

## **“ONCE A JACKET, ALWAYS A JACKET!”**

### ***Mission Statement***

*St. Augustine High School will prepare all students for college and careers through rigorous and diverse programs of study which inspire good character and individual talents and abilities via an accepting and rewarding environment.*

### ***Vision Statement***

*St. Augustine High School is a school of positive and passionate culture builders who develop trust and respect while building a community that values all students. Teachers work with students to grow readers and leaders in all subject areas.*

Welcome to St. Augustine High School!

At St. Augustine High School, we are proud to say that we have helped usher students into responsible young adults who are well-prepared for the rigor of post-secondary requirements or whatever route they choose to pursue. Our high school program is designed to meet the emotional, intellectual, physical, and social needs of students, while facilitating the development of the whole student. We encourage our students to participate in the learning experience with an open mind, a positive attitude, and a cooperative spirit. Communication is essential to the education of young adults and must be encouraged between students, staff, parents, and the community. We look forward to working together as a team to achieve a successful high school experience for all students! Go Jackets!

Respectfully,

Travis Brown  
Principal

## **Do The Work, Together!**

## **DEPARTMENT CONTACTS**

### **Administration: (904) 547-8530**

Travis Brown, Principal  
Earl Brown, Assistant Principal  
Carla Brown, Assistant Principal  
Twila Needham, Assistant Principal  
Janelle Bremer, Executive Secretary  
Robert Raimann, Career Specialist & Dual Enrollment  
Kelly Gibian, Registrar  
Mike Oxborough, Maintenance Coordinator  
Quinterrance Cooper, Athletic Director  
Abby Holland, Athletic Secretary  
Tiffany McHenry, Bookkeeper & Substitutes  
Kathy Riskus, Food Service Director (FAX: 9045478833)

### **Front Office: (904) 547-8530**

Zaneta Floyd, Front Office Secretary

### **Guidance Department: (904) 547-8516**

Laurie Johnson, Guidance Secretary  
Jennifer A. Jones, Computer Operator  
Melody Cashwell, Counselor AICE Counselor  
Dawn Eakins, Counselor (A-E), College and Career Counselor  
Cammy Barber, Counselor (F-M)  
Karleen Nickerson, Counselor (N-Z)  
Tresca Esguerra, AICE/Testing Clerk

### **Dean's Office: (904) 547-8848**

Theresa Nelson, Dean/Attendance Secretary  
Amy Huber, Dean of Students (10<sup>th</sup> Grade & Parking)  
Joseph Gregos, Dean of Students (12<sup>th</sup> Grade)  
Sean Palmer, Dean of Students (11<sup>th</sup> Grade & Truancy)  
Wade Jackson, Dean of Students (9<sup>th</sup> Grade)  
Sherita Anderson, ISS Facilitator

### **Media Center: (904) 547-8527**

Allison Walsh, Media Specialist  
Dawn Bennett, Media Pro  
Karen Muscavage, Media Pro  
Kristin Jasper, Testing Coordinator  
Dion James, Technology Specialist

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

Deputy Ramos and Officer Petty, Resource Officer

## **Class Sponsors**

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9<sup>th</sup> Grade: Ms. Rivera

10<sup>th</sup> Grade: Ms. Rivera

11<sup>th</sup> Grade: Ms. Banks-Thomas

12<sup>th</sup> Grade: Ms. Jones, Ms. Huber, and Ms. Price

As a Professional Learning Community, St. Augustine High School is committed to working collaboratively to guarantee a viable curriculum for ALL students. This commitment is a united effort on the part of the students, teachers, administrators, parents, and the community. We believe learning can take place best when there is a shared effort, interest, and motivation.

This handbook is intended as a guide to the information, policies, and procedures that govern the basic operations of our school. It is essential that all students know the contents and use the handbook throughout the year. Administrators, counselors, and teachers will help answer questions about this guide and/or topics which it does not address. Rules and/or procedures set forth in this handbook are subject to change due to necessary circumstances that may arise throughout the school year. As a school, we follow all rules and expectations outlined in the St. Johns County School District "[Student Code of Conduct.](#)"

Our goal is **Excellence!** Striving to reach this goal must be a united effort on the part of the students, teachers, administrators, parents, and community. The personal benefits students receive from their years of experience and the reputation of St. Augustine High School will be determined by the extent to which everyone becomes truly involved and puts forth his/her best effort. We wish each of you a successful school year.

## **RIGHTS AND RESPONSIBILITIES**

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### **Student Rights**

The faculty and staff shall assist in the orderly operation of the school and protect the rights of students. Examples of these rights from the SJCSO Student Code of Conduct are listed below.

