Sandalwood High School



Student/Parent Handbook

2018 - 2019

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Dear Students and Parents of Sandalwood High School:

Welcome to the 2018-2019 School Year!!!! We are excited that you all are joining us on our path that we are emblazing at Sandalwood High School, as we become one of the first UNICEF Child Friendly schools in the United States. This initiative that began a few years ago will make Sandalwood High School the best high school in Duval County, and the best high school in the nation!!!!

Recently in schools across that nation there has been a need to foster and support our children beyond academics. Sandalwood takes pride in strengthening this school culture that is reflecting of the UNICEF Convention on the Rights of the Child and its guiding principles. These guiding principles are the following: 1) Sandalwood's leadership and staff value the Child-Friendly Initiatives, where the best interests of the students are a top priority; 2) Sandalwood High School learns about and applies the Convention on the Rights of the Child, including work for justice and sustainable living; 3) Sandalwood High School students and staff will be collaborating to develop and maintain the ideas of the Convention in all aspects of the school and life; and 4) Sandalwood High School seeks to empower students to become active citizens and learners, where students have the right to play an active role in their own education.

What does this all mean to you? You have a voice and stake in making Sandalwood High School the type that you want to attend!!!

"A Rights Respecting (Child-Friendly) School is a place where we can all feel confident with ourselves and it encourages us to use our voice."—A Student from a Rights Respecting School in the UK.

Now that you have a voice in your education, let's make the 2018-2019 school year the best in Sandalwood High School's history!!!

Sandalwood Academic Success

We strive to ensure every student will graduate from Sandalwood High School with the knowledge and skills to be successful in post-secondary education and/or the workforce. We believe this can be accomplished for all students if they:

- ***** Attend school regularly and on time;
- ***** Attend tutoring opportunities;
- * Know their graduation and Bright Futures status;
- * Know their College Ready Status;
- ★ Take at least one AP or Dual Enrollment course; and
- Take the ACT/SAT and PERT at the start of their junior year.



2018-2019

Please see our school website for important school dates: www.duvalschools.org/sandalwood

Vision

Every student is inspired and prepared for success in college or a career, and life.

Mission

To provide educational excellence in every school, in every classroom, for every student, every day.

Guidance

Course corrections and adjustments

Students have the right to a good quality education and are encouraged to go to the highest level possible. In addition, education should help students develop and use their talents and abilities. No courses may be added/dropped after the tenth day of enrollment in any class. Course adjustments will be considered by the principal only if:

- · Administrative action becomes necessary as a result of out-of-balance class loads or change in teaching units. Students who are moved for class balancing will not be moved back even with parent request.
- · An additional course is needed to meet graduation requirements.
- · A schedule adjustment is required due to a course completed in summer school.
- · A pre-requisite class is required for the course.
- · A student has failed under the assigned teacher previously.

No other class adjustment will be honored. Change of teacher is not a reason for a course change.

Internship/Externship Experience

The DCPS Internship/Externship experience is a program specifically designed for high school seniors who would like to affect their community through an "Internship" experience within the school setting or an "Externship" experience in a local nonprofit or business setting. *The Internship/Externship Experience is to help the student develop and use his or her talents and abilities to reach the local and global communities.*Participating students will need to have enough credits completed to provide the one period required to be set aside for this experience. Students will attend a one period "" Leadership Seminar" every two to three weeks with the Internship/Externship Coordinator for their school. Additionally, for safety and identification purposes, students must wear a "DCPS Internship/ Externship" lanyard during time spent off campus as an Intern or Extern.

Progress Reports

Progress reports will be issued to students to be taken home at the mid-point of each grading period. *The progress report is a tool to guide you as a student to reach your highest potential.* It is the student's responsibility to bring the progress report home; progress reports will **not** be mailed. In addition, all grades can be viewed on the FOCUS Grade Portal at any time. Please visit www.duvalschools.org to register for your FOCUS log-in and passwords.

Transcripts

Students have the opportunity to send free of charge two transcripts to a post-secondary institution of their choice or to scholarship granting agencies. If the receiving college or university is using the FASTER system, any

transcript sent is free of charge. A request for a hard copy of a transcript should be made to the clerk in Records, the office located behind Guidance, at a cost of \$1.00 per transcript.

