

Mosley High School Student Handbook Highlights

2022 – 2023

Policies, procedures and information outlined in the Student Handbook may be subject to change at the principal's discretion based upon updates and requirements dictated by federal, state, and local officials during the COVID-19 pandemic.

STUDENT DRESS CODE AND GROOMING (School Board Policy 7.209)

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.

The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities (examples: Honors and Awards ceremonies)

Tops:

- All tops must be unaltered and appropriately fitted with sleeves; cannot be so sheer or tight as to reveal underwear or body parts
- Collared or crew neck tops only; scoop or V-neck shirts will not be permitted
- School approved T-shirts (club, spirit, etc.) are permitted
- School colors preferred and encouraged
- Students in grades 6th -12th: any solid color or print patterns; No graphics or logos except for a small manufacturer's trademark
- Students may layer their tops; however, all visible tops including camisoles or undershirts must be in solid colors

Bottoms:

- Bottoms must be any solid color
- Bottoms must be appropriately fitted and seated at the waist; cannot be so sheer or tight as to reveal underwear or body parts
- No shorts, skirts or dresses shorter than five inches (5") above the kneecaps as measured standing up, (K-5 students may wear jumpers)
- Any pants with holes, rips, or tears 5 inches above the kneecaps are not permitted
- Dresses with sleeves (underarm must be covered) must be a solid color or print patterns but no graphics
 - Small manufacturer's trademark and minimal embellishments are acceptable
- Fitness pants such as leggings, yoga pants, exercise tights, etc. are permitted but must be covered with a top that reaches fingertip length when arms are at sides

Shoes:

- Closed toes and closed backs preferred
- Sandals with back or back strap for grades K-5 only
- No bedroom shoes, flip-flops, shower shoes, slides or beach footwear

Sweaters/Sweatshirts/Hoodies:

- Long-sleeved sweaters, sweatshirts, or hoodies must be a solid color or print patterns but no graphics (unless school approved spirit or club)
- Small manufacturer's trademark is acceptable
- Hood may not be worn indoors or in covered hallways

Cloth Face Coverings:

- Cloth face coverings may be worn by students as necessary for health and safety
- Coverings must be solid colors or school approved
- Coverings may not cover eyes or tops of head
- Students will assume full responsibility for their own personal cloth face coverings

Other:

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas)
- No head wear except sunglasses. Hats or other sun-protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry
- Jackets/Coats must have either buttons, zippers or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.
- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate uniform bottoms.
- Earbuds – Principals are granted discretion of authority necessary to implement a technology policy (including earbuds/headphones) that best meets the needs of their campuses. In order for students to be made aware of security announcements or other hazardous situations in a timely manner, it is expected that all students will adhere to single earbud use while on campus, at school-sponsored events.

Prohibited Attire at all Schools

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. Attire and accessories that are prohibited include, but are not limited to:

- Clothing that exposes underwear or body parts
- Fishnet tights
- Garters
- Halloween costumes or anything perceived as a dress up costume
- Sleepwear, pajamas, or other bedroom clothes
- Beach wear or bathing suits
- Visible undergarments including camisole tops or undershirts
- Animal tails
- Any clothing or accessory item that causes a disruption to the learning environment

Any student who violates this specific policy of prohibited attire is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), Florida Statutes for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District. The Superintendent can add dress code requirements based upon the unique needs of the population served at a school.

BRING YOUR OWN DEVICE (B.Y.O.D) POLICY

As per Bay District School Board Policy 7.211: "Students may bring their personal electronic mobile devices to school. These mobile devices may be used in the classroom for educational purposes **when the teacher deems appropriate** and with a signed AUP. Students will bring personal electronic mobile devices to school at their own risk. The district WILL NOT be responsible if a phone or other device is lost, stolen, misplaced, damaged, or confiscated.

WIRELESS COMMUNICATION AND ELECTRONIC DEVICES POLICY

Rules concerning use: Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action; up to and including suspension, expulsion, and being reported to local authorities

DRIVING AND PARKING PRIVILEGES

Each student who desires to acquire a parking space on campus at Mosley High School shall meet the following qualifications:

- Must be a sophomore, junior or senior before the beginning of the school year and park in the assigned parking lot as assigned by their grade level.
- Pay a \$15.00 fee per year (non-refundable if privilege is revoked)
- Must have a valid Florida Driver's License* and proof of car insurance (*Military residents are an exception.)
- Must have a 2.0 cumulative GPA by the end of the previous school year (includes summer school)
- Must maintain a good attendance record
- May not have been suspended (in-school or out-of-school for the previous school year)
- Students may not be in parked cars or the parking lots during the school day. In case of extreme extenuating circumstances, an administrator escort is required. If this policy is violated, parking privileges may be revoked.