- The right to attend school in a positive, safe learning environment.
- The right to equal educational opportunities in academic and extracurricular programs
- The right to express views through speaking and writing, in a positive, proactive way.
- The right to have personal property respected.
- [SJCSO Code of Conduct](#)

### **A parent of a student at St. Augustine High School is responsible for:**

- Reading and discussing handbook information with your child
- Providing ample study time at home and encouraging good study habits
- Ensuring your child is well-rested and arrives to school on time
- Supporting the school staff in their efforts to promote appropriate behavior
- Encouraging your child to read daily
- Communicating regularly with your child's teacher
- Monitoring your child's homework (Schoology)
- Discussing with your child his/her behavior, grades (HAC), interim reports, and report cards
- Attending parent/teacher conferences when requested

### **A student at St. Augustine High School is responsible for:**

- Respecting self and the rights of others
- Attending school regularly and on time
- Using appropriate language at school
- Following St. Augustine High School rules and procedures and the [SJCSO Student Code of Conduct](#)

- Coming to school dressed appropriately and prepared to work by having the necessary materials.
- Actively engaging in instruction and asking the teacher questions when understanding has not taken place.
- Completing all assignments on time

**A classroom teacher at St. Augustine High School is responsible for:**

- Working collaboratively with team members to guarantee a viable curriculum for all students.
- Explaining expectations, instructional goals, and the grading system to both students and parents
- Teaching all standards required by the Florida Department of Education
- Providing a climate in the classroom that is conducive to learning.
- Communicating with parents through Home Access Center (HAC), Schoology, interim reports, report cards, conferences, and phone calls
- Utilizing various teaching methods to meet diverse needs of all students.
- Providing enrichment and remediation opportunities for students as needed
- Respecting the cultural differences of all students

**The administration at St. Augustine High School is responsible for:**

- Providing a safe and orderly environment that is conducive to learning.
- Supporting students, teachers, and the community in their efforts to achieve success.
- Ensuring that opportunities for a rich and robust education are made available.

## **ATTENDANCE**

You are required by Florida State Law to attend school every day (Florida Compulsory School Attendance Law, F.S.232.17). Regular attendance plays an important part in determining your success at school. Regular school attendance is a necessary part of a student’s education. Excessive absences impair a child’s educational progress, impacts whether the child passes or fails a grade, and may result in court proceedings. More than 15 absences out of the 180-day school year is considered to be excessive, and the School District will take all appropriate steps, in addition to those outlined below, to work with the child’s family to ensure the child attends school. Absences shall be classified and treated as follows:

### **EXCUSED ABSENCES**

Students must be in school unless the absence has been excused for one of the reasons listed below. Parents /guardians should notify the principal/assistant principal in writing of prearranged absences at least five school days in advance. The fact that the student’s parent/guardian provided notification of the absences does not, in and of itself, require school administration to record the absences as excused. Approval of pre-arranged absences will be determined by the principal. The principal’s decision is final. Excused absences include the following:

- Personal Illness
- Death in the family
- Religious holidays of the student’s established religious faith
- Required court appearance or subpoena by a law enforcement agency.
- Scheduled doctor or dentist appointments.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22.) Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice (3 days max), ringworm, impetigo, and scabies.

## **UNEXCUSED ABSENCES**

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

- Shopping trips
- Pleasure trips/vacations
- Truancy
- Appointments without prior approval except in case of emergency
- Other avoidable absences

**Students who accumulate 15 or more unexcused absences during the school year will not be eligible to purchase tickets or participate in privileged school events/activities including school dances, GradBash, school trips, etc.**

## **ARRIVAL AND DISMISSAL/CHECK-OUT PROCEDURES**

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School begins each day at 9:20 A.M. and ends at 3:55 P.M. Wednesday dismissal is 2:55 P.M.

**Supervision of students begins at 8:45 A.M. Prior to 8:45 A.M. there is no supervision of students.** For the safety and security of our students, students will not be allowed on campus until 8:45 A.M. unless prearrangements have been made with a teacher/coach. In this case, the student must have a written pass from a staff member. Students arriving after the 9:20 A.M. bell, will need to go directly to one of the Tardy Swipe machines and receive a tardy pass.

*The following procedure will be strictly enforced:* NO student may be signed out after **3:15 P.M.** If you have an appointment requiring that your child, be dismissed early, you must arrive at the front office no later than **2:15 P.M.**

## **REPORTING TO SCHOOL FOR ABSENCES**

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Any student who has been absent from school shall bring a written and signed note (**emails are acceptable**) from the student's parent or guardian within **48 hours** of the student returning to school stating the cause of the absence. These notes should be turned in to the front office. The fact that a student brings in a note does not require administration to excuse the absence. The school may request additional documentation, such as a doctor's note, verifying the absence. Failure to bring such a note or other documentation shall result in an automatic unexcused absence. Such contact shall continue as necessary to ensure the student's regular attendance. After 15 days of absence, whether excused or unexcused, a student must have a doctor's verification for all subsequent absences due to illness.

