to truancy court may not attend any school-related activity.

## DELIVERIES

Deliveries of flowers, balloons, and birthday gifts, etc. may be acceptable provided the delivery does not cause undue disruption or disturbance on campus. The TCHS administration reserves the right to refuse any delivery it deems to be disruptive or distracting to the learning environment.

## DISCRIMINATION POLICY

It is the policy of Taylor County School Board that no person shall, on the basis of race, color, national origin, religion, sex, marital status, disability if otherwise qualified, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by the School District.

## ELECTRONIC DEVICES

**A student may possess electronic devices** (cell phones, PDAs, laptops, and other devices designed to receive and send an electronic signal or store digital data) in school, on school property, at after-school activities, and at school-related functions. **In the classroom setting, use of electronic devices is left to the complete discretion of the teacher.** Students will only use electronic devices during class time under the express and deliberate direction of the teacher.

Possession of an electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. No expectation of confidentiality will exist in the use of electronic devices on school premises/property.

The student who possesses an electronic device is responsible for its care. The school board is not responsible for preventing theft, loss, damage, or vandalism to electronic devices brought onto its property. Only one ear bud permitted at all time while on school campus.

## EMPLOYABILITY SKILLS

A percentage (not greater than 20% but at discretion of teacher) for each course will be based on the development of the following positive work habits: attendance, punctuality, bringing required materials, maintenance of an assignment notebook, completion of homework, appropriate dress for class, attitude of cooperation with staff and students, and time in class devoted to the appropriate task. These skills will be clearly outlined in the course expectations developed by each teacher.

## EVACUATION DRILLS

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone follows procedures promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to the students.

1. Move quickly and quietly
2. Exit according to plan
3. Leave belongings behind
4. Turn off lights and close doors

## EVENT CRITERIA FOR LEADERSHIP POSITION

This criterion applies to any leadership position at Taylor County High School and any student nominated for Homecoming Court, Prom King/Queen, etc. To be eligible for these positions:

1. Student may not have any out of school level suspensions
2. Student may not have received a Level 3 Truancy
3. Student must have an overall 2.0 GPA
4. Student must attend all classes on the day of the event

## FIGHTING POLICY

The penalty for being involved in a fight, defined as an exchange of physical blows, (hitting, slapping, pushing, shoving), will be an out-of-school suspension. Students who do not fight back will not be subject to consequences. Those students should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands but should allow an administrator to handle the situation.

In the event that an altercation/fight occurs, students are advised to move away from the area of the disturbance. Students must remain clear of the area, as staff members/administrators attend to the situation. Students who do not comply will receive a consequence for their actions.

Students who instigate fights but are not actively involved (that is, students who carry rumors, **videotape/or post fights on the internet or their phones**, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same

penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report all information immediately to a staff member or administrator. **Fighting will not be tolerated on this campus, on the school bus, or at a school-sanctioned event and may lead to an automatic 10 day suspension from school; recommendation for expulsion; and an arrest for Battery and/ or other charges.**

## FIELD TRIPS

School field trips are a privilege for students. All required forms and emergency information must be submitted prior to the field trip. Field trip participation for students may be curtailed for students who have poor grades, poor attendance, or for disciplinary reasons.

## FINANCIAL OBLIGATIONS

Students are expected to meet financial obligations to the school for such items as lost textbooks, uniforms, fundraiser items, etc. Students who have outstanding school debt are at risk of being omitted from the following privileges offered at TCHS: purchase parking permits, yearbooks, tickets to special events, participate in graduation ceremonies, check books out of the media center, participate in sports or extra-curricular activities, etc. Obligations are to be paid to the bookkeeper.

## FREEDOM OF EXPRESSION

The School Board recognizes that one of the most important missions of the school is to provide effective avenues through which students may express their opinions, views, and ideas on a wide range of subjects. To that end, students have the right to express their viewpoints in an orderly and appropriate manner. Students also have the responsibility to recognize the rights of others by expressing themselves in a manner which does not interfere with the orderly process of education, violate school rules, or infringe on the rights of others. The TCHS Administration reserves the right to disallow any items deemed to be disruptive to the learning environment.

## GRADING/ GRADUATION REQUIREMENTS

### FLORIDA COURSE DESCRIPTIONS AND STATE STANDARDS

Florida Course Descriptions for Grades 6 - 12, Basic and Adult Education which provides the essential content and course requirements for courses listed in the Course Code Directory and Personnel Assignments for Florida Schools will form the basis of instruction for each course. In order to successfully complete a course, a student must master these curriculum frameworks and obtain a passing grade for the course. Methods for assessing mastery of these standards can be by observation, classroom work, homework assignments, and examinations. Certification of mastery of these standards will be a passing score in the course.

The grading scale is as follows:

<u>Grade</u>	<u>Percent</u>	<u>Grade Point Value</u>	<u>Definitions</u>
<b>A</b>	<b>90-100</b>	<b>4.0</b>	<b>Outstanding Progress</b>
<b>B</b>	<b>80-89</b>	<b>3.0</b>	<b>Above Average Progress</b>
<b>C</b>	<b>70-79</b>	<b>2.0</b>	<b>Average Progress</b>
<b>D</b>	<b>69-60</b>	<b>1.0</b>	<b>Lowest Acceptable Progress</b>
<b>F</b>	<b>0-59</b>	<b>0</b>	<b>Failure</b>
<b>I</b>			<b>Incomplete</b>

### HOURLY CREDIT REQUIREMENTS

One (1) full credit for high school graduation is defined as a minimum of 135 hours (FS 1003.436) of instruction in a designated course which contains Student Performance Standards, or the equivalent of six (6) semester hours of college credit. The hourly requirement for one-half (½) credit is defined as one-half (½) the requirement of a full credit.

Courses will be defined as one (1) year, one (1) credit course, and as one (1) semester, one-half (½) credit course.

A student enrolled in a full year course will receive one-half credit if the student successfully completes either the first or second half of the course but fails the other half and the averaging of the grades obtained in each half would not result in a passing grade. A student enrolled in a full-year course will receive full credit if the student successfully completes either the first or second half of the course but fails to successfully complete the other half and the averaging of the grades in each half results in a passing grade within the same year (August 1 to August 1). Instructional time is defined to include time spent in the classroom, time spent in activities related to affective development and/or motivation, orientation and testing of students and other activities related to educational goals including, but

not limited to, cultural and/or educational programs or trips and enrichment or accelerated instructional activities.

**Students will not be awarded any credit in courses for which there is an End of Course Exam until results of the EOC Exams are received.**

**Late or Delayed Enrollment of Students who have Attained Age 16:**

After the 12th day in a semester, a student who has not enrolled at Taylor County High School, or those enrolling after twenty (20) days from the first day of any school year, and who have not attended school elsewhere in the State of Florida or another state or jurisdiction during the school year of enrollment, may be recommended for placement in an online program.

**End of Course Exams**

All students must take a written or performance based end of course exam in each course.

