



Pasco  
High  
School

## Student Handbook

# PHS PRIDE, HONOR, AND SUCCESS

36850 State Road 52  
Dade City, Florida 33525  
(352) 524-5500

### **Administrators**

Kari Kadlub, Principal  
Mr. Norm Brown, Assistant Principal  
Mrs. Samantha Del Valle, Assistant Principal  
Ms. Jennifer Ingersoll, Assistant Principal  
Mrs. Nora Light, Assistant Principal

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## Pasco High School Alma Mater

Out Upon The Swelling Breezes  
Let Our Voices Ring  
As To Thee Our Alma Mater  
Pasco High We Sing.

Onward Ever, Daunted Never,  
Courage Tried and True  
Through The Years We Will Be Loyal  
Pasco High To You

### Core Beliefs

#### *Parents/Guardians*

The best gift parents/guardians can give to their children, next to their love, is a love of learning.

Three Way Test to Success  
Student Success is enhanced by parents/guardians who promote learning.

Do your words and actions:

- \*Require attendance?
- \*Schedule quiet time for homework?
- \*Monitor progress and encourage future goals?

#### *Students*

The best gift students can give to themselves is learning proficient literacy, communication, and problem solving skills.

Three Way Test to Success:  
Successful students attend, learn, and apply.

- \*Does your attendance pattern help you develop academic success?
- \*Does your behavior promote learning?
- \*Does your attitude promote learning?



## PRINCIPAL'S MESSAGE

Dear Pasco Pirate Students:

Welcome to the 2014-2015 School Year! I am proud to be your principal at Pasco High School.

We are all pirates in pursuit of excellence and as such we have a "Pirate's Code" that we strive to live by. The "Pirate's Code" will direct us to conduct ourselves in a manner that is respectful of others, allowing teachers to teach, students to learn and everyone to feel safe and comfortable. If you let the "Pirate's Code" be your guide, you will have a successful year at Pasco High.

The secret to having a successful high school student who graduates on time and is prepared for the next phase of his or her life after high school is **TEAMWORK**. This means the teachers, staff, administrators, parents/guardians, and the student, must all work together in order for this goal to be achieved. To be a successful student he/she must be an active partner in the learning process. Listed below you will find ten steps towards a successful high school experience:

Step 1: Know your school (policies/procedures, dress code, attendance, etc.)

Step 2: Understand your academic record (graduation requirements, GPA, transcripts, etc.)

Step 3: Be in school every day

Step 4: Know how to get good grades (organization, time management, study skills, etc.)

Step 5: Set Goals (short and long-term goals)

Step 6: Get Involved (sports, clubs, school activities, etc.)

Step 7: Make good choices and decisions (rewards instead of consequences)

Step 8: Know how to handle stress

Step 9: Use available services/resources (tutoring)

Step 10: Plan and prepare your future

I am looking forward to the 2014-2015 school year being a great year here at Pasco High School and we know that with your cooperation, support and involvement it will be!

Sincerely,  
Kari Kadlub  
Principal

## Important School Telephone Numbers

Front Desk	Mrs.McCabe	352-524-5500
Principal	Mrs. Kadlub	352-524-5501
Asst. Principal	Mr. Brown	352-524-5506
Asst. Principal	Mrs. Del Valle	352-524-5541
Asst. Principal	Ms. Ingersoll	352-524-5507
Asst. Principal	Mrs. Light	352-524-5508
Admin Asst.	Mr. Giles	352-524-5490
Admin Asst.	Mr. Grayling	352-524-5503
Admin Asst.	Mrs. Lowery	352-524-5515
Registrar	Mrs. Simonds	352-524-5512
School Nurse	Mrs. Polk	352-524-5521
SRO	Officer McDougal	352-524-5405
Athletic Director	Mr.McHugh	352-524-5522
Guidance Counselor	Ms. Greek	352-524-5509
Guidance Counselor	Ms. Montague	352-524-5511
Guidance Counselor	Ms. Amiot	352-524-55
Guidance Counselor	Ms. Johnson	352-524-55
Guidance Counselor	Mrs. Johansen	352-524-5503
Attendance Clerk	Mrs. Smith	352-524-5539
Bus Garage	Mrs.Walter	352-524-0563