## **TARDINESS**

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Failure to report to your scheduled class by the assigned start time will result in an unexcused tardy.

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness will be referred to the discipline dean for consequences after the 4<sup>th</sup> tardy each quarter. Disciplinary action for unexcused tardiness shall be progressive for each occurrence after the first referral. Students who drive and are tardy to their 1<sup>st</sup> period of the day are also subject to consequences such as removal of parking privileges for a set amount of time.

Students must be in 1<sup>st</sup> period by 9:20 A.M. If you arrive late to school, you must check in through the front office and immediately report to your scheduled class. Failure to bring notes with an acceptable excuse will result in an unexcused tardy. An excused tardy includes illness or illness of an immediate family member. Oversleeping, train/bridge, or missing the bus is NOT considered an excused tardy.

## **TRUANCY**

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Truancy is defined as an absence from school without the parent's or guardian's knowledge or consent. In some instances, a student may be considered truant because of a parent's or guardian's negligence.

Habitual truancy is defined as 15 or more days of unexcused absences in a 90 calendar-day period.

Truancy steps that may take place:

- Administration shall report such absence to the Director of Student Services.
- Student Services personnel shall give written notice, either in person or by registered mail, to the parent when no valid reason is found for child's absence from school, requiring enrollment or attendance within three (3) days from the date of notice.
- If such required notice is ignored, the Student Services Office shall report the case to the Superintendent and take steps necessary to bring criminal prosecution against the parent, guardian, or other responsible persons.

## **BEHAVIORAL EXPECTATIONS**

### **SAHS DISCIPLINE PROGRESSION**

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For students not meeting "SWARM" expectations, the following corrective measures may be taken:

1. Redirection of Behavior
2. Parent Contact "Check"
3. In-class Consequence
4. Referral to Guidance/Dean of Students

#### **Redirections of behavior include but are not limited to:**

- A VERBAL WARNING will be given to the student:
  - Examples: "John, please sit in your seat and work on your assignment. This is your warning."  
"Jane, please sit in your seat. That's a warning."
- The Expectation would expect no more than ONE redirection of behavior per class.

#### **In-class consequences include but are not limited to:**

- Possible disciplinary consequences may include, but not be limited to:
  - Conference after class
  - Reflection sheet
  - Relocate student to another seat in the classroom.
  - Classroom clean-up
- Students meeting the SAHS SWARM expectations may receive positive consequences such as:
  - Classroom group rewards
  - Social time opportunities
  - SAHS reward days
  - Jacket Bucks

#### **Referral**

- A referral will be issued as often as a student moves through The Discipline Progression
  - A referral may be issued immediately for any level 2 offense or higher.
  - Consequences are aligned to the St. John's County Code of Conduct and the school created discipline matrix.
  - Consequences unique to St. Augustine High School include but are not limited to:
    - Parent/guardian contact, conference with guidance, deans, and administrators; work details; lunch and learn; MTSS/RTI referral & character guidance programs such as LINK, Peer Counseling, Period ISS, etc.
  - Any Senior that commits a Level 4 offense will not be allowed to participate in the Graduation Commencement Ceremony. This is non-negotiable for the second semester. If a student commits a Level 4 offense in the first semester, they will be immediately deemed ineligible to participate in commencement.
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## **ACADEMIC INTEGRITY (HONOR CODE)**

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St. Augustine High School is an institution in which learning for a purpose takes place on a daily basis. Useful and lasting learning does not occur unless the process students go through to learn is an honest process, which reflects their true abilities as measured by their own efforts. Progress, which is based on unsound learning, as in the case with cheating or copying another's work, is not a genuine process. Cheating prepares a student for failure, not success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school.

By establishing the honor code, the faculty and administration of St. Augustine High School indicate their commitment to work to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.

**Cheating/Plagiarism/Forgery** are Level II offenses according to the SJCS Student Code of Conduct and consequences will be issued by the dean of students. These offenses involve one or more of the following:

- Using the work of another person as your own.
- Copying from (or providing your answers for) another student's assignments, homework, test answers, reports projects, or writing assignments.
- Preparing for cheating in advance: Such action involves:
  - Having in your possession a copy of a test to be given or that has been given by a teacher before you take it.
  - Having in your possession and using previously prepared answers to a test or quiz (this includes information written directly upon your person).
  - Unauthorized use of text or notes during a test or examination.
  - Asking another student for test information or providing such information to another student during the test, quiz, or examination.
- **Plagiarism** is a form of cheating and is defined as using another person's ideas, expressions or work without giving the original author credit.
- **Forging** is a form of cheating and is defined as writing a note with the intent of misleading a staff member. Signing or allowing others to sign your parent's name to a school paper. This includes the manipulation of passes.