**CREDIT EARNED THROUGH OTHER PROGRAMS**

Students currently enrolled at Taylor High School may earn additional credit for promotion or for graduation beyond those credits obtainable during Summer School according to the following guidelines:

1. Signed prior approval of the Principal or designee must be granted.
2. Students may not be enrolled in a course in another program in the same semester of that course in which they are currently enrolled at Taylor County High School.
3. Students desiring to earn course credit through other programs or other special summer programs sponsored by colleges and universities must apply for and receive School Board approval prior to enrolling in the program. Verification must be provided by such programs prior to enrollment that the course work includes state and district curriculum frameworks and Sunshine State Standards. Credit shall be awarded to the student upon verification of the student's successful completion of the course.
4. Florida law allows students to enroll in courses available through the Florida Virtual School and the school district shall award credit for successful completion of such courses. Students may access FLVS courses before, during, or after the school day as pre-approved by the Superintendent or designee and pre-arranged with the parent/guardian. Students may enroll in FLVS for acceleration, enrichment, or forgiveness of a "D" or "F" in a course in addition to their scheduled seven courses or in addition to summer school courses.
5. Home Education FLVS students will not receive a Taylor County diploma nor participate in graduation ceremonies.
6. Transcripts will also be required for credits earned through approved dual enrolled postsecondary courses

**TRANSFER OF CREDITS**

Credit for all students transferring into the high school program will be accepted if credit is earned in an accredited public school, an accredited private school, an accredited military school, an accredited correspondence school, or a home education program under the conditions set forth in the section on "Home Education Guidelines."



## **GRADES FOR ENTERING STUDENTS ENROLLED IN FEWER THAN SIX COURSES**

1. If a student enters school within the first nine weeks of a semester, the withdrawal grades for the courses taken will be given to the teachers to combine with their grades. If the student has been enrolled in fewer than six courses and has not been in the new course or does not have grades to use in the new course, the student may be enrolled in a study hall or online program.
2. If a student enters school during the second nine weeks of a semester, the student will not receive credit for the semester for the additional courses added to the schedule. This will not count against the grade point average, but be recorded as “NG” (no grade).

## **HOME EDUCATION GUIDELINES**

Homeschooled students without transfer credits from an accredited source may receive credit for coursework and a high school diploma under the following guidelines (F.A.C. 6A-1.09941):

1. Homeschooled students seeking a Taylor County High School diploma must be enrolled at Taylor County High School for their entire second semester of their senior year. The process for determining credits and grade placement should begin by June 1 prior to the next school year. Credits will be validated only after the student is enrolled at Taylor County High School and grades from the first grading period can be reviewed to assess mastery of the previous years’ home school courses (70% or better).
2. Students can be required to submit a portfolio of work completed for courses equivalent to courses in the Florida Course Code Directory. Parents/guardians can provide a written recommendation of grade placement from a current Florida DOE certified teacher (include certificate number). A portfolio review committee will make recommendations to the principal to determine if the work submitted warrants putting the student in the recommended grade. Recommendations will be based on evidence of completion of state course performance standards for each course.
3. Credits will be validated after the first grading period; the student must maintain a 2.0 GPA or higher at the end of the first grading period in each sequential required course in order to validate the previous course.
4. Students will receive a “Pass” (P) grade for all validated home school courses submitted unless from an accredited institution. These will not factor into the grade point average.
5. Twenty-four credits in the areas specified by the Taylor County School Board and a 2.0 GPA.
6. Students must pass both the English language arts and math sections of the specified state Florida State Assessments or other accepted tests plus specified End of Course Exams in order to receive a standard high school diploma unless otherwise specified under Section VI, Special Considerations for Exceptional Students.
7. Homeschooling credits earned through an accredited institution will be accepted and treated as transfer grades. Official transcripts from the accredited institution must be submitted to Taylor High School in order to receive credit.
8. Homeschooled students must be enrolled full-time in Taylor High School the entire second semester of their junior year and the entire first semester of their senior year in order to be eligible for Valedictorian or Salutatorian. The majority of the grades for four years must be numeric.

9. If a homeschooled student is approved to take a course at Taylor High School, he/she must attend that class full-time and is held to the Taylor County Attendance Policy. The student is only to be on campus for that class period or periods.
10. A homeschooled student may participate in extra-curricular activities and is required to attend the class for an activity if that is part of the requirement to participate (i.e. Band).
11. Homeschooled students will not receive a Taylor County diploma nor be allowed to participate in Taylor County High School graduation ceremonies. They may attend the BBTC graduation ceremony if they pass the GED in Taylor.

### **TAYLOR COUNTY VIRTUAL SCHOOL FULL TIME**

1. Taylor County contracts with Florida Virtual School Full Time (FLVSFT) to offer a virtual school as part of the Taylor County School District for grades K-12.
2. Taylor County FLVSFT is a full class schedule for 180 days that approximately aligns with the Taylor County School District calendar.
3. Students are considered fully enrolled in this school (7001) and may participate only in Taylor County School District activities.
  - a. High school graduates of Taylor County's FLVSFT may participate in the GED graduation ceremony at Taylor Technical Institute.
4. Registration for Taylor County's FLVSFT is online at FLVS.net through approximately the first two weeks of school. Parents are notified online if students qualify for this program.

### **GRADE FORGIVENESS PROCEDURES**

The following criteria will be used for grade forgiveness. Any course grade not replaced according to these guidelines must be included in the calculation of the cumulative grade point average required for graduation.

#### **Required Courses:**

1. Only a final grade of "D" or "F" can be forgiven. (Exception: A high school credit course taken in grades 6-8 may be retaken if the student made a "C", "D", or "F" in the course.) The higher of the two grades will be used and the lower grade forgiven.
2. A Level 2 course may forgive a Level 3 course of the same course title only (i.e. a subsequent grade in Geometry can forgive a "D" or an "F" in Geometry Honors, but not in Trigonometry). No Honors or Advanced Placement weighted bonus points will be awarded for a non-weighted replacement class
3. English I, II, III and IV, or their equivalents, must be passed in order to graduate;
4. A Level 1 course may not forgive a Level 2 or a Level 3 course (i.e. Pre-Algebra does not forgive Geometry).

#### **Elective Courses:**

A grade of "D" or "F" in an elective course may be forgiven by earning a passing grade in another elective course when a grade of C or better is earned. For example, a subsequent grade in Sociology may forgive a grade of "D" or "F" in Psychology, or a subsequent grade in Art 3D Comp I may forgive a grade of "D" or "F" in Music Appreciation.

**Taylor County Credit Recovery Grade Forgiveness:**

1. A student may not use credit recovery or any other grade forgiveness for a semester grade if the final yearlong grade is “C” or higher for that class.
2. Once a credit recovery course is passed (inclusive of the EOC score) a credit will be awarded but grade forgiveness of a “D” or “F” will only apply if a grade of “C” or better is earned in the credit recovery course.

**Other Means of Grade Forgiveness:**

Final grades of “D” or “F” may be forgiven through another accredited means such as Florida Virtual School. Students must provide official transcripts.