ATTENDANCE POLICIES

Leaving School during the Day. Before releasing a student from school, the principal or his/her designee shall establish the identity and authority of any individual who seeks the release of a student from school. A student shall be released only to the parents or legal guardians or other person authorized by the parents or legal guardians on the student's Registration Card. At the discretion of the principal, the parents/guardians may be asked to physically sign the student out. Parents/Guardians must have a picture ID to prove they have authority to remove the student from campus.

Absences: A student who wishes to be absent from school for permissible reasons shall have the verified permission of his/her parents or legal guardians and the approval of the principal. By the next school day after an absence, it shall be the responsibility of the parents/legal guardians to notify the school regarding the reason for each absence that was not pre-approved. The school shall thereafter contact the student's parent or guardian to determine the reason for each unexcused absence or absence for which the reason is unknown. Parents or legal guardians shall be required to justify the student's absence. Justification will be evaluated based on the policy below regarding excused or unexcused absences. The final decision for approval will rest with the school principal. Failure to successfully notify parents will NOT negate the attendance policy. Further, Florida Statute 1003.26, stipulates that a student must be in attendance for 90% of the instructional time required for each course in order to receive credit (81 out of 90 days).

Excused Absences: Documentation must be filed with the principal's office within 3 days of the absence. Excused absences may be given for the following reasons:

- Illness of student (Written physician's statement may be required after 5 days absence.)
- Appointments for medical or dental care (Physician's statement required)
- Death in the family or other bona fide family emergency
- Legal reasons
- Religious reasons (Specific policies regarding leave for religious holidays may be obtained at the attendance office).
- School-sanctioned activities
- Approved educational trips
- Pre-approved family leave
- Visits to licensed therapist
- Administrative leave

Students have five (5) school days to make up all work missed for any absence, excused or unexcused.

Unexcused Absences: Unexcused absences are those absences that are not justified according to this policy by parent or legal guardian. Parents may appeal in writing to the principal for these absences within five days of notification. **In addition, truancy, out of school suspension, expulsion and/or skipping are considered unexcused absences.**

Signing In and Out of School: Students arriving at school after 8:20 a.m. (5 minutes after the opening of school) must report to the attendance office, sign in, and obtain a pass to enter class. Students will not be allowed to leave school during the day except in cases of emergency illness or dental and doctor appointments, and only then with prior administrative approval. Any student will be allowed to check out at any time without prior approval when the parent or guardian comes to the school. Students who do not sign in and out according to procedure could seriously jeopardize an absence appeal. Students may not sign out to leave campus for lunch. During our lunch times (10:45-12:30) a parent or guardian must be physically present to check their student out. Extreme exceptions to this policy will require approval from the school principal. **At any time of day, at the discretion of the principal, the parents/guardians may be asked to physically sign the student out. Parents/Guardians must have a picture ID to prove they have authority to remove the student from campus.**

Skipping class is defined by one or more of the following criteria.

- Failure to check out when leaving school before the end of the official school day
- Absent from class without parent knowledge and/or permission
- Absent from class without teacher knowledge and/or permission

The teacher's grade book will be the final authority in determining the number of absences for each student.

Administrative Probation: Students with four or more unexcused absences in a grading period shall be placed on Administrative Probation which shall include denial of participation in extracurricular activities and the revocation of privileges such as parking and leaving campus for lunch, through the end of the current grading period. **Minimum Attendance:** A student may be in jeopardy of being retained if he/she fails to attend school for at least 160 days in a school year.

Tardiness: Students are responsible for regular and punctual class attendance. They must be inside the classroom by the end of the ringing of the tardy bell in order not to be considered tardy. The teacher will determine if a tardy is excused or unexcused. Students who are less than 5 minutes late will be given a Tardy. **Students who are more than 5 minutes late to a class or leave more than 15 minutes before the class is over will be given a Late Absence.**

The full student handbook will be available through the Bay District Schools webpage at www.mhsfins.com