## **ASSEMBLY CONDUCT**

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Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines. All students are expected to walk to the assembly and sit quietly in the designated areas. Students are expected to behave in a mature manner during the assembly and to extend the proper courtesies to those performing or speaking. Inappropriate behavior or cell phone use will result in loss of assembly privileges along with appropriate discipline consequences as determined by administration.

## **BULLYING/HARRASSMENT**

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Bullying and harassment will not be tolerated at St. Augustine High School. Both are considered Level III infractions, according to the SJCS Student Code of Conduct. Level III infractions are considered major acts of misconduct and consequences will be issued by administrators or principal designees.

## **BOYCOTS/WALKOUTS/PETITIONS**

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Any student who participates in an unauthorized boycott, walkout, sit-in, strike, circulation of petitions, or other similar disruptive action, which interferes with the operation of the school, may be subject to suspension or dismissal from school.

## **CELL PHONES/ELECTRONIC DEVICES**

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SJCS permits cell phones and electronics to be brought to school. These devices can be used in the hallways during transitions, during lunch in the courtyard/cafeteria and before/after school. Students are allowed to also use 1 earbud during these times. Students may not use their cell phones/ear buds during class time unless needed for instructional purposes. It is a schoolwide policy that all students must place their cell phones in the classroom check-in pouches prior to the start of class upon entry. **Students can**

**be contacted via the front office (904-547-8530) during emergency situations. St. Augustine High School asks for the support of parents and the community in not texting or calling students on their cell phones during the academic day.** Violations of this policy will be referred to the Dean of Students.

Electronic Devices (cell phones, smart watches, headphones, speakers, etc.) will be confiscated if they are out without permission from a faculty member. Repeated offenses will result in discipline consequences and a parent/guardian being contacted to pick up the device. **Failure to turn over an electronic device to a staff member is an immediate Level II referral for defiance.**

Cell Phone Confiscation Progression:

1. Return to student at end of day.
2. Consequences will follow the discipline matrix of violation of school policy/procedures.  
Parent/Guardian will need to come to the school to pick up the phone after the 1<sup>st</sup> offense.

## **CONTRABAND**

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According to the SJCS D Student Conduct Code, contraband is defined as any physical item that is prohibited by federal and/or state law, and/or School Board rule from being used or possessed on School Board property or at a school function. Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, tobacco, nicotine dispensing devices, weapons, firecrackers and fireworks, pornography, gang-related signs or symbols, cameras, radios, TV's, gaming devices, video games, toys, magazines, animals, bandannas, laser pointers, Sharpie pens. This includes any contraband possessed in vehicles, lockers, or bags on school property.

## **DRESS CODE**

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The dress and grooming of St. Johns County Public Schools students shall contribute to the health and safety of the individual promote a positive educational environment and not disrupt the educational activities and processes of the school. The wearing of garments suitable for school according the SJCS D Dress Code policy will be enforced. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student. Dress code consequences will be progressive in nature.

These rules on personal appearance of students are intended to enable the students of St. Johns County Public Schools to dress casually but reasonably. However, the school principal is the final authority regarding the appropriateness of student dress. **Nothing in these rules shall be construed to preempt the principal's authority** to act in specific cases when, in the principal's judgment and discretion a student's dress threatens to disrupt the educational process or the good order and discipline of the school or is otherwise inappropriate.

- Personal attire may be in the style of the day and be in accordance with SJCS D Dress Code Guidelines.
- Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases, advertisements, phrases or symbols of alcohol, tobacco or drugs or create a safety issue within the learning environment.
- Students are prohibited from wearing clothing that exposes underwear or that exposes body parts in an indecent or vulgar manner.
- Head coverings, including but not limited to, caps, hats, hoodies, bandannas, and/or sunglasses, shall not be worn on campus unless required by a physician or authorized by school administration.
- Skirts, dresses, shorts, baggies, no shorter than the mid-thigh region are acceptable.
- Leggings and yoga pants are acceptable but must not expose underwear or body parts
- Graffiti (i.e. profanity, violent or discriminatory images, sexually suggestive phrases or symbols, or symbols of alcohol, tobacco or drugs) will not be drawn or worn on backpacks, notebooks, folders, yearbooks, papers, clothing or any other object or on the body of any student or person on school property.
- Jewelry may be worn, except for multiple or large cuff bracelets, silly bands, heavy chains (including wallet chains), rings with sharp points, or other items that may be a danger to self or others.



