

**ATLANTIC COMMUNITY HIGH SCHOOL  
2017-2018 STUDENT HANDBOOK**

***“FAILURE IS NOT AN OPTION”***

**PHILOSOPHY AND OBJECTIVES OF THE SCHOOL**

Atlantic Community High School exists to serve the educational needs of the community and its students. Our mission is to enable all students to become positive and productive members of society. To achieve this mission, we must address many facets of the “whole student,” intellectually, socially, morally, physically and aesthetically.

The overall climate must encourage students to reach their potential, “to be the best they can be.” This climate must encourage and reward achievement, self-discipline, tolerance, leadership and service to others.

***The contents of this handbook are subject to change.***

**ALMA MATER**

**Atlantic High we hail and praise you.  
Forward we shall go  
Peace will reign throughout our futures.  
As we live and know.  
Teach us now to know thy wisdom,  
To show our loyalty.  
Atlantic High we are all brothers,  
Proud we all shall be.**

**FIGHT SONG**

**Come on and fight for Atlantic.  
Win a victory today.  
Go right on Atlantic,  
We’re behind you all the way.  
You’ve got us all uptight for Atlantic,  
You’re the greatest team we know.  
So fight right down the line and  
Watch Atlantic go!!!**

## **BLOCK SCHEDULING**

Atlantic is on a block schedule, a system which allows for longer class periods with classes meeting every other day. Class periods are approximately 105 minutes long, with the exception of first period, which is a Sixty minute period that meets every day. With block scheduling, students have more time with each teacher; so varied activities can take place within a class period to enhance learning. Period 1 meets every morning. The other periods alternate days. Periods 3, 5, and 7 meet on White (odd) days. Periods 2, 4, and 6 meet on Green (even) days.

### **FY18 BELL SCHEDULE**

|             |               |  |
|-------------|---------------|--|
| PERIOD 1    | 7:30 – 8:25   | (55 minute class)                                    |
| PERIODS 2/3 | 8:30 – 10:25  | (110 minute class)*<br>(5 minutes for announcements) |
| PERIOD 4/5  | 10:30 – 10:35 | (5 minutes)  |
| PERIOD 4/5  | 11:15 – 12:55 | (100 minute class)                                   |
| PERIOD 4/5  | 10:30 – 11:20 | (50 minutes)   |
| 2nd LUNCH   | 11:20 – 11:55 | (35 minutes)   |
| PERIOD 4/5  | 12:00 – 12:55 | (55 minutes)   |
| PERIOD 4/5  | 10:30 – 12:05 | (95 minute class)                                    |
| 3RD LUNCH   | 12:05 – 12:40 | (35 minutes)   |
| PERIOD 4/5  | 12:45 – 12:55 | (10 minutes)   |
| PERIOD 6/7  | 1:00 – 2:45   | (105 minute class)                                   |

\*Includes time set aside for announcements

## WHERE TO TURN

### **MAIN OFFICE (561) 243 – 1500**

- Leave messages for teachers
- Permission for students to leave campus for reasons other than illness

### **STUDENT SERVICES**

|                          |              |                           |
|--------------------------|--------------|---------------------------|
| <b>(561) 243 -- 1531</b> | <b>1-108</b> | <b>IB</b>                 |
| <b>(561) 266 -- 0984</b> | <b>2-101</b> | <b>GRADES 11 &amp; 12</b> |
| <b>(561) 243 -- 1516</b> | <b>4-212</b> | <b>GRADE 9</b>            |
| <b>(561) 330 -- 8952</b> | <b>4-110</b> | <b>ELL</b>                |
| <b>(561) 266 -- 0963</b> | <b>5-101</b> | <b>ESE</b>                |
| <b>(561) 266 -- 0966</b> | <b>6-110</b> | <b>GRADE 10</b>           |

General School Business; Student discipline information; Appointment with Assistant Principals; Attendance information; Reporting lost property on campus; Bus transportation; Permission for students to leave campus for reasons other than illness.