Testing

- All students, regardless of post-secondary plans, need to take the ACT and SAT at the beginning of their junior year. Information and registration for each test can be found online:
- * Students who do not receive a passing score on a college placement test (ACT, SAT, PERT) may be required to take remedial courses in college. Students have to pay for these classes, and they do not count towards degree requirements.
- ★ The PERT test is offered every 30 45 days. See Ms. Gardiner in the testing office for more information.
- * Students who are on Free and Reduced lunch may receive test fee waivers in order to take the ACT or SAT. It is recommended that all students apply in order to qualify for the numerous scholarships and grants available.
- Florida Standard Assessment (FSA) is required for all students receiving a high school diploma.
- Tenth graders will take the PSAT to determine placement in Advanced Placement courses for the following year.
- Algebra I, Geometry, Biology and US History State End of Course (EOC) tests are 30% of the student's final grade. Students who fail the Algebra EOC may be placed in remedial classes the following year. These courses are also required for graduation.
- ❖ To stay updated on the student progression plan, please visit the DCPS website.

Rituals and Routines

Sandalwood High School's Rituals and Routines are guided by our "Guidelines for Success." Sandalwood High School promotes **Saints who C.A.R.E.** These are our guidelines for student success to promote a safe, civil and respectful community of learning *where you make a difference*.

Saints C.A.R.E.

- C Civil: Well-mannered behavior, acting and responding courteously, and showing generosity.
- $\mathbf{A} \mathbf{Active}$: Involved in school, showing school spirit, attending school functions, willing to help when help is needed.
- **R Responsible:** Being prepared and on time, being trustworthy, possessing and producing ID's as requested, following all safety procedures and other school guidelines.
- **E Effective:** Making a difference to improve our campus and community.

PTSA and SAC

Parent, Teacher, Student Association (PTSA) and School Advisory Council (SAC) are parent and student involvement organizations. *As members of the PTSA and SAC, students are encouraged to participate in either organization to ensure they have a voice as it pertains to matters of the school.* Both organizations promote school growth through the input of students and parents.

- ❖ PTSA memberships are available through the front office. Follow us on Facebook @ Sandalwood PTSA.
- * SAC membership is established through attendance at meetings. Follow us on Facebook @ Sandalwood SAC.

Behavior Guidelines

Cafeteria

- · Line up in a single line to receive lunch.
- · Students are expected to throw their trash away after eating.
- Free breakfast is available for all students. Apply for free-reduced lunch at https://free-reduced-lunch.duvalschools.org. Please check
 www.duvalschools.org for lunch prices. Parents can pay online for their child's meals.
- · Students may only use their ID to purchase lunch.
- . No outside food from other vendors is allowed.

Materials

- · All Sandalwood students are expected to have an A and B day binder, 2-3 inches each with a planner.
- A zipper bag to include appropriate pencils, pens, markers and sticky notes to increase instructional readiness.
- · All backpacks should be clear or mesh only.

Student Discipline

Please visit <u>www.duvalschools.org</u> for a complete copy of the Code of Student Conduct.

Start On Time

- · ID should be available upon request.
- · Do not linger in hallways; keep moving.
- · Refrain from horseplay and loudness.
- · Be inside the classroom when the bell rings.



School Arrival Time

DCPS employees are not responsible for supervising students who arrive on school property 30 or more minutes before school or before a school-sponsored activity is scheduled to begin. Further, DCPS employees are not responsible for supervising students who remain on school property 30 or more minutes after school ends, or 30 or more minutes after a school-sponsored activity ends. *To ensure the safety all students*, please be reminded, students need to exit the building immediately after school unless they are participating in a school-sponsored event.

Hallway

- · ID's must be on the students at all times.
- · To promote the safety of all students, refrain from horseplay, excessive public displays of affection and running.
- · Stay to the right and move constantly.
- · In the event of a disruption, continue moving to class. Students who are watching the disruption are subject to discipline.
- · Hall passes are not allowed, except for extreme emergencies. Security will be called to escort students.

Restrooms

- · Use restroom during lunch or between classes.
- · Classroom restroom breaks are for emergencies only.
- · Special medical passes must come from the administrator (for students with a doctor's note). The medical pass must be displayed on the front of the identification badge.
- NO HALL PASSES teachers will call for security to escort students to the restroom for the safety of all students.

Attendance and Absences

It is imperative that students attend school on a daily basis *in order to receive the best quality education*. Students are required by law to be in school each day. In the event of an absence, a student must provide an excuse note to the Blue or Gold office within three days. (Family trips, vacations, irregular attendance or non-attendance do not constitute excused absences. **See Conduct of Conduct for valid excuses.**) Students with excessive absences may be referred to the district Truancy Officer.

Accidents and Safety

Although all students have the right to be protected from any type of harm, accidents and injuries can occur. Accident/injury forms are found in Assistant Principals' offices, Student Activities, and the physical education department. Please report all accidents or injuries as quickly as possible to an adult. In addition, as precautionary measures, fire and safety drills are held monthly and evacuation routes are posted in all rooms.