- Midriff or "cut-out" dresses and "cut out" tops may not be worn. Skirts must be no shorter than the mid-thigh region. Revealing clothing, pajamas and lingerie are not acceptable. Undergarments must not be exposed.
- Shorts/Pants/Slacks must be worn at the waist. No boxer shorts or underwear may be visible.

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### **DRUGS AND ALCOHOL ABUSE**

Any student, who sells, gives, possesses, uses, or assists in the use of, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, is subject to (1) suspension, (2) being reported to the appropriate law enforcement agencies for legal action, and (3) being referred to the St. Johns County School District Discipline committee for possible placement at Gaines Alternative School. This policy shall also be enforced during off-campus activities sponsored by the school. Drugs and alcohol will not be tolerated at St. Augustine High School.

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### **FOOD AND DRINKS ON CAMPUS**

- Students are not allowed to bring beverages on campus that are not in a sealed container. This included beverages from convenience stores and restaurants in cups with straws. Students will be asked to discard of these beverages for safety reasons due to spilling.
- Students are not permitted to order or receive food/drink from outside or third party vendors during school hours.

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### **HALL PASSES**

Students must use the restroom from their assigned hallway and are not allowed to move to a part of the building in which they did not have permission. Students must not have an electronic device before exiting the room for a hall pass. There are no more than the allotted students allowed in the restroom at a times. Please pay attention to the signs outside the restroom. Students loitering in a restroom or using a restroom not assigned to their classroom will be subject to consequences.

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### **IN-SCHOOL SUSPENSION (ISS)**

The principal or his designee may place a student in ISS for misconduct in accordance with the SJCS Student Conduct Code. The placement in ISS shall be reported immediately to a parent/guardian. Each student will receive his/her class work/homework assignments for the time spent in ISS and he/she is expected to work on given assignments while in the ISS room. Failure to comply with ISS procedures will result in additional consequences.

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### **INTERNET ACCEPTABLE USE POLICY**

Students will be given a SJCS Internet Acceptable Use Policy form at the beginning of the school year. Students and parents will be required to read, understand, and sign the policy. Violation of this policy is unethical and may result in internet access privileges being revoked, disciplinary action and/or appropriate legal action.

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### **PROFANITY/ABUSIVE LANGUAGE/MATERIALS**

Profanity, including racial slurs, is not permitted at Saint Augustine High School. Also prohibited is the use of words, gestures, pictures, or objects that are otherwise not acceptable at school and/or upset the normal day or any school activity. The use of profanity will result in disciplinary action.

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### **PUBLIC DISPLAY OF AFFECTION (PDA)**

PDA is not allowed while students are on school campus or during any school sponsored events. PDA includes, but is not limited to, hugging, kissing, hand holding, etc. Engaging in acts of PDA will result in disciplinary action.

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### **PUPIL DETENTION, SEARCH, AND SEIZURE**

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The principal, teacher, or any other member of the staff is authorized to detain temporarily and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of law or a regulation of the school board.

- If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, including but not limited to an alcoholic beverage, illegal drugs, cell phones, or any weapon as prohibited in school board regulations, a member of the instructional staff may search for the presence of the items without a parent/guardian being present.
- If a search of a student or his/her locker or other property reveals stolen or illegal items as prohibited by law or school board regulations, such item(s) may be seized, and such action taken as provided for by law or school board regulations.

### **SJCSD STUDENT CODE OF CONDUCT**

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Students are responsible for the choices they make. All Saint Augustine High School students and parents are required to read the online Code of Conduct, which supports our goal for excellence. All parents and students are required to read and acknowledge the SJCSD Student Code of Conduct available on the St. Johns County Website: [Link](#)

### **SUSPENSION (OUT OF SCHOOL)**

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The principal or his designated representative may suspend a student from school for misconduct in accordance with the SJCSD Student Conduct Code. The suspension shall be reported immediately to the parent/guardian of the student. Suspended students are not allowed on campus during this time unless approved by administration. Additionally, students may not attend or participate in school activities on or off campus while suspended. Students will be expected to attend a re-entry meeting with a dean or administrator upon serving an out of school suspension.

### **TOBACCO/NICOTINE PRODUCTS**

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The use or possession of tobacco products, including cigarettes, snuff, chewing tobacco, e-cigarette, or any vaping/nicotine dispensing device will automatically result in of out-of-school suspension, followed by increased suspension for subsequent offenses. Additional consequences may be issued by the SJCSD in accordance with state law. Tobacco/nicotine will not be permitted at St. Augustine High School.