**PROMOTION REQUIREMENTS - 24 CREDIT STANDARD DIPLOMA (OPTION 1)**

**NINTH GRADE TO TENTH GRADE**

A minimum of five (5) credits earned in Grade 9.

**TENTH GRADE TO ELEVENTH GRADE**

A minimum of eleven (11) total credits earned in Grades 9 and 10, including 2 English and 2 math credits.

**ELEVENTH GRADE TO TWELFTH GRADE**

A minimum of eighteen (18) total credits earned in Grades 9 through 11 of which at least nine (9) fulfill course requirements. At least three (3) credits must be earned in English, three (3) math and a 2.0 cumulative grade point average.

NOTE: Upon completion of all promotion requirements, students who are at least one year behind their graduating class and are enrolled in an Alternative Education Program may be promoted at the end of the first semester of the school year if it is academically in the best interest of the student.

**GRADUATION REQUIREMENTS- 24 CREDIT STANDARD DIPLOMA (OPTION 2)**

Twenty-four (24) credits earned in Grades 9-12 as specified in the Student Progression Plan, satisfactory performance on the 10th Grade Florida State Assessment (FSA ELA, and a 2.0 cumulative grade point average are required for graduation. When a student retakes a course and earns a higher grade for that course, the higher grade will be used in computing the cumulative grade point average. A student may only retake a course in which he/she earned a yearlong grade of D or F. All courses taken (24 credits and beyond) are used in the grade point average calculation. No courses may be dropped in the GPA calculation except due to grade forgiveness.

**Standard Diploma Requirements Include:**

1. 4 Credits English Language Arts (ELA)
  - a. ELA I, II III, IV
  - b. ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and dual enrollment courses may satisfy this requirement
2. - 4 Credits Mathematics
  - a. One of which must be Algebra I and one of which must be Geometry
  - b. Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)
3. - 3 Credits Science
  - a. One of which must be Biology I, two of which must be equally rigorous science courses.
  - b. Two of the three required credits must have a laboratory component.
  - c. An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)
  - d. An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I)
4. - 3 Credits Social Studies
  - a. 1 credit in World History
  - b. 1 credit in U.S. History
  - c. .5 credit in U.S. Government
  - d. .5 credit in Economics with Financial Literacy
5. - 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts (Eligible CTE Courses)  
Eligible courses can be found at <http://www.fldoe.org/articulation/CCD/files/PACourses1415.pdf>
6. - 1 Credit Physical Education
  - a. To include the integration of health
  - b. Eligible courses and eligible course substitutions are specified in the Florida Course Code Directory at <http://www.fldoe.org/articulation/CCD/default.asp>.
7. - 8 Elective Credits
8. - One course must be an Online Course
9. Students must earn a 2.0 grade point average on a 4.0 scale.

Online course requirements can be satisfied with an industry certification earned on the CAPE Industry Certification Funding List from enrollment in a CTE information technology course.

**MAXIMUM AGE FOR HIGH SCHOOL STUDENTS**

High school students pursuing a standard high school diploma must be able to graduate from Taylor High School prior to their 20th birthday. Permission for non-ESE students to attend high school to pursue a standard high school diploma after their 20th birthday will be made on an individual basis by the high school principal.

## **SCHOLAR DESIGNATION**

According to FS 1003.4285, students may earn a scholar designation upon graduation if they satisfy the following requirements:

1. English Language Arts (ELA): Student must pass 10th grade assessment.
2. Mathematic: Earn one credit in Algebra II and one credit in statistics or an equally rigorous math course.
3. Science: Pass the statewide, standardized Biology I EOC assessment and earn one credit in chemistry or physics and one credit in a course equally rigorous to chemistry or physics.
4. Social Studies: Pass the statewide, standardized, U.S. History EOC assessment.
5. Foreign Language: Earn two credits in the same foreign language.
6. Electives: Earn at least one credit in an Advanced Placement International Baccalaureate, Advance International Certificate of Education or dual enrollment course.

## **MERIT DESIGNATION**

In addition to the other basic graduation requirements in s. 1003.428 and s. 1003.4282 in order to earn a merit designation, the student must earn one or more industry certification from the list established under s. 1003.492, Florida Statutes. (Note: This is not in addition to the requirements of the Scholar Designation.)

Note: A student can earn both the Scholar and the Merit Designation.

## **FLORIDA SEAL OF BILITERACY**

High school graduates who attain a high level of competency in listening, speaking, reading, and writing in one or more foreign languages in addition to English, which is signified on a high school graduate's diploma and transcript as either a Gold Seal of Biliteracy or a Silver Seal of Biliteracy (F.S. 1003.432)

## **FOREIGN EXCHANGE STUDENTS**

A foreign exchange student may be considered an eleventh grader and may not graduate from Taylor High School with a standard diploma, or certificate of completion, and therefore may not participate in Baccalaureate or Graduation Ceremonies. Foreign exchange programs must produce a Certificate of Acceptance from the Council on Standards for International Educational Travel (CSIET) in order to be considered. Prior approval must be given by the principal or designee for admittance of a foreign exchange student.

## **GENERAL EDUCATION DEVELOPMENT (GED®) DIPLOMA**

Any student who has previously earned a GED® Diploma is not eligible to enter Taylor High School and earn a standard high school diploma.

## **WEIGHTED GRADE POINT AVERAGE**

The final class rank will be determined by adding bonus points to the grades of students taking advanced courses. These bonus points will be added to the numeric points given for numerical grades. This sum is known as the weighted numeric average. The numeric average is then used for class rank for Taylor County School District only for the purpose of naming valedictorian and salutatorian. Weighting for Florida Bright Futures Scholarships, other scholarships, and college admissions is done by those entities according to their criteria.

Ten (10) bonus points for a full year course and five (5) bonus points for a semester course will be added to the grades achieved in honors courses (all level 3 courses), including dual enrollment, early admissions college courses, and advanced placement courses.

Grades that are received that only have a letter grade will be given the following numerical value: A = 95, B = 85, C = 75, D = 65, F = 59

## **VALEDICTORIAN AND SALUTATORIAN**

The cumulative weighted numeric averages of seniors are ranked at the end of the second semester of the student's senior year. The top senior becomes Valedictorian, and the second senior becomes Salutatorian. In order to be Valedictorian, Salutatorian or a member of the Honor Court, a student must have been in full time attendance at Taylor High School for the entire second semester of their junior year and the entire first semester of their senior year, and must have earned all credits required for graduation with a standard diploma by the end of the regular school year, not counting summer school. Numeric grade calculations must be available for the majority of the credits. 18 credit students are eligible for Valedictorian or Salutatorian.

Graduation honors will also be awarded according to unweighted grade point averages as follows:

- Cum Laude: 90 - 93
- Magna Cum Laude: 94 - 98
- Summa Cum Laude: 99+

## **PARTICIPATION IN GRADUATION CEREMONIES**

All requirements for a standard diploma must be met by the end of the regular school term in order to participate in Graduation Ceremonies. A student may participate in these ceremonies one time only in his/her high school career. Students with IEPs may return to school until the end of the semester in which they turn 22. Students who graduate from Taylor School District's Florida Virtual School Full Time (FLVSFT) may participate in GED graduation ceremonies at Big Bend Technical College (BBTC).

