

Park Vista Community High School

7900 Jog Road

Lake Worth, FL33467

(561) 491-8400

Website: pvchs.com



Standard Operating Procedures 2022-2023

ADMINISTRATIVE STAFF

Superintendent:

Mr. Michael Burke

Regional Superintendent South:

Dr. Peter Licata

Principal:

Dr. Enrique Vela

Assistant Principals:

Mrs. Marie DiFonte

Mr. Brent Higley

Mrs. Mary Killeen

Mr. Reggie Lanier

Mr. Ronn Peteck

Dr. Pia Pierre

GUIDANCE OFFICE:

Coordinator: Mr. Rick Dewalt

Ms. Amy Carlson

Mrs. Michelle Mills

Mrs. Megen Stair

Mr. Peter Tarini

Mrs. Mary Turner

Mrs. Tara Robinson

491-8420

491-8419

491-8433

491-8434

491-8435

491-8436

491-8437

491-8432

MEDIA CENTER:

Media Specialist:

Mrs. Alina Orenstein

491-8446

SCHOOL POLICE OFFICERS: 491-8412

Officer Steve Fernandez

CONTACT INFORMATION

MAIN OFFICE:

491-8400

Dr. Enrique Vela, Principal

Mr. Reggie Lanier, Assistant Principal

Messages for Teachers and Staff

ACTIVITIES and ATHLETIC

DIRECTOR:

491-8443

Mrs. Pam Romero

CAREER ACADEMIES:

491-8431

Coordinator: Mrs. Nikki Lanier

CLINIC:

491-8442

Nurse: Ms. Ivey Delmas

COMMUNITY SCHOOL:

491-8448

Assistant Principal:

Mr. Ronn Peteck

ELL QUESTIONS:

493-6814

Coordinator: Marie Chrisphonte

EXCEPTIONAL STUDENT

EDUCATION (ESE):

491-8466

Coordinator: Ms. Shana Wendrow

FOOD SERVICE:

491-8452

STUDENT SERVICES:

Mrs. Marie DiFonte

Mr. Brent Higley

Mrs. Mary Killeen

Mr. Brian Leibowitz

Mr. Eric Luchina

Mr. James McDonough

Mr. Mathew Merman

Dr. Pia Pierre

491-8441

491-8417

493-6892

491-8416

491-8451

491-8414

491-8439

439-9786

491-8415

TECHNOLOGY:

491-6842

Technology Coordinator:

Mr. Logan Wehmeyer

BELL SCHEDULES

7 Period Day Schedule

1 st	7:30-8:24
Announcements	7:30-7:34
2 nd	8:30-9:20
3 rd	9:26-10:16
4 th	10:22-11:12
5 th	11:18-12:08
Lunch	12:08-12:53
6 th	12:59-1:49
7 th	1:55-2:45



Block Odd/ Even Day Schedule

1 st / 2 nd	7:30-9:22
Announcements	7:30-7:37
3 rd / 4 th	9:28-11:12
5 th	11:18-12:10
Lunch*	12:10-12:55
6 th / 7 th	1:01-2:45

WELCOME TO COBRA COUNTRY

- Be **C**ourteous
- Be **O**n Time
- Be **B**rilliant
- Be **R**esponsible & Respectful
- Be **A** Role Model
- Be **S**afe

Tip: Refer to your school calendar for the daily bell schedule

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

ARRIVAL / DISMISSAL PROCEDURES

Students are expected to arrive in dress code.

Students walking to school are expected to abide by traffic safety measures and to cross the street when and where designated by traffic support personnel. Bikes and skateboards are not to be ridden on campus and are to be stored and locked in the bicycle rack located near the staff parking lot. Students who are dropped off in vehicles can only be dropped off in the designated area in the front of the school. Please refrain from dropping students off outside the gates or in the parking lot.

Student drivers are required to enter through the student parking lot. Vehicles must display a valid decal to park in the student lot.