Make-Up

Students will be given full credit for make-up work completed on time *to guarantee that students have the right to a good quality education*. The student has one day to make up work for each day absent. Teachers may extend make-up time.

A.V.I.D.

AVID stands for Advancement Via Individual Determination, and this program lives up to its name. If you are individually motivated for academic success, the AVID program at Sandalwood will provide you with the support, encouragement, and rigor necessary to prepare you for college upon graduation *as part of the good quality education to help your reach your highest potential*. The AVID curriculum, based on rigorous standards, was developed by middle and senior high school teachers in collaboration with college professors. It is driven by the **WICOR** method, which stands for writing, inquiry, collaboration, organization and reading. In collaboration with WICOR, the AVID curriculum incorporates many learning strategies such as the use of binders for organization and studying. The AVID curriculum is used in the AVID elective classes, in contentarea classes in AVID schools, and even in schools where the AVID elective is not offered. There is an application process for this program. See your guidance counselor for details.

Bus Transportation

Bus schedules are available on the DCPS website: www.duvalschools.org. Please remember, riding the bus is a privilege that can be revoked. Any student not abiding by the Student Code of Conduct, even on the bus, may be given a referral. Referrals will be handled at the school and may result in having the student removed from the bus. At the end of the school day, students are to proceed immediately to the bus loading area. If your bus is late arriving to school, be sure to get a "late bus pass" before going to class. An Activity bus will be available for students with a pass from a valid activity at 4:30 p.m. Monday - Thursday behind the gym.

Checking In/Out

All late check-ins and early check-outs will be handled through the students' respective house office. Upon

returning to school, all notes are to be given to the student's respective Assistant Principal. *Remember, all students have the right to a good quality education to reach the highest level possible.*



Computer Usage

Students will be issued a login password for computer use that will be monitored at the district level. While students have the right to get information that is important to their well-being, students must abide by the Duval County Acceptable Use Policy at all times. Violation of these guidelines will result in disciplinary action. Parents who do not want their students to access the internet must sign the "opt-out" form at the beginning of the year. The form can be found online in the Code of Student Conduct.

Conferences

Parents and students are encouraged to meet with their teachers regularly. *Students have the right to give their opinion and for adults to listen and take it seriously.* Parent/Teacher/Student conferences can be scheduled through the Blue and Gold offices and are typically scheduled at 2:05 p.m. However, accommodations can be made for parents/guardians who have a conflict with scheduling a meeting at 2:05 p.m. Students should counsel with teachers often and continually monitor their progress.

Electronic Devices

While students have the right to privacy, having or using an electronic device at school is a privilege and not a right. Such devices are **ONLY** allowed before and after school. Wireless communication devices may be brought to school, but MUST be kept out of sight and kept in an "off" mode (not on vibrate) during class and change of class. It is against School Board Policy for individuals to take pictures on school grounds without permission. **Any student who chooses to bring any electronic device to school shall do so at his or her own risk. Improper use of a cell phone will result in confiscation and/or discipline according to the Code of Student Conduct.**

Extra-Curricular Activities and Sports

To promote a student's right in using his or her talents and abilities, participation in extra-curricular activities and sports is encouraged. Students must meet academic and behavioral guidelines in order to participate. Transportation may not be provided for all activities.

No Cost Breakfast and Lunch

All Sandalwood students will have no cost Breakfast and Lunch. School discounts are available during the year for those with specified incomes, as well as college scholarships and SAT/ACT test fee waivers. See your guidance counselor for test fee waivers.

Locks and Lockers

Locks and lockers are issued during grade-level set-up days and will be sold in the Gold office for \$10. Personal locks are not allowed on lockers. **Students are not allowed to share lockers**. Students caught sharing lockers will be referred to Administration. If issues arise with a lock or locker, please visit the Gold office. **Remember, any item stored in the locker is the student's responsibility.**

Lost and Found

Lost and Found is located in the Gold office, room 247.

Lunch

To promote the safety of all students, all food must be eaten in the cafeteria. Students who do not plan to eat lunch may go to the gymnasium. **Off- campus food is not allowed**. Students caught with off-campus food will lose their off-campus lunch pass and have their food confiscated. Students may not have food delivered.

Parking

Parking will be assigned to eligible 11th and 12th grade students for a \$50 annual fee. *To ensure the safety of all those who drive and park on campus*, parking applications containing all rules and regulations are available for download on our school web site: www.duvalschools.org/sandalwood. Cars parked illegally on campus are subject to towing at the owner's expense.