## General School Procedures

### Student Parking

Parking on school property is a privilege, not a right. Students must attend the Safe Driving Course with the SRO and have at least a 2.0 GPA to purchase parking permits. Permits cost \$15.00. Students who are issued a parking permit are expected to:

- Park only in assigned parking space.
- Follow the five-mile per hour speed limit.
- Vacate their vehicle upon arrival, secure it and refrain from visiting the vehicle during school hours.
- Have I.D. pass to leave campus, if participating in OJT/Dual enrollment, during school hours.
- Display parking decal at all times.
- Leave campus promptly at 2:10 p.m. unless participating in a supervised campus activity.
- Notify administration of any parking status change and refrain from switching or giving their decal to other students.

Once a student is placed on the ineligible list, his/her privilege of parking on campus will be revoked until removed from the ineligible list (see ineligible list rules). There will be no refunds for lost decals/parking privileges. Students who park on campus without a parking decal will lose their privilege to obtain a decal for the following year.

### **Attendance Policy**

Florida Law 1003.26(1)(b) provides that if a student has at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences for which the reasons are unknown, within a 90 day period, the school will take action. At Pasco High the action will include the loss of participating in extracurricular activities open to all students, including athletics, Homecoming dance, prom and field trips, until the end of the following grading period/quarter. If this occurs during the fourth quarter of the school year, the privileges would be lost for the first quarter of the following school year. The principal may review extenuating circumstances brought forth by the parent/guardian. The principal's decision is final. According to the school's procedure for reporting a child's absence, the parent must send a written note in to the attendance office within two (2) days of the child's return to school in order for the absence to receive consideration for being excused.

### **Tardy Policy**

It is the expectation of the faculty, staff, and administration of Pasco High School that classes will begin on time each period. Students late to class not only interrupt their learning, but also the learning of others. **Students arriving to school after the tardy bell, between 7:35 a.m. and 7:50 a.m. must report directly to the Guidance area to receive a tardy slip.** Notes are not accepted for a tardy. Parents must accompany the student into the school. ***Students in excess of 5. tardies per quarter are subject to disciplinary measures.***

### **Check Out Procedures**

Students must bring a note to the attendance office from a parent/guardian before the start of school. The note must include student name, student number, parent/guardian phone number, and reason for checkout. Once the note is verified the student may pick up a checkout slip between classes.

All parents/guardians who are checking out students in person must present a picture I.D. to the attendance office or front desk. Only the persons listed as parent or guardian on the "contact information" will be allowed to pick up a student. All others listed on the contact list must be approved via phone contact with the legal parent/guardian prior to picking the student up. Students will only be called out of class the first 5 minutes or last 5 minutes of class unless it is an emergency. During P.M. activity days, students may only receive a check out slip if they provided the attendance office with a note that has been verified the day before the activity. Notes will not be accepted the day of the activity and students will only be able to check out with a parent present.

## Visitors

The administration reserves the right to deny visitors permission to be on campus. All visitors must sign in at the front desk to receive a visitor pass. Visitors must not violate school dress code while on campus. Classroom visits will only be allowed with an administrator's permission. **Students are not allowed visits from non-enrolled friends or relatives.** The Jessica Lunsford Act procedures will be followed for all persons visiting during the school day.

## Locker Assignments

Students may obtain a locker during registration or during the school year for a fee of \$9.00. The fee must be paid prior to receiving a school-issued lock, which is the only allowable lock to use. Lost locks can be replaced for a cost of \$3.00. As availability permits, the locker assignment will be in close proximity to students' classes. Students issued a locker are strictly prohibited from writing on the interior or exterior and from switching lockers without permission.