## **COMMUNICATION**

Communication is vital between school and home. Our electronic newsletter is emailed regularly to all SAHS family members and posted on the school website: <https://www-sahs.stjohns.k12.fl.us/this-week-sahs-2>. We encourage parents to utilize Schoology and to sign up for Home Access Center (HAC to monitor grades). Schoology access is at the classroom level and HAC access is gained through the front office. If you are not receiving school communication, please contact the school for assistance.

### **CONFERENCES**

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Parent-Teacher-Student conferences should be arranged through your student's academic teachers or the guidance department. Conferences are scheduled between 8:30 AM – 9:10 AM.

### **FORGOTTEN HOMEWORK/PROJECTS**

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The front office will NOT deliver forgotten homework, field trip money, PE uniforms, band instruments or projects. Students are responsible for bringing these items to school or retrieving them between classes. The only exception to this policy is medication, lunch, or lunch money.

### **MESSAGES**

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We are unable to deliver messages to students, except in cases of emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay

the message until later. Arrangements for routine matters such as rides to and from school, car and house key delivery and pickup, meeting places, etc. should be made before students arrive at school.

## **VISITORS**

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Under no circumstance may a non-SJCSD employee or visitor go directly to a classroom without first reporting to the school office. There is a sign-in procedure that parents/visitors must follow. District Sign in Procedures link and access: <https://www.stjohns.k12.fl.us/volunteer/>

## **EVENTS**

### **CAFETERIA (BREAKFAST AND LUNCH)**

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1. Lunch is available in the cafeteria on a daily basis. Breakfast is available in the cafeteria each morning.
2. All food and drink must be consumed while students are in the cafeteria. At no time will students be allowed to take food or drink with them when they leave the cafeteria.
3. Forgotten lunches delivered to the front office are transferred to the cafeteria on a lunch cart. It is the student's responsibility to retrieve the lunch from the cart.
4. Students must remain seated and leave their table free of trays, food, and litter. Failure to do so may result in disciplinary action.
5. Students must remain in the cafeteria/courtyard during their assigned lunch time. Leaving the cafeteria without an authorized pass will be considered an out of area consequence.

### **CELEBRATIONS**

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Balloons, flowers, stuffed animals and other gifts are to be kept in the front office until the end of the day in order to reduce classroom distractions.

### **FIELD STUDIES AND EXTRACURRICULAR EVENTS**

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Field study eligibility is determined based upon **academics, behavior and attendance**.

Administration reserves the right to revoke privileges. If a student loses this privilege after paying, a refund will not be provided past the deadline date.

- Behavior expectation: no OSS or excessive ISS (excessive ISS is categorized as more than 2 days ISS)
- Grade expectation: must be passing all courses.
- Attendance: no more than ten (10) unexcused absences per semester. Excused notes must be turned in within forty-eight (48) hours of the absence.
- Excessive referrals (excessive referrals is categorized as 5 or more referrals)

The policies above apply to all extracurricular events including but not limited to dances and Senior Events including Grad bash, Prom, and Graduation.

### **DANCES**

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Dances may be held several times during the school year. Only students currently enrolled at St. Augustine High School may attend. Any student involved in the fraudulent admission of a person not currently enrolled at St. Augustine High School will be subject to suspension. Students who accumulate 15 or more unexcused absences and/or excessive tardy referrals may be excluded from attending school dances. **If a student is suspended or absent from school on the day of a dance, he/she will not be allowed to attend a dance.**

- Students picked up late will not be permitted to attend the next dance/school function.
- District dress code will be strictly enforced.

## **TRANSPORTATION**

### **BUS RIDERS**

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Students riding the bus to and from school will ride an assigned bus each day. **Students will not be issued bus passes to ride another bus or change bus stops unless approved by transportation (see below).** We regret any inconvenience but recognize safety as our top priority. Bus drivers are authorized to issue referrals for rule infractions that could result in disciplinary action, including bus suspension. Parent requests or complaints regarding bus service should be directed to the director of transportation at 547-7810.

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### **PROVISIONAL TRANSPORTATION WAIVER PROGRAM**

Provisional Transportation Services are afforded to students enrolled in St Johns County School District schools on a space available basis for a specified period due to extenuating circumstances. Provisional Transportation Services are afforded to students on existing bus routes and bus stops at scheduled times only. Students afforded Provisional Transportation Services are subject to the student code of conduct while aboard buses. If you have multiple students for whom you are requesting a waiver, please fill out this form once for each child, separately. Waiver requests for multiple students cannot be accepted. For more information, please visit the [Provisional Transportation Waiver Program](http://www.stjohns.k12.fl.us/transportation/ptwaiver/) (<http://www.stjohns.k12.fl.us/transportation/ptwaiver/>) web page.