Park Vista bus stops can be determined by

visiting www.palmbeachschools.org/transportation and inputting the required information. Bus transportation for students living more than two miles from school is governed by the state and provided by the county (P-5.186). For further information, regarding transportation, please contact the transportation **call center at 561-242-6565**. A student is subject to the authority and discipline of the bus driver at all times. **Riding the bus is a PRIVILEGE.**

Procedures for Leaving Campus

If a student has a doctor, dentist, or other approved appointment during school hours, the parent / guardian must call the main office.

The student must report to the Main Office prior to leaving and properly sign out. The absence will be unexcused until the student brings in written medical documentation from doctor/dentist or court documentation.

Students under the age of 16 will not be permitted to walk off campus or be transported by another student. Therefore, parental pick up is required.

All students who become ill are required to check-out with the clinic. He or she must have a telephone number listed on their parent contact screen where his/her parent can be reached in order to obtain parental permission to go home.

There are no early releases after 2:15 p.m. This prevents early releases from blocking the entry and exit of school buses and backing up traffic.

Once a student comes onto school property in the morning, he/she must follow the sign-out procedure.

Park Vista has a “closed campus” policy. Students are not permitted to leave campus at any time once they have entered school property without signing out appropriately. The exception to this rule would be students who are enrolled in a work experience program. Students who have a “no class” period are not to be on campus during those periods. If a student does not have transportation, he or she will be given an assigned class. Under the closed campus policy, all students should remain on campus during lunch.

Students are not allowed to leave the campus for any reason without parental permission.

Note: Updates for parental contact must be made by parents/guardians in person in the Guidance Office. Caller-ID is used by Main Office Staff to verify parents calling to release students early.

Tardiness

All students are expected to be on time to school and in class when the tardy bell finishes ringing. Students who are tardy must report to Student Services to be issued a consequence. Students who are habitually tardy will be given an additional consequence.

Tardiness will be logged through the student conductor system. Students are required to have their student IDs when using this system. Students will receive three warnings per semester prior to being issued a detention for tardiness. Park Vista does not accept parent notes or phone calls to excuse tardiness. **Oversleeping, missing the bus, traffic, car problems or illness not confirmed by doctor, etc. will not be excused.**

CAFETERIA RULES

During lunch students are restricted to the cafeteria and courtyard. Additional areas are designated by

staff for inclement weather. Students must have a completed lunch pass from a teacher to be in a classroom. Clubs are scheduled into rooms 10-104 and 10-105 during lunch. Silent lunch is held in room 3-101.

Due to safety concerns, food and beverage drop-offs by parents and vendors will not be permitted. Parents are encouraged to establish a lunch account online. Visit <http://palmbeach.schoolcashonline.com>. School lunches are available for students and faculty through the Federal School Lunch Program Act. A variety of foods are served and many items are offered a la carte. In order to retain a pleasant atmosphere in the cafeteria, the following guidelines have been established.

1. Students are to enter and leave the cafeteria in an orderly manner through the designated door areas.
2. Students are to take a place in the serving line as they enter the cafeteria. NO skipping or cutting in line is permitted. While a student is in the cafeteria, he/she must be seated or exit to the courtyard.
3. Conversations are to be confined to persons at the table where the student is seated; no yelling across the cafeteria.
4. After students have finished eating, all garbage is to be cleared from the tables and deposited in garbage cans.
5. Tables and floors are to be left clear and clean. Each student is responsible for the table area where he/she is seated.
6. Students are responsible for leaving all lunch areas clean.
7. Application forms for free or reduced price lunches are available online at Palmbeachschools.org/sfs and are available from the Cafeteria Manager.
8. A PIN (Personal Identification Number) is assigned to students buying lunch. This number is to be used only by the person to whom it is assigned. Students should memorize their PIN number.

CELEBRATIONS

Classroom parties are prohibited. Due to space restrictions, students can carry only up to two balloons to celebrate birthdays and special occasions. Vendor deliveries to students are prohibited.

Students with level 3 or 4 discipline referrals may not participate in special events, including but not limited to prom, homecoming, "GRAD" bash, etc.