## Lost and Found

Articles found on school property will be turned in to the main office and may be claimed by the individual identifying it. **The school is not responsible for lost or stolen items.**

## Restricted Items

Technology including, but not limited to, wireless communication devices (WCDs) intended and actually used for instructional purposes will be permitted, as approved by the classroom teacher or the building principal. However, the use of WCDs to engage in non-education-related communications during instructional time is expressly prohibited. Students may use WCDs before and after school, during their lunch, and in between classes. Distracting behavior that creates an unsafe environment will not be tolerated. **Pasco High School will not be responsible for restricted items brought on campus that are lost or stolen.**

## Dress Code

Students are expected to wear clothing that is appropriate and modest. Girls wearing shorts or skirts must wear them no more than 4" above the knee.

Any jeans that expose the skin more than 4" above the knee will be considered a dress code violation. Shirts must not dip lower than an imaginary line from armpit to armpit and must be long enough to overlap pants or skirts. Tank tops, spaghetti straps, and halters are not allowed. Boys must wear their pants securely at the waist and all shirts must have at least 4" sleeves (shoulder to arm). Muscle or sleeveless shirts and athletic jerseys are not allowed unless a shirt with at least 4" sleeves (shoulder to arm) is worn underneath. Dress code must be maintained during the normal course of movement (bending, climbing, sitting, reaching, etc.). Students out of dress code will be sent to ISS until it is corrected. Dress code regulations must be maintained at all times, including night school and other

academic after school programs, until students leave campus to go home. The principal or his designee will make final decisions on the appropriateness of dress.

### **Assemblies**

Our reputation can be improved or damaged by our conduct during school assemblies. All students will be expected to adhere the following rules:

- No food or drinks allowed in the assembly.
- Move quickly to the activity center and sit in their designated areas.
- Students should give their full attention to the performers and show appreciation.

**Any student who loses extra-curricular privileges due to attendance will be restricted from attending any in-school activity including sports, pep rallies, assemblies, dances, etc until attendance improves.**

### **Discipline Referrals**

All discipline referrals will be processed by administration and/or administrative assistants and will identify the intervention after a student conference.

### **Dismissal**

Campus supervision is only available 30 minutes prior to the beginning of school and 30 minutes after dismissal. All students must make arrangements to leave campus promptly after dismissal. **Car riders must be picked up in front of administration only.** Student drivers must leave campus immediately upon dismissal unless participating in school sponsored sports and/or extra curricular activities. Students remaining on campus past the supervised time will receive a discipline referral. Any student who leaves campus after attending their scheduled classes is not allowed to return to school for any reason unless they are attending a class, or participating in sports. Students who remain on campus for sports or adult education classes must report directly to the cafeteria by 2:10 pm and remain there until the beginning of their after school activity or evening class.

### **Buses**

Students must conduct themselves with appropriate behavior and conform to the rules and regulations of the district and bus driver. Bus drivers have the authority to control students riding their bus. Students riding buses to and from sporting events must return on the same bus unless prior arrangements have been made and approved by an administrator. Buses are located on the stadium side of the school and students are expected to load and unload buses as directed. Bus riders only have 7.5 minutes after dismissal to load their bus. Students on late buses do not receive a tardy detention slip and it is the responsibility of the student to obtain a pass before entering class. Bus passes are issued during registration at the beginning of the year and through the attendance office thereafter. Students are only allowed to ride their assigned bus.

## **Curriculum and Academic Programs**

### **Schedule Changes**

Opportunities to request schedule changes will occur prior to each semester. After that time, student requests will not be accepted. If a student has concerns or questions about his/her schedule, a request form to see a guidance counselor may be completed to schedule an appointment. Guidance counselors will meet with the student after receiving the request.

### **Enrichment and Recovery Programs**

Cambridge International Diploma Program, Advanced Placement, Pasco-Hernando State College, Florida Virtual High School, adult education, APEX, and Pasco eSchool courses are available to students for enrichment or replacement of low grades. Students must receive approval from guidance to participate and complete necessary forms.