### **ASSISTANT PRINCIPALS**

|                 |                               |
|-----------------|-------------------------------|
| Matthew Bezio   | (Grade 9)                     |
| Marc Dixon      | (Grade 10)                    |
| Robert Slydell  | (Grade 11)                    |
| J. C. Rodney    | (Grade 12)                    |
| Jerry Fogarty   | (Community School)            |
| Victoria Brioc  | (Curriculum)                  |
| David Youngman  | (International Baccalaureate) |
| Kelly Hollander | (Professional Development)    |

### **CLINIC (561) 243 – 1522**

### **GUIDANCE OFFICE (561) 243 – 1515**

Registration; Personal/counseling; Withdrawal forms; School insurance forms; Transcripts; Scholarship information; Guidance Counselor appointments

## **GUIDANCE COUNSELORS**

|                 |                            |
|-----------------|----------------------------|
| Callie Kitchens | (Grade 9)                  |
| Mary Rizzocasio | (Gr. 10/12 last names A-E) |
| Bridget Urso    | (Gr. 10/12 last names F-L) |
| Melanese Smith  | (Gr. 10/12 last names M-Z) |
| Leslie Andreula | (IB Grades 9/10)           |
| Kelly Bruce     | (IB Grades 11/12)          |
| Alberto Zeno    | (ELL Grades 9-10)          |
| Carismene Theus | (ELL Grades 11-12)         |

## **INTERNATIONAL BACCALAUREATE (IB) OFFICE (561) 243 – 1531**

David Youngman, Assistant Principal/Coordinator  
Any concerns regarding the IB program

## **COMMUNITY SCHOOL (561) 243 – 1520**

Jerry Fogarty, Assistant Principal  
Enrollment for Community School classes, GED  
program, Adult ESOL classes, after school tutoring  
SAT Prep classes, after school security

## **SCHOOL POLICE OFFICERS**

**(561) 243 – 1537**                      **(561) 243 – 1538**

## **BOOKKEEPER (561) 266 – 0958**

Returned checks only. Financial questions should be  
addressed to the appropriate department

## **MEDIA CENTER (561) 243 – 1465**

## **HANDBOOK INFORMATION**

While this handbook is intended to inform parents and students of the various details of campus life, obviously it cannot contain each and every detail. The information presented and the rules set forth are general and are not in any way intended to be finite. Policies and procedures are subject to change to fit the situation or to conform to Federal, State, Local and School District edicts. If a rule or regulation

is not listed or other information is not presented that does not mean it does not apply. Due to the space constraints of this handbook, all of the situations involving activities/actions of individuals in regard to the School District of Palm Beach County and Atlantic Community High School cannot be placed in these pages.

Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct,:

<https://www.palmbeachschools.org/students/studenthandbook/s/>

### **ACTIVITIES AND ATHLETICS**

Atlantic offers a club, sport or special activity to meet the needs and interest of every student. Activities are an integral part of the total school program. All students are encouraged to become involved in the activity of their choice. A few clubs/organizations do have national guidelines regarding membership that must be adhered to. Check these objectives and qualifications for membership. Belonging to and participating in an organization is a very significant part of the student's high school career. D 5.60

Attendance is required in at least four (4) hours of classes for students who are participating in any school-sponsored activity such as the prom, athletic events, school plays, band concerts, etc.

**Recently many groups have used the school's name for activities that are not Atlantic High School events. Unless the permission form is signed by the Principal, it is not an Atlantic High School sponsored activity.**

### **AFTER SCHOOL ACTIVITY REGULATIONS**

All students are required to leave campus within 20 minutes after the dismissal bell. Students remaining on campus must be under the direct supervision of the staff member or adult who is sponsoring that activity. Students must remain with that sponsor the entire time they are on

campus. At the end of the activity, the sponsor will escort the students to the front of the building and supervise them until they are picked up by the parent or are placed on the activity bus.

### **ACTIVITY BUSES**

Activity buses leave at 5:00 pm and they are only available to students involved in after school activities. Bus passes will only be given to staff members; therefore students must remain with their coaches/sponsors in order to receive a pass. **No activity bus will be available on Friday.**

### **ATHLETICS INTERSCHOLASTIC SPORTS**

|                 |               |                 |
|-----------------|---------------|-----------------|
| Baseball        | Basketball    | Bowling         |
| Cross Country   | Flag Football | Football        |
| Golf            | Soccer        | Softball        |
| Swimming/Diving | Tennis        | Track and Field |
| Volleyball      | Weightlifting | Wrestling       |

### **FHSAA RULES (Florida High School Activities Association)**

Atlantic Community High School follows the FHSAA rules. Students participating in athletic organizations will be given these rules from the appropriate coach.