## **EXAMS**

All students will be required to take final exams (EOC). The percentage that the exam counts toward a final grade shall be uniform throughout the school and shall be thirty percent (30%) of the final grade. Please see Section VI for End of Course Assessment Waiver information for students with disabilities.

## **HEALTH EDUCATION**

A minimum of fifteen (15) hours of instruction in health education, alcohol, tobacco and other substance abuse prevention will be presented to all students.

Instruction in the causes, transmission, and prevention of HIV infection, AIDS, and other sexually transmittable diseases will be presented as a part of the required Personal Fitness course. Any student whose parents make written request to the school principal shall be exempted from instruction on sexually transmitted diseases. Other assignments can be substituted. Teen dating violence education is also included.

## **ADVANCED PLACEMENT COURSES/EXAMS**

Advanced Placement (AP) courses are offered by specially trained teachers on the high school campuses through the Advanced Placement Program administered by the College Board. Postsecondary credit for an AP course may be awarded by the enrolling institute to students who score a minimum of 3 on a 5-point scale on the corresponding AP exam. Students shall be exempt from the payment of any fees.

Taking no more than three (3) AP courses per school year is recommended. A parent conference with the Assistant Principal may be required for students requesting more than three AP courses per school year.

## **DUAL ENROLLMENT - ACADEMIC**

As needed, the county of Taylor will enter into an annual inter-institutional agreement with North Florida Community College specifying responsibilities of each institution in providing for advanced instruction for pupils enrolled in high school. Any student who, after two (2) years of instruction has the required cumulative GPA and who is accepted by a post-secondary school approved by the Southern Association of Colleges and Schools (requirements may vary with each institution) may request the School Board to approve dual enrollment. Dual Enrollment Courses:

- Must be approved in advance by the principal or his designee, including drop and adds.
- Must be in a pre-determined course of study only.
- May not be courses offered at Taylor High School.
- May be taken on, or off, Taylor High School campus with a limit of two courses per semester. One period will be deducted for a travel period totaling the student at five periods total. The exception is college courses offered at Taylor High School.
- Students may not withdraw from Dual Enrollment courses after the first two weeks of that class. Withdrawal must be approved by the principal or designee.
- Students who earn a “D” or lower in a dual enrollment course will not be approved for the following semester but may petition to reapply in the future.

## **DUAL ENROLLMENT – CAREER /TECHNICAL**

Students who have a cumulative GPA of 2.0 may dual enroll in BBTC. The student’s parents must complete and sign permission forms required by Taylor High School and BBTC. Any student who enrolls in a dual enrollment class must complete the entire year of the class unless he/she withdraws from school.

Students in most CTE courses have the opportunity to earn 1 or more industry certifications. Many programs are also articulated with schools within the Florida College System so that students may receive credit toward Associate of Science Degrees.

## **CAREER DUAL ENROLLMENT**

Dual Enrollment students are enrolled students in postsecondary courses while still in high school. Students that graduate high school before completing their career and technical education program may re-enroll in BBTC as a postsecondary student. Students choosing this option must pay the postsecondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.

Criteria for Dual Enrollment at BBTC - Students must:

- Have a 2.0 unweighted GPA or higher
- Be at least 18 years of age for Patient Care Technician or Nursing Assistant. (Note: age requirements are due to state licensure requirements)
- Intend to complete the career technical education program even if it extends beyond the
- Student's high school graduation date.

To earn high school elective credit while dual enrolled, students must earn a passing grade in the enrolled CTE course. Grades earned in dual enrolled CTE courses earn honors credit. Students who earn a "D" or lower in a dual enrolled CTE course will not be approved for the following semester but may petition to reapply in the future.

Dual enrolled students who miss more than 10 days in a nine weeks will be removed from the program at the end of the respective semester. Students may appeal the withdrawal with good cause.

## **FLORIDA VIRTUAL SCHOOL**

Florida Virtual School (FLVS) is an internet based high school that offers regular, honors, and AP coursework based on the Next Generation and Florida State Standards for credit. Students may take these courses during and/or after school hours. FLVS has detailed instructions on how to register for courses at <http://flvs.net>.

Seniors taking FLVS must have the FLVS grades into Taylor County High School Guidance Office five school days before the Seniors' last day of school.

Students who withdraw from a class at Taylor County High School in order to pursue that class on FLVS will not be able to re-enroll in that class until the beginning of the next semester. A TCHS student who withdraws from a TCHS class after the 12th day of class for any reason other than medical will receive a withdrawal "F."

The district weights the grades in courses for purposes of class ranking only if the course is offered at Taylor County High School.

Students who withdraw from a class in Florida Virtual School and enroll in an equivalent high school course must do so within the first 12 days of the TCHS class.



## **FLORIDA FINANCIAL AID APPLICATION (FFAA)**

Students must APPLY for the scholarship by submitting the Florida Financial Aid Application (FFAA) beginning December 1 of their senior year and by no later than August 31 after high school graduation. If a student does not apply for the scholarship by the deadline, a student cannot receive the scholarship! All eligibility requirements must be met by high school graduation, but scores of ACT®/SAT®/P.E.R.T. tests taken through June 30 are accepted for evaluation purposes.

After submitting the FFAA, the student is responsible for tracking application and award status online and keeping the Office of Student Financial Assistance (OSFA) informed of any demographic or institutional changes.

The Bright Futures Scholarship will renew automatically each year (up to the scholarship limit) if the student maintains the required GPA and earns the required credit hours.

### **General Requirements:**

- Be a Florida resident and a U.S. citizen or eligible noncitizen, as determined by the student's postsecondary institution.
- Complete the Florida Financial Aid Application (FFAA) no later than August 31 after high school graduation.
- Earn a standard Florida high school diploma or its equivalent from a Florida public high school or a registered Florida Department of Education private high school.
- Not have been found guilty of, or pled nolo contendere to, a felony charge, unless the student has been granted clemency by the Governor and Cabinet sitting as the Executive Office of Clemency.
- Be accepted by and enroll in a degree or certificate program at an eligible Florida public or independent postsecondary institution.
- Be enrolled for at least 6 non-remedial semester credit hours (or the equivalent in quarter or clock hours) per term.
- If not funded in the academic year immediately following high school graduation, apply within two years of high school graduation to have your award reinstated.

**FLORIDA ACADEMIC SCHOLARS (FAS) & FLORIDA MEDALLION SCHOLARS (FMS)**

Florida high school students who wish to qualify for the Florida Academic Scholars (FAS) award or the Florida Medallion Scholars (FMS) award must meet the following initial eligibility requirements:

- Graduate high school from a Florida public high school with a Florida Standard Diploma (high school graduation requirements), graduate from a registered Florida Department of Education private high school, earn a GED, complete a Home Education program, or graduate from a non-Florida high school (OOS);
- Complete the required high school coursework;
- Achieve the required minimum high school grade point average (GPA);
- Achieve the required minimum score on either the ACT® or SAT® college entrance exam; and;
- Complete the required number of service hours.