CLINIC

A registered nurse staffs the clinic and screens each student to determine the seriousness of his or her illness. The clinic is intended for first aid and emergency use only. Students who are ill must report to the clinic. Students must obtain a pass from their teacher to go to the clinic. **If a student calls a parent for pick-up from outside the clinic, the student is to remain in class until the parent arrives and the absence will be unexcused.** Permission to leave school after entering the clinic can only be granted by an Assistant Principal once permission to leave school has been confirmed by a parent/guardian or other authorized person on the contact screen. If a student is unable to reach a parent, they must return to class.

A student under the care of a licensed physician who needs to take medication must clear its use by written permission from the parent and physician. **Students must secure the "Physician Authorization for Student Medication" form from their physician and have it signed by their parent.** The form is required for both prescription and over-the-counter medication. Once the form is completed, return it to the school nurse. The medication itself should be presented to the nurse in its original container issued from the pharmacy with a label. The school nurse or designee will monitor the administration of the medicine.

Students are not allowed to carry medication on their person except for authorized inhalers and Epi-pens or the equivalent. Medication cannot be given to any student without the physician authorization form; this includes Midol, Tylenol, Advil, cough drops, etc. These items are not stocked in the clinic. If a student requires any assistive devices such as crutches, wheelchair, etc. a doctor's note for that assistive device is

required for student to be on campus and must be kept on file in the clinic.

All students with chronic and life-threatening conditions such as diabetes, seizures, cardiac conditions, or severe allergies, should notify the nurse. The nurse will assess their condition and determine their needs while in school. A parent questionnaire will be provided by the nurse and must be completed and signed by the parent. Please call the nurses with any questions.

CREDIT LAB OPTION

Students who are deficient in credits or lack the minimum 2.0 GPA requirement meet with their School Counselors to develop a recovery plan. Options include, but are not limited to: Florida Virtual School (FLVS)/Palm Beach Virtual School, Edgenuity, credit lab, and other credit recovery options.

Forgiveness Rule

Students may repeat a course for forgiveness if a grade of *F* or *D* (Ds on a space-available basis) is earned in a course. Forgiveness for required courses shall be limited to replacing a grade of "D" or "F," or the equivalent of a grade of "D" or "F," with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the same or comparable course. A course is forgiven only if a student receives a grade of **C or higher**. **Middle School students** may replace a grade of C, D or F (Cs or Ds on a space-available basis) with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the same or comparable course.

Students earning a grade of **D** on the repeat effort earn credit for that course; however, the initial failing grade is not forgiven. Students may again choose to repeat the same course, and upon earning a grade of **C or higher**, all earlier grades will be forgiven. In all cases of grade forgiveness, only the new grade, of C or higher, shall be used in the calculation of the student's grade point average. Any course grade not replaced according to a district school board forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation. If a student withdraws from the International Baccalaureate (IB) Program, the student may take an equivalent or lower-level course for forgiveness of a **D** or **F** earned in an IB course

(Example: AP Calculus or Calculus Honors for forgiveness of Calculus IB). In all cases where courses are forgiven under the provisions above, the initial **F** or **D** grade(s) will remain as part of the academic history. Students should be advised that many universities calculate GPAs based on all courses attempted.

DETENTIONS

All administrative detention slips will contain information as to the date, time, and location of the detention. Detentions are regularly held in the following locations:

Silent Lunch – Room 3-101
Extended Detention – Room 10-104

DRESS CODE

Please refer to the School District of Palm Beach County Secondary Code of Conduct for additional Dress Code information.

Acceptable Clothing

- Dresses, skirts, split skirts, or shorts must be at least $\frac{3}{4}$ thigh length. Long dresses or skirts with slits to facilitate walking may not have a slit that is above the $\frac{3}{4}$ thigh length standard.
- Blouses, shirts, and tops must have sleeves and must be long enough to be tucked into your pants, shorts, and skirts.
- Necklines must be high enough to prevent the exposure of cleavage.