### **PROSPECTIVE CLUBS**

|  |                      |
|--|----------------------|
| National Honor Society                 | Art Club             |
| Amateur Radio Club                     | Academic Games       |
| Atlantic Ambassadors                   | Drama Club           |
| Varsity Cheerleaders                   | Chorus               |
| Global Club                            | Classical Music Club |
| Black Student Union                    | Environmental Club   |
| Eagle-Ettes and Co. (Dance Drill Team) | Freshman Class       |
| FEA (Future Educators of America)      | JROTC                |
| French National Honor Society          | Junior Class         |
| Junior Varsity Cheerleaders            | Key Club (Service)   |
| Literary Magazine                      | Marching Band        |

|  |                 |
|--|-----------------|
| Squall Staff (School Newspaper)                            | Senior Class    |
| SGA (Student Government Assn.)                             | Sophomore Class |
| Nautilus Staff (Yearbook)                                  | Gospel Choir    |
| Safe School Ambassadors                                    | Mu Alpha Theta  |
| Spanish National Honor Society                             | Robotics        |
| SECME (Southeast Consortium of Minorities in Engineering)  |                 |
| Eagles for Excellence (Recognition of Student Achievement) |                 |
| Speech and Debate (Forensics)                              |                 |
| SADD (Students Against Destructive Decisions)              |                 |
| International Culture Club                                 |                 |

### **CAMPUS RESTRICTED AREAS**

**Students are not permitted to be in or in close proximity to any of the following areas** of the Atlantic Community High School campus during school hours or when there are scheduled activities on campus **unless they are under the direct supervision of their teacher or other assigned adult supervisor.**

1. Any staff, visitor, or student parking lot (The exception being those students who have valid school permission to leave campus via their legally parked automobile or parent designated transportation. This includes students enrolled in an OJT program, Dual Enrollment classes, or a “no class”).
2. Any custodial area or plant facility area such as, but not limited to, mechanical rooms, electrical rooms, storage rooms, receiving areas, or production areas.
3. Any elevator, unless the student is in possession of a valid permit, issued by an administrator, to use the elevator.
4. Any athletic facility, playing field, practice field, locker room, stadium area, concession area, or equipment storage area. On, under, or around any bleachers or fan seating areas.
5. Any pond or retention area.

6. Any unoccupied classroom, reception area, laboratory, resource center, auditorium, stairwell, or other non-instructional room.
7. Any access roadway or utility road within or adjacent to the campus boundaries. The bus loop and adjacent areas. The areas immediately adjacent to and between buildings 3, 4, 5, and 6 (courtyards/common areas between the buildings).
8. During lunch periods, students are restricted to the cafeteria and the patio areas between buildings 2, 3, and 4. Students are not permitted to leave the dining area without a pass issued by an administrator on duty in the cafeteria. Students will not be allowed to go to any area other than the one designated on the hall pass.
9. Any faculty or staff designated work area, planning room, restroom, mailroom, production room, storage area, office, or conference room.
10. During school hours students are not permitted to open any exterior door to leave or allow any other person to enter without administrative authorization.

### **PARKING/VEHICLE USE ON CAMPUS**

Student parking is very limited and therefore not everyone who wishes to drive to school will be able to park on campus. Parking on campus is a privilege and not a right, and as a result, parking privileges can be revoked for school rule infractions, excessive absenteeism (5 unexcused in any class per semester), tardiness (5 total unexcused per semester), and safety related issues. A signed contract is required. Student parking is restricted to the areas designated for student use. Vehicles parking in any fire lane, designated handicapped, reserved, or visitor parking spaces will be subject to ticketing, booting, and or towing. Students are not permitted to go to their vehicle at any time during the school day except for the purpose of leaving campus with school authorization. **\*Please be aware the vehicles may be searched by school staff at any time.**



## **PARKING PERMITS AND PARKING REGISTRATION REQUIREMENTS**

Parking Permits will be sold to students using the following priorities:

- Registered in Dual Enrollment/OJT courses
- No class first or last periods of the day
- Seniors
- Underclassmen

Students must have the following documentation in order to register their vehicle and purchase a Parking Pass:

1. Current ACHS ID
2. Current Class Schedule
3. Valid Drivers' License
4. Signed Contract
5. Current Proof of Insurance
6. \$50.00
7. Current Vehicle Registration

The Parking Permit **must be hung from the rearview mirror.** Logo and number must face outward. This permit must be clearly visible at all times the vehicle is on campus. If a student's parking permit is lost or stolen, the student is responsible for replacing it immediately. Replacement permits cost \$50.00.