Type	16 High School Course Credits	High School Weighted GPA	College Entrance Exams (ACT/SAT)	Service Hours
<b>FAS</b>	4-English <i>(three must include substantial writing)</i> 4-Mathematics <i>(at or above the Algebra I level)</i>	3.50	29/1290	100 hours
<b>FMS</b>	3-Natural Science <i>(two must have substantial laboratory)</i> 3-Social Science 2-World Language <i>(sequential, in some language)</i>	3.00	26/1170	75 hours

**Florida Bright Futures Scholarship Program**

Information about the Florida Academic Scholarship, Florida Medallion Scholarship and the Gold Seal Scholarship can be found at: <https://www.floridashines.org/>

**High School Course Credits**

For both scholarships, the required coursework aligns with the State University System admission requirements. The world language requirement can be met by demonstrating proficiencies based on scores on Credit-By-Exam Equivalencies or other university approved means. Otherwise, the high school transcript must include a world language “completer” course to show that the world language requirement has been met. Please refer to the Comprehensive Course Table for specific information on which courses count toward State University System admission requirements.

### **High School GPA**

Evaluation for Bright Futures includes an unrounded weighted high school GPA (calculated to two decimal places) in the 16 college-preparatory credits. The following courses are weighted .25 per semester course or .50 per year course in the calculation of the GPA: Advanced Placement (AP), Pre-International Baccalaureate (Pre-IB), International Baccalaureate (IB), Honors, PreAdvanced International Certificate of Education (Pre-AICE), Advanced International Certificate of Education (AICE) or academic Dual Enrollment. For example, whereas an 'A' equals 4 quality points for an un-weighted course, an 'A' would equal 4.5 quality points for a weighted course.

If necessary, students may use two additional credits from courses in the above academic areas, or from AP, IB, or AICE fine arts courses to raise their GPA.

### **College Entrance Exams**

The College Board introduced a new entrance exam (Redesigned SAT®) beginning March 2016.

- The ACT® composite score is the average of the best scores across the four subject area sections from any test sitting: English, Math, Reading and Science. Composite scores ending in 0.50 will be rounded up to the next whole number.
- The SAT® (SAT administered prior to March 2016) combined score is the sum of the best Critical Reading and Math scores from any test sitting of this version of the 'Old' SAT®.
- The Redesigned SAT® (SAT administered beginning March 2016) combined score is the sum of the best Evidence-based Reading and Writing and the Math from any test sitting of this version of the 'New' SAT®.
- The ACT®/SAT® exams may be taken an unlimited number of times through June 30 of the student's graduation year (or through January 31 for mid-year graduates).
- Request test scores be sent to one of Florida's 12 state universities, Florida state colleges (public community colleges), or public high schools when registering for the ACT®/SAT® so that test scores will be sent to the Florida Department of Education (FDOE) repository.

### **Service Hours**

Students must complete volunteer service hours during high school and by high school graduation. Service hours may include, but are not limited to, a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office. The hours must be documented in writing, and signed by the student, the student's parent or guardian, and a representative of the organization. Each public school district and private school establishes approved activities and the process for documentation of service hours.

**Other ways to qualify**

Students who have demonstrated academic merit through a recognition program may be eligible for Bright Futures without having to meet one or more of the requirements. Note: Both AICE and IB Diplomas must be earned prior to high school graduation (August 31). Please refer to the table below for how to qualify based on one of the merit recognition programs.

Merit Recognition Program	College Entrance Exams (ACT/SAT)	Service Hours	Bright Futures Award
National Merit/ National Achievement Finalists and Scholars		100 hours	FAS
		75 hours	FMS
National Hispanic Scholars		100 hours	FAS
		75 hours	FMS
Advanced International Certificate of Education (AICE)- Diploma		100 hours	FAS
		75 hours	FMS
International Baccalaureate (IB)- Diploma <sup>1</sup>			FAS
AICE- Curriculum	29/1290	100 hours	FAS
	26/1170	75 hours	FMS
International Baccalaureate (IB)- Curriculum <sup>1</sup>	29/1290		FAS
	26/1170		FMS

<sup>1</sup> Students meet the service hour requirement through the IB curriculum.

**Gold Seal Vocational Scholars (GSV)**

The Florida Gold Seal Vocational Scholars (GSV) can only be used to fund a career education or certificate program. Florida high school students who wish to qualify for the Florida Gold Seal Vocational Scholars (GSV) award must meet the following initial eligibility requirements:

- Meet the General Eligibility requirements for Bright Futures;
- Achieve the required weighted minimum 3.0 GPA in the non-elective high school courses;
- Take at least 3 full credits in a single Career and Technical Education program;
- Achieve the required minimum 3.5 unweighted GPA in the career education courses;
- Achieve the required minimum score on the ACT®, SAT®, or Florida Postsecondary Education Readiness Test (P.E.R.T.) exams (see table below); and
- Complete 30 service hours.

For other ways to qualify for Bright Futures and for more information, visit <http://www.floridastudentfinancialaid.org/ssfad/bf>. For other financial aid information, visit the Office of Student Financial Assistance at <http://www.FloridaStudentFinancialAid.org>.

## **STANDARDIZED TESTING REQUIREMENTS**

Students enrolled in grades 3–10 will participate in FSA ELA assessments.

- All students will participate in ELA Reading.
- Students enrolled in grades 4–10 will participate in ELA Writing.
- Students who did not pass the Grade 10 ELA assessment in spring 2015 will participate in the ELA Retake.

### **ELA Writing**

- The ELA Writing test consists of one text-based constructed-response item (students read a variety of texts and respond to a prompt).
- Grades 4-10 ELA Writing tests are administered in one 120-minute session.
- The ELA Writing Retake is one 120-minute session, but students may use up to half the length of a typical school day to complete the test.
- All students (PBT and CBT) are provided with a one-page planning sheet to plan their writing. A sample of the Writing Planning Sheet is available on the FSA portal.

### **ELA Reading and Mathematics**

- ELA Reading and Mathematics assessments contain 56-66 items.
- Six to 10 of the items on each assessment are field test items and are NOT used to calculate student scores.
- More information, including the number of items range for each assessment, can be found in the Test Design Summary located on the FSA portal.
- FSA ELA and Mathematics Sessions are administered over two days. Test session lengths are as follows:
  - **ELA Reading**
    - Grades 9-10 – Two 90-minute sessions
    - The ELA Reading Retake is two 90-minute sessions, but students may use up to half the length of a typical school day to complete each session.