### **Progress Reports/Report Cards**

Report cards and progress reports are issued to all students in grades 9-12 four times a year. Progress reports and report cards are sent home with students on the following dates:

<u>Progress Report</u>		<u>Report Cards</u>	
September	19	October	27
November	17	January	12
February	13	March	30
April	27	June	11-Mailed

### **Class Status**

### **Grading Scale**

	<u>Grade</u>	<u>Percent</u>	<u>GPA</u>
0-5 credits = Freshman	A	100-90	4.0
6-11 credits = Sophomore	B	89-80	3.0
12-17 credits = Junior	C	79-70	2.0
18-24 credits = Senior	D	69-60	1.0
and a 2.0 GPA	F	59-0	0.0

### **Ineligibility List Rules**

The following is critical information in regard to the 2014-2015 PHS Ineligibility List. The categories for ineligibility are as follows: attendance, tardies, referrals, G.P.A., address/phone number, overdue library materials, and textbooks. The ineligibility list will be updated every quarter. The specifics for each category are below.

Attendance: 5 or more unexcused absences

Referrals: 3 or more referrals

Tardies: 5 or more tardies

\* NOTE: In the case of attendance, referrals, and tardies, a student is identified and placed on the ineligible list at the end of the quarter and will remain on the list for the entire following quarter. This carries over from the previous school year.

*In the case of attendance, referrals, and/or tardies, an Ineligibility List Contract may be drawn up in order to remove the student from the Ineligibility List contingent upon the following criteria:*

1. *The Ineligibility List Contract must be approved by Mrs. Light – approval is on a case-by-case basis.*

2. *An Ineligibility List Contract is only available during the weeks of August 19<sup>th</sup>, October 21<sup>st</sup>, and January 6<sup>th</sup>.*

3. *Should a student violate the terms of the Ineligibility List Contract, he/she will be placed back on the Ineligibility List for the remainder of the quarter and the entirety of the following quarter (no exceptions).*

G.P.A: Any student without a 2.0+ G.P.A.

\* NOTE: In the case of G.P.A., a grade 10-12 student is identified and placed on the ineligible list at the end of the semester and will remain on the list for the entire following semester. This carries over from the previous school year. A 9<sup>th</sup> grade student, however, will be identified and placed on the ineligible list at the end of the first quarter.

### **Phone Number/Address:**

Continuously throughout the school year, student phone numbers and addresses are used for various school communications. Once a phone number is found to be inaccurate or a letter is returned due to a bad address, a student will be placed on the ineligible list until the incorrect information is updated with the school.

### **Textbooks:**

A student will be placed on the ineligible list once they have lost or damaged a textbook. The student will remain on the ineligible list until the book is returned or paid in full.

### **Overdue Library Materials:**

A student will be placed on the ineligible list once they have an overdue library item. The student will remain on the ineligible list until the overdue item has been returned or the cost of the item has been paid.

## **Extracurricular/Sports Participation**

### **Eligibility Guidelines**

Students will have four consecutive years of opportunity for athletic eligibility upon entering the ninth grade. Any student entering the ninth grade for the first

time is eligible to participate beginning the first semester. Thereafter, beginning with the second semester, a freshman must maintain a 2.0 on a 4.0 scale in all of their course work to continue eligibility. Any administratively placed ninth grader shall be ineligible until the second semester and only if they meet the 2.0 grade requirement. In addition, all students must maintain satisfactory conduct. **Unsportsmanlike conduct will result in disciplinary action and possible ineligibility for the remainder of the season.** Pasco High will follow the school board guidelines for delinquent or felony acts. To be eligible to represent Pasco High School in interscholastic/extracurricular activities, students must provide the following annually (current school year date):

- a doctor's certificate describing physical condition
- a parent/guardian consent form
- a certified birth certificate (original, will be returned)
- a primary insurance coverage (school insurance is secondary)
- a participation fee of \$60.00 for the first sport, \$40.00 for the second sport, \$0.00 for the third and subsequent sports.

Students must attend 4 out of 7 classes on game day in order to participate; the principal can approve some extenuating circumstances in advance. If a student is suspended from school, the student will not be able to practice or compete for the duration of the suspension. Students who receive ISS will be ineligible to play in the next competition.