Student Identification Badges

In order to promote the safety and well-being for all students, it is important that students have an ID at all times. Students who do not carry a valid ID are subject to disciplinary action. If lost, up to two temporary ID's can be issued, then students will be required to replace the ID for a cost of \$5.

Tardy

To ensure that all students have the right to a good quality education, all students are expected to arrive to school and class on time. A tardy is defined as a student who is late to school, excused or unexcused, and/or a student who is not inside the classroom door when the tardy bell rings. Tardy students will report immediately to class. NO TARDY PASSES WILL BE ISSUED IN THE HALL BY SECURITY PERSONNEL. Students arriving to school more than 10 minutes late should check in with the Blue or Gold office.

Textbooks

Textbooks will be assigned to students during the first week of school by scanning student identification numbers and textbook barcodes. All student books should be picked up no later than the end of the second week of school. If a student is new or needs a book after that time, a book request form is available in the Blue office. Books will be pulled and delivered to student within 24 hours.

Quick Contact List

Contact	Extension	Contact	Extension
Blue House –Boys	Ext. 1322	Gold House – Girls	Ext. 1229
Mr. McKenzie –Asst. Principal	Ext. 1168	Ms. Barney – Dean	Ext. 1297
Mr. Lakatos – Asst. Principal	Ext. 1104	Ms. Hand – Office Asst.	Ext. 1329
Mr. Brice – Office Asst.	Ext. 1322	Ms. Jordan—Asst Principal	Ext 1108
Mr. Murphy—Dean	Ext. 2912	Guidance Department	Ext. 1126
Athletic Director	Ext. 1124	IT Academy Coordinator	Ext. 2104
Band	Ext. 2246	Principal's Secretary	Ext. 1123
Cafeteria	646-5133	Records	Ext. 1133
Chorus	Ext. 2243	ROTC	Ext. 1146
Curriculum	Ext. 1110	Security	Ext. 1149
Culinary Academy Coordinator	Ext. 2209	Student Activities	Ext. 1125
Early College Coordinator	Ext. 1129	Yearbook	Ext. 2102
Exception Student Education	Ext. 1145	Testing	Ext. 1125
Fax	646-5118		

Sandalwood Saints Dress for Success

APPROPRIATE DRESS FOR GIRLS

- T-shirts, blouses, collared shirts, blazers, jackets, sweaters, and cardigans. Straps or shoulder band width of all shirts must cover the outer shoulder must be 3 inches or 3 fingers wide.
- Scarfs
- Walking shorts, basketball, and gym shorts (no shorter than three inches above the knee)
- Sweatshirts and loose fitting sweatpants
- Leggings with a shirt or blouse long enough to cover the lower posterior
- ◆ Jeans without rips and holes, capris, dress slacks, khakis, and cargo pants
- ◆ Dresses and skirts (no shorter than three inches above the knee)
- ONLY mesh/see-through or clear book bags/back packs. All other types MUST be inside lockers at ALL times.
- ♦ STUDENTS MUST ALWAYS HAVE THEIR ID'S WITH THEM

APPROPRIATE DRESS FOR BOYS

- T-shirts, dress shirts, collared shirts, blazers, jackets, sweaters, and cardigans. Shoulder band width of all shirts must cover the outer shoulder and must be 3 inches or 3 fingers wide.
- ◆ Ties and bowties
- Walking shorts, basketball, and gym shorts (no shorter than three inches above the knee)
- Sweatshirts and loose fitting sweatpants
- ♦ Jeans without rips and holes, dress slacks, khakis, and cargo pants
- ONLY mesh/see-through or clear book bags/back packs. All other types MUST be inside lockers at ALL times.
- ♦ STUDENTS MUST ALWAYS HAVE THEIR ID'S WITH THEM

INAPPROPRIATE DRESS FOR GIRLS

- ⇒ Hats, caps, visors, hoods, sunglasses, bandanas, hair rollers, picks, or other headgear
- \Longrightarrow Pajamas or pajama pants
- ⇒ Tank tops (traditional and razor back) tube tops, halter tops, crop tops, shirts that cover the shoulder blades but expose the outer shoulders, tops w/spaghetti straps or shirts with a shoulder band width less than 3 inches or 3 fingers wide
- \Longrightarrow Sheer or mesh garments exposing bare skin
- ⇒ Sheer or mesh garments with a nude lining that resembles flesh
- ⇒ Halter dresses, dresses w/spaghetti straps or strapless dresses
- ⇒ Hi/Low dresses cut higher than three inches above the knee
- ⇒ Sheer maxi skirts or dresses with lining cut higher than three Inches above the knee
- \Longrightarrow Skirts and shorts cut three inches above the knee
- ⇒ Running shorts, yoga pants, compression shorts
- Leggings without a shirt or blouse long enough to cover the lower posterior
- \Longrightarrow Jeans or pants with holes on the upper thigh
- ⇒ Exposed under garments
- ⇒ Spikes and chains
- ⇒ Backpacks book bags that are not clear or mesh
- ⇒ Garments displaying vulgar or explicit material, drugs, alcohol, tobacco, illegal substances gang or illegal activities