## **REMEDICATION**

Students who do not meet the district levels of performance in English Language Arts, writing, and mathematics or who do not meet the specific levels of performance on statewide assessments will receive intensive remediation in a number of ways. Various assessments will be used to identify the nature of the student's difficulty and areas of academic need. Standard diploma general population students whose assessment indicates a need for remediation may be placed in a remediation of basic skills class which counts as an elective credit. Instruction will be given in English language arts, and mathematics in accordance with the Florida State Standards. Teachers will maintain a plan for monitoring ongoing progress in reading and math that considers standardized test scores, teacher assessments and diagnostic testing. Skills also are reinforced in the regular English, and mathematics classes. Exceptional Education students are remediated through their intensive regular curriculum that is modified to accommodate these students' needs. General population students who do not pass the 10th grade Florida Assessments in ELA and Math may be placed in a remedial class to work on mastering the mathematics and communication competencies as needed. The professional judgment of school personnel will also be a part of determining if students need remediation in instances where there is insufficient or inconsistent data to support or deny the need for remediation.

## **REPORTING STUDENT PROGRESS**

The progress of each student toward achieving state and district requirements will be reported to each student and their parents or legal guardian each nine weeks (report cards).

The report card will clearly depict and grade:

1. The student's academic performance in each class or course must be based upon written papers, class participation, teacher observation, portfolio documentation, written and oral tests and/or other academic performance criteria.
2. The student's conduct and behavior.
3. The student's attendance, including absences and tardies.

A plan for progress monitoring will be implemented for students not making adequate progress toward the achievement of proficiency in reading or mathematics (see separate document District Response to Intervention Plan available through schools).

At the end of each semester, the parent or legal guardian of each student who has a cumulative GPA of less than 0.5 above the cumulative GPA required for graduation (2.0) shall be notified that the student is at risk of not meeting graduation requirements. Each student and his/her parent or guardian will receive a written report of the student's results on each statewide assessment test when the scores are available from the state.

## **GRADUATION CEREMONY**

Students who have met all requirements for graduation as specified in the Student Progression Plan may participate in the graduation exercise.

1. Students are expected to meet all graduation requirements as outlined in this handbook.
2. The principal is authorized to exclude, prior to or during graduation exercises, any student for misconduct or refusing to follow established rules and/or procedures for graduation exercises.
3. Students assigned to speak at graduation will submit a speech and audition to be reviewed by the Principal/Guidance Department.

The state of Florida may change requirements at any time and every effort will be made to communicate those changes.

## **GUIDANCE**

Guidance services are available to all students at TCHS. Students are encouraged to visit their counselor as often as necessary. A student who wishes to see his/her counselor may do so by signing up in the guidance office. The student will be given a pass to return at the appointment time. All counselors are available for parent consultation. In a crisis situation, a student may see a counselor immediately. Students may make appointments in guidance before school, at lunch or after school to see their counselor. It is the student's responsibility to report to the guidance counselor at the assigned time. Parents may call the appropriate counselor at 838-2525 to request an appointment.

### **Schedule Changes**

Schedule changes are handled by the Guidance Department and requests for changes are not guaranteed. Only changes to correct errors, meet graduation requirements, balance class sizes, or other administrative reasons will be made.

### **Classroom Transfer Request**

Under HB 7029, Section 1003.3101, parents may request to have their child transferred to a new teacher. The following steps must be completed to accommodate a parents request to move their child to another classroom:

Step 1: Make a formal request with the principal (documentation will be submitted to our registrar).

Step 2: Placement review committee will make a team decision to deny or approve the request.

Step 3: Principal will notify the parent of the team decision within 2 weeks after receiving the request.

\*Class size prohibits any state assessed class from being over the designated number of students allowed in a given classroom. This law will be weighed heavily during the team decision making process for the placement of a student.

## **SPECIAL PROGRAMS**

### **AP Courses:**

Advanced placement courses require students to successfully perform college-level academic work, including extensive reading and writing assignments. High order thinking skills such as evaluating, analyzing and problem solving will be emphasized within the context of these courses. At the end of the course, students will be assessed on a nationally standardized subject area examination. Students who attain a score of 3 or higher (on a scale of 1-5) are deemed to have mastered the 21 college counterpart of the high school course. Examinees may be awarded college credit based on their scores on the AP exam by the institution they will attend after graduation. Students must stay enrolled in the class all year.

### **College Dual Enrollment:**

Students who meet the prerequisites may earn high school and college credit simultaneously by taking specified dual enrollment courses. Student eligibility requirements include a 3.0 unweighted grade point average and satisfactory scores on an approved placement exam (PERT, SAT, ACT). Upon completion of a course with a C or better, NFCC will award semester credit hours, which will be accepted by universities and colleges in Florida and, in many instances, colleges outside of Florida. Full time enrollment at NFCC as an early admission student is an option for qualified seniors.

### **Career Dual Enrollment:**

Students who meet the prerequisites may earn high school and college credit simultaneously by taking specified dual enrollment courses. Student eligibility requirements include a 2.0 unweighted GPA and acceptable score on the TABE test taken within 6 weeks of enrollment in the CTE program, and satisfactory scores on an approved placement exam (PERT, SAT, ACT). Upon completion of a course with a C or better, BBTC will award semester credit hours, which will be accepted by universities and colleges in Florida and in many instances outside of Florida.

### **Honors Courses:**

Honors courses require students to meet more rigorous standards through a multidisciplinary approach to content. Higher order thinking skills such as evaluating, analyzing and problem solving will be emphasized within the content of these courses.

### **Big Bend Technical College Co-Enrollment:**

Students who meet the prerequisites may earn technical skills, high school credits, Dual Enrollment credits and technical certification in a variety of technical areas by attending BBTC for a part of their day during their junior and senior year of high school.

## **HARASSMENT/BULLYING**

We, the students, faculty, parents, staff and supporters of Taylor County High School are committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our students to learn and succeed in. If harassment occurs, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of harassment will report the incident to the principal, assistant principal, dean or to the guidance office immediately and with the promise of confidentiality if desired.

Harassment can be generally defined as the use of aggression, intimidation and/or cruelty with the deliberate intent of hurting another person verbally, physically or emotionally. Harassment carries the ramification of causing pain and stress to the victim. Harassment is never justified and is not excusable as “kids being kids”, “just teasing” or any other rationalization. The victim is never “responsible” for being a target of harassment. Specific types of harassment may include, but are not limited to: emotional, homophobic, physical, ethnic/racist intolerance, sexual and verbal.

Bullying is a purposeful action that is intended to injure, involves physical (hitting, pushing, shoving, kicking, etc.) and/or mental components (e.g. verbal humiliation, hurtful, threatening behaviors, gossip, exclusion), and ALWAYS involves an imbalance of power. This may include cyberbullying, through the use of text message or Facebook (other social networks).



## HOSPITAL/HOMEBOUND PROGRAM

Parents/Guardians should contact the ESE Staffing Specialist.

## INTERNET USAGE POLICY

Please see our District Discipline Matrix regarding the inappropriate use of internet/ technology devices.

## LOST AND FOUND

The Lost and Found is located in the clinic. Students are requested to bring articles found on campus to the clinic. Textbooks and library books will be returned to the Dean's Office.