Any equipment issued to a student athlete is his/her responsibility. The student is expected to keep the equipment in clean and good condition. If the equipment is lost or damaged, the student is responsible for the cost of repair or replacement. No further equipment will be issued unless equipment from previous sports has been returned or financial obligation has been met.

Students participating in sporting events away from school must use school-sponsored transportation to and from the event unless prior arrangements are approved by administration. Transportation home after games or practice must be within a reasonable amount of time after the activity (30 min). Students who drive must leave school immediately after being dismissed by their coach.

### **Florida Academic Scholars and Gold Seal Vocational Endorsement Program**

Students who qualify for these programs may be eligible to receive scholarship money. For additional information see a guidance counselor.

### **Guidance**

All students at Pasco High School will be able to receive services from the guidance department. In order to receive services, all students must adhere to the following procedures:

- Request a hall pass from a teacher to visit the guidance office.
- Obtain a request form to schedule an appointment.
- Visit only when requested by guidance or with a pre-arranged appointment time.
- Check in with secretary before entering guidance offices.

- Request a pass from guidance back to class and return to class promptly.

NOTE: If an emergency arises the student is not required to fill out a request form to see a counselor.

### **Graduation**

A student will be allowed to participate in graduation ceremonies after meeting all graduation requirements. A graduation check will be completed at the beginning of the student's senior year and will outline all graduation requirements and student standing. For transfer students, the graduation check will be completed as soon as the records are received from the previous school. A student will be identified as the Valedictorian based on the highest cumulative G.P.A. at the end of the seventh semester and class rank. A student in second place will be identified as the Salutatorian. The G.P.A. will include courses approved by the District Board of Pasco County for credit.

### **Lunch Procedures**

Students are not allowed to leave campus during lunch and are not allowed to get outside restaurant food delivered to them during school lunch breaks by anyone. The following rules apply during lunches in the cafeterias and the quad area of the campus:

- All trash must be deposited into the trash containers.
- The areas around your eating area must be cleaned.
- Refrain from breaking or butting in line.
- Remain in the commons area or quad area during lunch. All other areas are restricted unless a pass has been issued.

Proposed lunch prices are determined by district policy and are as follows: Breakfast - \$1.50 (student) \$1.75 (adult). Lunch - \$2.60 (Classic) \$3.00 (Alternative), \$3.75 (adult). Students can request free or reduced lunch by filling out a lunch form. These may be obtained from the cafeteria or administration office. Reduced meal prices are as follows: Breakfast - \$.30, Lunch \$.40. Students who qualify for free or reduced meals will get both breakfast and lunch at the reduced rate. All prices are subject to change.

**\*Other rules and policies not outlined in the school policy pages will be addressed by the district policy.**

## Pasco High School Schedule 2014-2015

### Daily Bell Schedule

1<sup>st</sup> period 7:35-8:25

2<sup>nd</sup> period 8:30-9:20

3<sup>rd</sup> period 9:25-10:15

4<sup>th</sup> period 10:20-11:10  
(A Lunch)

5<sup>th</sup> period 11:15- 12:05  
(B Lunch)

6<sup>th</sup> period 12:10-1:00  
(C Lunch)

7<sup>th</sup> period 1:05-1:55

### A.M. Activity Schedule

1<sup>st</sup> period 7:35-8:15

2<sup>nd</sup> period 8:20-9:00

3<sup>rd</sup> period 9:05-9:45

**(Activity 9:50-10:50 )**

4<sup>th</sup> period 11:00-11:40

5<sup>th</sup> period 11:45-12:25

6<sup>th</sup> period 12:30-1:10

7<sup>th</sup> period 1:15-1:55

### P.M. Activity Schedule

1<sup>st</sup> period 7:35-8:15

2<sup>nd</sup> period 8:20-9:00

3<sup>rd</sup> period 9:05-9:45

4<sup>th</sup> period 9:50-10:30

5<sup>th</sup> period 10:35-11:15

6<sup>th</sup> period 11:20-12:00

7<sup>th</sup> period 12:05-12:45

**(Activity 12:55-1:55)**

# PASCO HIGH SCHOOL CAMPUS PLAN

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