### **PARKING VIOLATIONS**

1<sup>ST</sup> OFFENSE - Warning

2<sup>nd</sup> OFFENSE – Car will be booted. Cost to remove the boot is \$50.00.

3<sup>rd</sup> OFFENSE – Towed at owner's expense.

### **STUDENT IDENTIFICATION**

Students are asked to keep their identification cards with them in order to expedite various services, such as lunch, media checkouts, and textbook retrieval. Students are required to have an ID if they are tardy and need a late pass. New students will receive an identification badge upon enrollment. Students are responsible for the replacement of this identification badge in the event it is lost or damaged beyond use. Replacement cost for an ID badge will be \$5.00.

Students whose status has changed will be issued a replacement ID badge at no charge (examples are: senior “no class”, OJT, Dual Enrollment). **ID badges will be issued in the Media Center.**

### **CELL PHONE POLICY**

Students **SHALL NOT DISPLAY OR USE** any **CELL PHONE** without permission from a staff member. When students are given permission to use their phones, they are not permitted to take pictures or record video.

Items confiscated from students will be returned to students at the end of the school day.

### **DRESS CODE**

School is a student’s place of business and appropriate dress is required. The primary responsibility for personal appearance of students rests with the students and parents. **STUDENTS ARE EXPECTED TO COME TO SCHOOL WITH PROPER ATTENTION TO PERSONAL CLEANLINESS, GROOMING, AND NEATNESS OF DRESS.**

Parents are requested to play an active role in the **ENFORCEMENT** of this policy. **EXCEPTION:** Any student requesting exemption from the dress code for medical reasons must first present a doctor’s note to that student’s Assistant Principal for approval. Specific religious apparel will be allowed with a written request from the appropriate clergy. No other exceptions will be permitted

Violators of dress code policy will be sent to **Student Services** until appropriate clothing is brought to the student.

**ITEMS NOTED BELOW ARE LISTED DUE TO THE FACT THAT THEY HAVE BEEN THE MOST CITED PROBLEMS.**

1. Head coverings are not permitted on campus (unless they are required for safety or for specific programs). Examples of inappropriate headwear are: hats, hoods, caps, do-rags, headbands, visors, bandanas, stocking caps, etc.

**NOTE: Knit caps** will be allowed when the weather is exceptionally cold (45 Degrees Fahrenheit, or wind chill factor, or colder).

2. Shoes are to be worn at all times. Bedroom slippers, heelies, and socks without shoes, are never acceptable.
3. Undergarments shall not be visible (i.e. Bra straps, boxers, thongs, etc.).
4. Curlers and other hair grooming aids (including picks) are not permitted.
5. Pants, skirts, and shorts must fit at the waistline not expose undergarments. Baggy pants or shorts that reveal undergarments are prohibited. Holes or cutouts in clothing fabric are prohibited. Slacks, pants, jeans, or shorts that are extreme in design are prohibited.
6. Spaghetti strap, tank tops, tube tops, halter tops, strapless tops, tops with only one strap, low cut tops, sheer, mesh, or see through tops, and sundresses are not permitted. There are to be no bare midriffs. All tops must be high enough to eliminate any exposure of cleavage. All shirts, blouses, and tops must have sleeves at least 2 inches wide and long enough to reach below the waist and to be tucked into the waistband of skirts, pants, or shorts.

**NOTE: Wearing a jacket or similar outer wear over inappropriate tops is not an acceptable alternative.**

7. Dresses, skirts, split skirts, or shorts must be at least  $\frac{3}{4}$  thigh length. Roll-up, athletic, bicycle, or other similar tight fitting shorts are prohibited. Long dresses or skirts with slits to facilitate walking may not have a slit that is above the  $\frac{3}{4}$  thigh length standard.
8. A shirt with sleeves must be worn under all sleeveless vests, jerseys, muscle shirts, or undershirts.
9. Pajama tops or bottoms, lounge wear, boxer shorts, throws, towels, blankets or afghans worn as outerwear are not allowed. Leggings or leotards must have a covering item of clothing such as a skirt or shorts or other appropriate outer wear.
10. Articles of clothing, accessories, or jewelry that may cause injury are not permitted.