## LUNCH

1. Only Sophomores/Juniors/Seniors\* are permitted to leave during the lunch period if they have:
  - a) A notarized parent approval form on file in the Dean's office,
  - b) A valid Driver's License and proof of insurance.
  - c) at least a 2.0 GPA,
2. 9<sup>th</sup> graders and/ or upper classmen without appropriate documents listed above who leave campus during lunch period are considered leaving school without permission.
3. There will be no acceptable excuse for being late to the next class due to leaving campus for lunch.
4. Students remaining on campus during lunch must be in designated lunch/ eating areas.
5. Parents who wish to drop off lunch for their student must meet their student in the front lobby area during their designated lunch time. The student should be aware that the lunch will be delivered. The attendance clerk will not be responsible for holding lunches or notifying students that a lunch is being delivered for them. Restaurants and private providers are prohibited from delivering lunches to students unless approved by the principal.
6. Students without documented approval are not allowed to enter the student parking lot to retrieve items during lunch.
7. Parents who wish to eat with their students must sign in at the attendance office (front lobby) and report to the designated area.
8. **STANDARD STUDENT LUNCH WILL BE FREE FOR EVERY STUDENT.**

*\*This privilege can be taken away for skipping classes, being tardy to class from lunch, or for abusing school rules including, but not limited to, taking non-approved or ineligible students off campus or loitering in the parking lot during lunches.*

## **VEHICLE USE BY STUDENTS**

Students who drive automobiles, trucks, motor scooters, or motorcycles to school shall comply with the rules prescribed by the principal:

1. All students must obtain a TCHS parking decal.
2. Careless and reckless driving will not be tolerated.
3. No alcohol, weapons, contraband, etc. should be in your automobile while on the school campus.
4. Music should not be played so loud that it disturbs others. Violations of this policy may result in the loss of driving privileges.
5. Students may not sit in vehicles in the parking lot before/after school or during lunch. As soon as students arrive on campus, they are to exit their vehicles and enter the courtyard.
6. Students driving other students off campus without school approval will lose their driving privileges for a minimum of 30 school days.
7. Students being transported off campus without school approval are considered leaving school without permission/ skipping.
8. Students who incur a traffic violation during the period of the school day may lose the privilege of driving.
9. The student (or parent if student is under 18) assumes the liability in case of an accident.
10. Students enrolled at Big Bend Technical College are permitted to drive to their classes. However, underclassmen are not permitted to leave before their designated release time to attend these classes. (See Big Bend Technical College Driving Rules)
11. Only qualified sophomores/ juniors/ seniors are permitted to leave campus at lunch time, provided they have an off campus request form on file.

## **PARKING**

The campus parking facilities are the property of the Taylor County School District. Parking on campus is a privilege, not a right. The following rules must be adhered to:

1. Students must park in their assigned parking spot in the west main parking lot. All students parking on campus must have a parking permit purchased in the Front Office. Parking permits are \$20.00 and require proof of a valid driver's license, registration and insurance. Vehicles not holding a valid parking permit may be towed away at the owner's expense.
2. The southeast parking lot is reserved for school staff and visitors.
3. No cars may be parked in the bus loading/drop-off lane in front of the school at any time.

## **BIG BEND TECHNICAL COLLEGE (B.B.T.C.) DRIVING PRIVILEGES**

1. Dually enrolled students are permitted to drive to B.B.T.C. with notarized parental permission.
2. Students may not ride with other students to B.B.T.C. Drivers and riders will receive a written referral for any violations of this rule.
3. Students who incur a traffic violation during the period of the school day will lose the privilege of driving to B.B.T.C. Students who do not follow school rules concerning dual enrollment driving or behave in a reckless manner may also lose their driving privilege.

## **MAKE-UP WORK**

Students should request make-up work the day they return to school. They will be given one day per absence to complete and submit work. In the case of unexcused absence, other than for suspension, a teacher may deduct up to 50% from the earned grade for work made-up. A natural consequence of an absence is missing the opportunity to participate and interact in the classroom environment. Make-up work for excused absences not turned in on time will result in teacher deducting up to 50%.

## **MEDIA CENTER**

Every student enrolled in Taylor County High School has the privilege of checking out library materials. Books may be kept for three weeks and renewed unless there is a demand for the book. Every student is encouraged to use the media center at his/her convenience for serious reading, study, or research. Any student who abuses library privileges will lose those privileges. Fines are charged for materials overdue at an established rate. Any student who owes fines for previous financial obligations, i.e. lost books, cafeteria charges, other school materials, may not check books out of the media center. Students entering the media center must have a pass from their teacher. No food or drink is permitted. The media center is open from 7:55 A.M. to 2:25 P.M.

## **MESSAGES (IN CASE OF EMERGENCY)**

In case of an emergency, a student may be sent a message by a parent or guardian. In order to protect students, no one other than a parent/guardian may leave a message for a student, including people who identify themselves as siblings or other relatives. In order to not disrupt the academic focus of the school, messages will only be delivered to students in the case of an emergency.

## **PERSONAL PROPERTY**

While students are permitted to bring personal items to school, including cell phones and all other electronic devices, the school and its staff do not assume responsibility for loss of, or damage to, personal possessions, including motor vehicles and bicycles.

## **POSTERS AND SIGNS**

A school administrator must approve all posters and signs advertising extracurricular activities/events.

## **PUBLIC DISPLAY OF AFFECTION**

Students shall refrain from public displays of affection. Any student in violation can face disciplinary action at the discretion of the teacher and administration. The district discipline matrix will be enforced for this behavior.

## **SUPERVISION**

Students must leave campus or make arrangements to leave campus promptly after school hours and after an activity concludes.

## **RESTRICTED AREAS**

Restricted areas are those locations that are considered off-limits to all students during the school day because of student safety concerns. Violations of restricted area policies and procedures will result in disciplinary action. The following areas are designated as restricted areas at Taylor County High School:

1. Parking Lots: Administrative permission is required to enter any parking lot during the school day.
2. Gymnasium & Athletic Fields: Only students scheduled for physical education are permitted in these areas during the school day.
3. Cafeteria & Lunch Area: Students are only permitted in the cafeteria or pavilion before the start of school and during their scheduled lunch time.

## **SCHOOL DANCES**

High school dances may be held in the evening and they are open to high school students only. Tickets will not be sold at the door.

## **SOLICITATION OF FUNDS**

Individuals may not solicit funds at schools, nor may individuals sell or distribute items on campus, unless approved by the student activities administrator. Officially recognized organizations may seek fund-raising approval for items to be sold before school, at lunch and after school, as well as in the community. Edible items cannot be sold during the school day.

## **TRANSCRIPTS**

Requests for transcripts are made to the counselor or registrar. Counselors should be given at least three weeks' notice when asked to write letters of recommendation for colleges and jobs.

## **SCHEDULE CHANGES**

Schedule changes are handled by the Guidance Department and requests for changes are not guaranteed. Only changes to correct errors, meet graduation requirements, balance class sizes, or other administrative reasons will be made.