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### **SKATEBOARDS**

Students may ride their skateboards to school under the following conditions: (1) never ride a skateboard bicycle through the parking lot, parent pick-up, bus loading area or on campus (once students are inside the gate, they must carry their skateboard). (2) All skateboards must be placed in the assigned skateboard area.

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### **BICYCLES**

Students may ride their bikes to school under the following conditions: (1) never ride a bicycle through the parking lot, parent pick-up, bus loading area or on campus (once students are inside the gate they must walk next to their bike). (2) By law, a bike helmet must be worn when riding a bike. (3) All bikes must be parked and locked in the racks provided.

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### **BACKPACKS**

Students may use backpacks to transfer materials from class to class and from school to home. Overstuffed backpacks can become very heavy as well as create a more crowded hall space during transitions. Please work to create a personalized organizational system that uses your backpack effectively. NO ROLLING BACKPACKS are allowed without documented medical need which must be approved by administration.

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## **MISCELLEANOUS**

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### **ATHLETIC REQUIREMENTS**

St. Augustine High School will participate in the Interscholastic Sports Program offered by the St. Johns County School District (SJCSJ). This program emphasizes sportsmanship and fair competition through organized practice and game play. We will abide by the rules of the Florida High School Athletics Association. These rules state that athletes must maintain an overall 2.0 GPA to be eligible to play on the team. In addition, students failing current courses may receive consequences including suspension from games and removal from the team. Please see your school counselor for academic requirements regarding NCAA eligibility.

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### **CLINIC FIRST AID**

The clinic is for temporary first aid only.

- Students must have written teacher permission to go to the clinic. If students are ill, they may not remain in the restroom. They must report to the clinic or send for assistance.
- The SJCSJ recommends that only prescription medication be dispensed at school. Students with chronic medical conditions such as juvenile rheumatoid arthritis, migraine headaches, or allergies to food or insect stings may keep non-prescription medication in the St. Augustine High School clinic provided they have a note indicating the necessity from a physician. All medication must be in the

container in which it was purchased or dispensed and must be accompanied by a medication authorization form available in the front office and clinic.

- All non-prescription medication in the possession of students, not administered by the school health technician, requires written permission from the parent to the school for self-medication.
- No medication will be administered without parental authorization. If you do not have an authorization form, a handwritten note will be accepted for 24 hours, and the student will be given a form to return the next day.

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## **EVACUATION PROCEDURES**

Several times during the school year we will evacuate the building. Evacuation charts are posted throughout the school. Students will be instructed when and how to leave the building. When evacuating the building, students must pass quickly, quietly, and in an orderly fashion. Students must always stay with their class during an evacuation procedure. If a student is out of his/her class during an evacuation, he/she should join the nearest class and notify that teacher after exiting the building.

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## **GUIDANCE**

The guidance program at St. Augustine High School is an educationally based, developmental guidance program that centers on helping students develop positive self-concepts so that they can learn more effectively and efficiently. This process focuses on developmental needs, interests, and concerns. Our guidance counselors recognize the unique changes, behaviors, and attitudes associated with various age levels and are available to counsel as needed. The guidance program is comprehensive in its scope. Our counselors will be coordinating class scheduling, teacher conferences, the exceptional student referral process, and the testing procedures. It is our objective to enhance the quality of St. Augustine High School and provide a balanced guidance counseling program for all our students. Any student desiring to see a guidance counselor must first secure a written pass from his/her classroom teacher. Parents and students may also email their counselor to schedule an appointment.

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## **LOCKERS**

Students can request a locker and will need to bring their own lock and provide the combination. These lockers are for student convenience, but are school property, and the administration reserves the right to inspect the contents of a locker. See Dean Gregos for assistance.

- Locker checks may be made during the year to ensure student safety. Although the school may investigate any reports of stolen property, it cannot be held responsible for items lost or taken from your locker.
- Students will not be allowed to change lockers at any time unless prior consent is given by the dean's office.

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## **LOST & FOUND**

Lost and found items may be claimed in the school office. After 30 days, unclaimed items will be donated to charity. Students should keep up with their belongings and make every effort to recover lost items.