11. Clothing, jewelry, buttons, accessories, etc. with words, phrases, symbols, pictures, or insignia which are obscene, profane, racist, suggestive, or related to gangs, murder, tobacco, alcohol, weapons, or drug use are prohibited.
12. Flags or national emblems are not allowed to be worn as articles of clothing. Clothing, jewelry, buttons, accessories, etc. which deface, alter or improperly display the national emblem are never permitted.

### **HALL PASSES**

Students must be in possession of a valid pass at any time they are on campus while classes are in session.

Students are not permitted to be out of any class at any time during the school day unless they are in possession of a valid hall pass that has the student's name, date, time, room coming from, destination, and teacher's signature. Hall passes for restroom or the water fountain will be restricted to the building and floor for that class. A generic Atlantic High teacher issued pass will be required for all other destinations (clinic, PE field, Guidance, AP office, locker in another building (or floor), another classroom, etc. Restroom/water fountain passes will be color coded according to building and floor. Hall passes that are accepted and are to be used by all teachers or staff members are:

- **Generic hall pass**
- **Restroom pass**
- **Clinic pass**
- **Media Center pass**
- **Tardy pass**

Students who have been in one of the offices or clinic during change of classes or a lunch period, will be issued an admit to class pass by that office.

## EARLY RELEASES

On regular school days, early release ends at 2:30 p.m. On designated exam days (at the end of each semester), students will not be allowed to leave early, as this causes an interruption to the testing environment.

## TARDINESS

Students not in their seat when the TARDY BELL signals the start of the class period are considered tardy. Unexcused tardy students must report to student services where they will obtain a tardy pass.

Students arriving late on campus are to immediately report to Main Office and then report to Building 2. Students who present written verification for an excused tardy will be given a pass and sent directly to their class. Students without valid documentation scan their ID for a tardy slip.

**Valid excuses for tardiness are:** doctor or dentist appointments, court appearances, governmental appointments, and police reports (accident or traffic citation). Parents must sign in late students in the main office. Oversleeping, missing the bus or one's ride, heavy traffic, car problems, power outages, or **valid reasons without documentation** will not be excused.

## STUDENTS LEAVING CAMPUS

Atlantic Community High School is a "**Closed Campus**." Students are not allowed to leave the campus for any reason without being issued a "Permit To Leave Campus" form. Parental permission or permission from an adult designated by the parent on the student's emergency information record for permission to leave campus must be verified by a school official/designee prior to a "Permit to Leave Campus" being issued. All students leaving campus with a "permit" must sign out in the appropriate log in the School Office prior to exiting the building.

Students enrolled in OJT classes, Dual Enrollment classes, or a "no class" must be able to present a valid ID or other valid written documentation (printout of class schedule)

showing permission to leave campus at the time they are leaving. These students must leave campus prior to the start of the next class period. Leaving during any other part of a period is not permissible. Once students have left campus, they are not permitted to return to ride the bus or seek rides from other students.

### **PROCEDURES FOR LEAVING/RETURNING TO CAMPUS**

Once a student is on school board property (campus or school bus), that student must follow the sign-out procedure. All students exiting the campus must leave through one of the designated doorways or gates. All students returning to campus during school hours must enter through the main office.

If a student has a prior appointment scheduled, written verification from the parent is required. The following information must be included: child’s name, grade level, type of appointment, the date of the appointment, the time the student needs to leave campus, and parent’s phone number(s) for verification. This verification needs to be brought to the School Office or the appropriate Assistant Principal’s office prior to the start of classes in the morning. The student must report to the School Office to check out and receive a “Permit to Leave Campus” form prior to leaving campus. Parents will be phoned prior to allowing the student to leave campus.

If a student becomes ill during the day, he/she should report to the clinic for evaluation. If it is determined the child is too ill to remain on campus, the child must be able to provide a telephone number where his/her parent can be reached in order to obtain parental permission to go home. Verification of parental approval by the clinic is required before the student will be given a “Permit to Leave Campus”.