## **SURVEILLANCE CAMERAS**

For security and safety purposes video cameras are used to record events at this facility.

## **TESTING**

### **PSAT (NMSQT) – Preliminary Scholastic Aptitude Test**

Website: <http://www.collegeboard.com>

The PSAT measures verbal and mathematical reasoning skills. Students in 11th grade may take this test for an opportunity to qualify for the National Merit Scholarship. The assessment of verbal and mathematic skills on the PSAT is effective practice in the preparation for the SAT.

### **SAT – Scholastic Aptitude Test**

Website: <http://www.collegeboard.com>

The SAT is an objective test designed to measure how well students have developed their verbal, mathematics, grammar, and writing skills. It is recommended that 11th grade students take this test in the spring of their junior year, or fall of their senior year. An excellent resource: Khan Academy <https://www.khanacademy.org>.

### **ACT – American College Test**

Website: <http://www.act.org>

The ACT is designed to assess high school students' general educational development and their ability to complete college-level work. The tests cover four skill areas: English, Mathematics, Reading, and Science reasoning. An excellent resource: Khan Academy <https://www.khanacademy.org>.

### **CTE – Career and Technology Education**

Taylor County High School offers an array of career and technical education courses that prepare students for the workforce, provide them with skills that will help them to become responsible and contributing citizens, and enable them to earn industry certification.

**PERT – College Placement Test** - The Postsecondary Education Readiness Test (P.E.R.T.) is Florida's customized common placement test. The purpose of the P.E.R.T. is accurate course placement based on the student's skills and abilities. The P.E.R.T., is aligned with the Postsecondary Readiness Competencies identified by Florida faculty as necessary for success in entry-level college credit coursework. The P.E.R.T. assessment system includes Placement and Diagnostic tests in mathematics, reading and writing.

### **ASVAB – Armed Services Vocational Aptitude Battery**

The ASVAB measures mechanical, clerical, verbal, and mathematic skills. This test is administered to juniors and seniors to help identify suitable careers and occupations.

### **Florida Standard Assessment (FSA)**

The FSA is part of Florida's effort to improve the teaching and learning of higher educational standards for all students. The primary purpose of the FSA is to assess student achievement of the higher-order cognitive skills represented in the Florida State Standards in Reading/Writing. Students in 9th and 10th grades must take the FSA. A passing score is a graduation requirement.

### **EOC – End of Course Assessments**

The Florida EOC Assessments are designed to measure student achievement of the NGSSS for specific courses, as outlined in their course descriptions.

<http://www.floridastandards.org/Courses/CourseDescriptionSearch.aspx> these assessments are part of Florida's Next Generation Strategic Plan for increasing student achievement and improving college and career readiness, and include EOC assessments in the following subject areas: Algebra 1, Biology 1, Geometry, and U.S. History. The Florida EOC Assessments are administered on the computer as part of Florida's commitment to moving to computer based testing for statewide assessments.

Students will take the EOC assessments toward the completion of their coursework. Typically each EOC assessment will be administered in the last three weeks of a course. All test dates are set by the Florida Department of Education.

### **EOC Resources**

Computer-based practice (ePAT's) are also provided online at [www.FLAssessments.com/ePAT](http://www.FLAssessments.com/ePAT). Currently, ePAT's are available for the following EOC assessments subjects: Algebra 1, Biology 1, Geometry and US History.

## **TEXTBOOKS**

Students are provided state-owned textbooks for use during the year. Students are responsible for returning the book or paying for it if it is lost or stolen. It is important that you understand the Florida State Law and School Policy that deals with textbooks and materials.

## **TOBACCO/SMOKING**

In compliance with the Florida State Law, which prohibits the sale of tobacco products to anyone less than 18 years of age, smoking or the use of other tobacco products, including e-cigarettes, by any student (regardless of age) is prohibited on school grounds. Students who disregard this policy will be referred to an administrator for disciplinary action. Students who are found smoking or in possession of tobacco products are subject to monetary fines ranging from \$25 to \$500.

## **TOP DAWG PROGRAM**

We will reward our top performing students quarterly for their outstanding achievement in the following areas: attendance, discipline, and academics.

## **TRANSPORTATION**

Bus transportation will be provided to all students living more than two (2) miles from Taylor County High School. Students who wish to ride another bus other than their own must have a note from parent/guardian presented in advance an administrator for approval signature. For more information concerning this service, parents should contact the Director of Transportation at 838-2505.

## **VISITORS**

Parents are always welcome, but are encouraged to make an appointment to see a teacher, administrator, or counselor. ALL VISITORS MUST REPORT TO THE RECEPTION AREA IN THE FRONT OFFICE to secure a visitor's pass. Due to school safety issues, a student is not allowed to bring visitors to school without prior administrative approval. Students from other schools may not visit in classrooms.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

A student who wishes to withdraw from school must report to the Registrar, confirm parental approval for withdrawal and receive a clearance form. This form must be signed by all of the student's teachers and others, as indicated. These signatures indicate that the student is clear with references to fees, fines, textbooks, library books and other school equipment that might have been in his'/her possession.

## **PREPARING FOR COLLEGE**

### **The College Application Process**

1. The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.
2. Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for consistent performance in all subjects.
3. Take the SAT or ACT in the spring of your junior year. If you feel the score does not reflect your ability, take the exam again during your senior year.
4. Look at as many potential colleges as possible. Do not limit your options.
5. Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.
6. Send applications to the prospective colleges beginning in early fall of your senior year.
7. Fill out any potential scholarship forms and send them to the appropriate personnel.
8. Allow at least two weeks for your counselor to process your applications.
9. Many schools will respond to your application within four to six weeks.

### **Steps for Juniors**

1. Talk to your counselor about filling your junior-year class schedule with coursework in English, Social Studies, Science, and Mathematics. It is recommended that students take as many Mathematics courses as possible.
2. Find out when potential universities are visiting your school or when your school is going on visitations to potential colleges.
3. It is best to visit campuses when classes are in session. (not spring break, Christmas, or any major holiday)
4. Take a course that prepares you for the SAT or ACT.
5. In the fall of your junior year, take the PSAT exam to practice and gauge yourself for the SAT.
6. Start applying for any scholarships for which you feel you are qualified.
7. If you know your intended field of study in college, schedule your senior year with an emphasis in that area and seek job shadowing opportunities.
8. Plan to visit as many colleges during the summer as possible.

### **Steps for Seniors**

1. Check credits with counselor by September 30th of senior year.
2. Get measured for cap and gown (and meet deadline for fee).
3. Make written requests to the Guidance Office for college transcripts (must give 10 school days' notice).
4. Fill out resume for guidance counselors and teachers at least three weeks prior for requested letter of recommendation.
5. College applications to selective schools requiring letters of recommendation and secondary school reports should be submitted 10 school days before deadline.
6. Check for possible financial aid in the Guidance Resource Room with Ms. Jandula.
7. Make sure all obligations have been fulfilled.