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## **MEDIA CENTER**

Materials are checked out of the Media Center in accordance with Media Center policy. Failure to return items will result in loss of Media Center privileges, including checking out additional books, and may result in suspension from participation in extra-curricular activities until received. In addition, students who have purchased a yearbook will not receive this item until Media Center obligations are met. Instead, the money may be used to offset the cost of the missing book. The Media Center is open from 8:45 A.M. until 3:55 P.M. You must have a pass from your teacher to come to the Media Center.

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## **PARENT VOLUNTEERS AND PROCTORS**

A volunteer application must be submitted online and approved prior to volunteering. We appreciate the time volunteers invest, and we know they will be afforded the same courtesy and respect as our faculty and staff. We ask that volunteers make separate arrangements for the supervision of younger children as

school personnel are not available to assist with supervising younger children. To complete a volunteer application, visit the SAHS or SJCS D website and click on the [School Access Form](#).

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### **PHYSICAL EDUCATION**

All students enrolled in physical education classes will dress appropriately and participate in activities unless they have medical excuses. Excuses for a day's absence will be honored with a note from the parent, but if more than 15 days are missed, a doctor's note/excuse will be required. Failure to dress out will result in a lower-class grade as PE is a class that requires participation.

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### **PROMOTION**

In accordance with the requirements of the state of Florida, the criteria for promotion are based on the Pupil Progression Plan set forth by the St. Johns County School Board. The grading scale, adopted by the state of Florida, is as follows:

- A 100 - 90 excellent
- B 89 - 80 good
- C 79 - 70 average
- D 69 - 60 needs improvement
- F 59 - 0 failure

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### **REPORT CARDS AND INTERIM REPORTS**

As a measure of your progress, report cards are issued four times during the school year, with an interim report issued half-way through each nine-week grading period, as indicated on the SJCS D master calendar. All report cards, interims, and final grades can be viewed in the students' HAC account. Parents wishing a hard copy of their child's report card/interim can request an individual mailing.

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### **SCHOOL SAFETY**

St. Augustine High School is committed to having a safe, violence-free, drug-free educational environment. It is the responsibility of every student, parent, teacher, administrator, and community member to share information that will keep our school safe. If at any time a student or parent becomes aware of any situation that could result in the disruption of a safe educational environment, he/she is encouraged and expected to notify a school official immediately. We are a single point of entry and exit at SAHS. After 9:20 AM, the doors are locked, and all parties must enter through the front office. When leaving campus between the hours of 9:21 AM and 3:55 PM (2:55 PM on Wednesday), students must utilize the main exit in the front of the school. Remember, Safety is not convenient, and we want to keep all parties inside our school safe.

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### **Modified/Executive Internships**

Students who are cleared to leave campus early due to modified schedules and/or executive internships will be required to follow the sign out process daily. Students will use their digital ID or their physical ID to scan out of the building using the cart located at the top of D Hall.

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### **SCHOOL ACCIDENT COVERAGE**

The St. Johns County School Board does not provide accident coverage for students while they are in attendance during the regular school day.

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### **FRONT OFFICE PHONE**

Students may request to use the telephone in the main office for the following **three** reasons:

- Students may use the telephone to call home when they are ill after meeting with the nurse.
- Students may use the telephone if an after-school activity has been canceled.
- Students may use the telephone if a behavior infraction results in an immediate suspension.

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### **TEXTBOOKS**

Students will receive textbooks for the appropriate subjects. Students are expected to write their names on the inside cover, take proper care of them and to return them at the end of the year. Fines will be charged for damaged books and students are responsible for paying for a lost or stolen book. If a book is lost or stolen, a second copy will be furnished, if available, upon receipt of payment for the missing book. Failure to pay fines may result in the suspension from participation in extra-curricular activities until payment is received. In addition, students who have purchased a yearbook will not receive this item. Instead, the money may be used to offset the cost of the missing book. Textbooks will not be issued the following year until all textbook obligations are cleared from the previous school year.

## **PARKING**

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Parking at St. Augustine High School is a privilege and not a right. Student parking locations are reserved for the academic school day. After school, any spot is available to park in for after school events. During the school day, the parking hanging tag (required) will have a number on it that coincides with your parking location. If someone is parked in your space, please do not park in someone else's space. Please refer to the Parking Rules and Procedures for the 2024-2025 School Year. Seniors who paint their spot for the 2024-2025 School Year must repaint their spot the original color for senior clearance. Parking consequences will occur if you are late to your first period of the day at SAHS. We are a single point of entry and exit at SAHS. After 9:20 AM, the doors are locked, and all parties must enter and exit through the front office. When leaving campus between the hours of 9:21 AM and 3:55 PM (2:55 PM on Wednesday), students must utilize the main exit in the front of the school. Remember, Safety is not convenient, and we want to keep all parties inside our school safe. Please refer to the student parking lot contract for details.