### **CAMPUS SECURITY**

At no time are students ever permitted to “climb or jump” any fence on campus, whether coming on campus or

leaving campus. All students must enter through approved gates or entrances.

At no time are students allowed to prop open any door that has courtyard or exterior building access. Doors to the parking areas, bus loop, and back access roadway are to be closed and locked unless otherwise accessed by an administrator.

## **FIRE DRILL AND EMERGENCY PROCEDURES**

Fire drills, Tornado drills, and other evacuation drills are held periodically. Instructions for routes are posted next to the door in each classroom and office. An alert bell/siren will be used to notify the campus. Each drill will be designated by the type of warning that is posted on the wall next to the evacuation route. Students are to leave the room/building quickly and go quietly to the designated areas. Students are required to remain at this location, with their teacher (attendance will be taken), at all times, staying clear of roads and sidewalks. When the all clear is sounded, students are to use the same route back to their room as the one they used to evacuate. Other emergency procedures will be posted in classrooms.

## **LOCKS AND LOCKERS**

All student lockers are subject to search without warning pursuant to Florida law.

Locks attached to the hallway lockers are available through ROTC for a rental fee of \$10.00 per year. A lost or damaged lock or failure to return the lock at the end of the school year requires a \$10.00 replacement fee before another lock/locker can be issued.

PE lockers and locks are also available for a rental fee of \$5.00 and should be used to prevent loss of personal items while the student participates in physical education activities.

Cars may not be used as lockers since students may not go to cars during the school day. Students are not permitted to share lockers. The school is not responsible for any loss of or damage to locker contents or the nature of the

contents themselves. It is the student's responsibility to report any malfunction of a lock or locker to the ROTC Office immediately.

Upon the rental of a locker, a student will assume total responsibility for its contents. Any locks not issued by ROTC or PE that are placed on lockers will be removed without notification. All materials and books **MUST** be removed from the lockers when directed, prior to the start of final exams. Locks are the property of the school and are to be left on the lockers after they have been cleaned out. Students whose lockers are missing a lock at the end of the school year will be placed on the obligation list.

Lockers must be cleared out no later than two weeks prior to the close of school.

### **LOST AND FOUND**

The school cannot assume responsibility for lost articles. The student is urged not to bring valuable items on campus or to carry large amounts of cash. Found personal items and books are taken to the Media Center.

### **MESSAGES FOR STUDENTS**

We ask that parents limit their request for delivery of student messages to **EMERGENCY** cases only.

### **PROM/HOMECOMING DANCE RULES**

1. Photo identification will be required for **EVERYONE** who enters the dance site.
2. The **maximum** age for attendees is **20**
3. Everyone who enters is subject to breathalyzer testing and scanning by metal detector.
4. For homecoming, only current Atlantic High students will be allowed to attend.
4. For prom, only current Palm Beach County students will be permitted to attend.
5. If a student will be escorted by a non-Atlantic High School student, the ticket must be purchased at least **one week in advance** to allow time to conduct a background check.



6. All attendees are subject to all school and governmental rules, regulations, and laws.

### **STUDENTS REMAINING AFTER SCHOOL HOURS**

In the interest of safety for our students, students who are not involved in an activity should leave campus immediately after the bell rings. Students who are not picked up within 20 minutes of dismissal and do not ride the bus, drive, or ride with another student are required to wait under the tower near the main office.

### **TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

Students are responsible at the beginning of each new class to properly inspect and identify any damage to textbooks or materials they are issued. Once issued, the student is responsible for maintenance of that material. If any loss or damage occurs to the materials checked out to the student, there may be financial restitution that needs to be paid to repair or replace the materials. Additionally:

- Students should always write their names in their books when they are issued
- Students are not to leave their books in classrooms, as teachers are not responsible for lost items
- Students are not to tamper with the barcodes located on the book. Students will not receive credit for books that are missing barcodes

### **VALUABLES**

The school cannot be responsible for valuables and large sums of money brought to school. It is best to leave valuables at home.

### **VISITORS**

All visitors to the campus must check in at the Main Entrance upon their arrival for clearance and a visitor's badge before entering the campus. When at all possible, visitors will be escorted to the appropriate destination. Visitors are not permitted to enter classrooms or offices without proper identification and permission.