INAPPROPRIATE DRESS FOR BOYS

- ⇒ Hats, caps, visors, hoods, sunglasses, bandanas, do-rags, wave caps, picks, or other headgear
- ⇒ Pajamas or pajama pants
- ⇒ Tank tops (traditional and razor back) shirts that cover the shoulder blades but expose the outer shoulders, shirts with a shoulder band widths less than 3 inches or 3 fingers wide
- \Longrightarrow Sheer or mesh garments exposing bare skin
- \Longrightarrow Sheer or mesh garments with a nude lining that resembles flesh
- ⇒ Jeans or pants with holes on the upper thigh
- ⇒ Running shorts and shorts cut higher than three inches above the knee
- \Rightarrow Exposed under garments
- ⇒ Spikes and chains
- \Rightarrow Backpacks or book bags that are not clear or mesh
- ⇒ Garments displaying vulgar or explicit material, drugs, alcohol, tobacco, illegal substances gang or illegal activities



	August 2018				
Monday	Tuesday	Wednesday	Thursday	Friday	
		1	2	3	
6	7	8	9	10	
Teacher planning Week→					
13 1st day back to school	14	15	16	17	
20	21	22	23	24	

27	28	29 Early dismissal	30	31
		September 2018		
Monday	Tuesday	Wednesday	Thursday	Friday
3 Labor Day Holiday	4	5	6	7
10	11	12 Early dismissal	13	14
17	18	19	20	21

24	25	26 Early dismissal	27	28
		0.1.1		
		October 2018		
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12

15 End of grading period	16	17 Early dismissal	18	19 Teacher Planning Day
22	23	24	25	26
29	30	31 Early dismissal		
	Halloween			
		November 2017		
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2

5	6	7	8	9		
	Election Day					
12 Veterans Day	13	14 Early dismissal	15	16		
(observance)						
19	20	21 Thanksgiving Break	22 Thanksgiving Break	23 Thanksgiving Break		
26	27	28 Early Dismissal	29	30		
	December 2018					
Monday	Tuesday	Wednesday	Thursday	Friday		
-		-	-	-		

3	4	5	6	7
10	11	12 Early dismissal	13	14
17	18	19	20	21 End of grading period
24 Winter Break	25	26 Winter Break	27 Winter Break	28 Winter Break
24 Winter Break	25	26 Winter Break	27 Winter Break	28 Winter Break
	Christmas Day			
31 Winter Break				

	January 2019					
Monday	Tuesday	Wednesday	Thursday	Friday		
	1	2 Winter Break	3 Winter Break	4 Winter Break		
7 Teacher Planning Day	New Year's Day 8	9 Early dismissal	10	11		
14	15	16	17	18		
21	22	23 Early dismissal	24	25		
MLK Holiday						

28	29	30	31	
		February 2019		
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	C. Fayly diaminal	7	8
4	5	6 Early dismissal	'	8
11	12	13	14	15

18	19	20 Early dismissal	21	22
Presidents' Day				
25	26	27	28	
		March 2019		
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6 Early dismissal	7	8
			1	

11 Spring break	12 Spring Break	13 Spring Break	14 Spring Break	15 Spring Break
18	19	20	21 End of grading Period	22 Teacher Planning Day
25	26	27	28	29
		April 2019		
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
				1

8	9	10	11	12		
15	16	17	18	19 School closed		
	16	17	10	19 School closed		
22	23	24 Early dismissal	25	26		
29	30					
	11 2010					
		May 2019				
Monday	Tuesday	Wednesday	Thursday	Friday		

		1	2	3
6	7	8	9	19
13	14	15	16	17
20	21	22 Early dismissal	23	24
27	28	29	30	31 Last day of school
				-
Memorial Day				

June 2018						
Monday	Tuesday	Wednesday	Thursday	Friday		
				1		
4	5	6	7	8		
11	12	13	14 Flag Day	15		
18	19	20	21	22		

25	26	27	28	29