Prohibited Clothing

- Transparent clothing
- Spandex shorts and unitards.
- Clothing, jewelry, buttons etc. with words, phrases, symbols, pictures or insignia which are disruptive, obscene, profane, racist, suggestive, offensive, or related to drug or alcohol use.
- Clothing that defaces, alters or improperly displays the national emblem.
- Sunglasses, hats, hoods, bandanas, picks, combs, wave caps, or any type of head covering. If you must wear sunglasses during outside physical education activities, please clear this with the appropriate coach.

- Pants, skirts, or shorts that ride below the base of the spine or hips.
- Wallet chains, spiked chains, or any other type of metal chain.
- Skirts and dresses shorter than $\frac{3}{4}$ -thigh length or with a slit that reaches above the $\frac{3}{4}$ -thigh length.
- Sleeveless shirts, tank tops, tube tops and spaghetti straps.
- Pants or leggings with holes exposing skin and/or see through material shorter than $\frac{3}{4}$ -thigh length.
- Items containing reference to death, murder or gangs.
- Bare midriffs, backs, or sides.
- Pajamas, bedroom or house slippers, or bare feet.
- Spandex shorts and unitards.

Dress code appropriate clothing must be worn on approved SGA dress up days. Parents are requested to play an active role in the enforcement of this policy. Students who are not in compliance will contact parent or guardian for change of clothing.

EXCEPTIONS: Any student who is requesting temporary exemption from the dress code for medical reasons must first present a doctor's note to his or her appropriate Assistant Principal for approval.

Career Academy teachers provide Academy students with specific uniform requirements.

Please note that the dress code goes into effect upon arrival to campus.

EVACUATIONS AND DRILLS

Detailed procedures for all emergency drills are reviewed with the staff before the start of each school year.

Per state law, fire drills are held approximately ten times per year. Instructions for evacuation routes are posted in each classroom. A fire drill is announced by the fire alarm tone and flashing strobe lights. Students are to leave the building quickly and go quietly to the designated areas. They are to remain there with their teachers at all times, staying clear of roads and sidewalks. When the "all clear" bell rings for return to class, students are to use the same route in which they exited the building.

The school also conducts required code red/yellow emergency drills and tornado drills throughout the school year. These drills are announced via the school intercom system.

Surveillance Cameras

For the purpose of supervision, safety and security, video cameras are used on campus and school buses.

FIELD TRIPS

When a student plans to participate in any approved field trip related to the enrichment of class work, a permission slip from the parent or guardian is required prior to the scheduled date of the trip. Slips will be supplied by the sponsoring teacher well in advance. Students will be expected to go in transportation arranged by their sponsor and at no time will students leave in transportation not approved by the sponsor of the field trip.

Teachers may decline to give permission for an out-of-class activity if a student is failing a class or has an attendance problem. Students are required to make up all work missed from their other classes while attending field trips. Students are expected to behave in such a manner that would reflect positively on the school.

Events

Note: The school maintains an "obligation list" that indicates when a student is delinquent in paying his/her financial obligation. If a student is listed on the "obligation list," the student will not be allowed to purchase tickets for specific activities, such as "GRAD" bash at Universal Studios or prom tickets.

Special school related events (prom, homecoming, "GRAD" bash, etc.) have requirements specific to each activity that must be met in order to participate. See the Activities Office for details.

HALL PASSES

Students must have a pass while in the halls during class time. The pass must be provided by the teacher and include the teacher's name and room number. *Use only the designated hall passes issued from the teacher.* It is within the

teacher's authority to issue or not issue student hall passes. Park Vista Community High School uses a standardized hall pass. Individual passes will be used when a student is not returning during that period to a class. These passes will be a different color each semester.

For safety reasons, students are not issued hall passes the first ten minutes and the last ten minutes of class.

LOCKS AND LOCKERS

Locks attached to lockers are available through the Student Services Office for \$10.00 per year. A lost or damaged lock requires \$5.00 for a replacement before another lock/locker will be issued.

- 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 its contents.
- It is the student's responsibility to report any malfunction of a lock or locker to Student Services immediately.
- Any locks placed on lockers NOT ISSUED through Student Services will be removed without notification.
- All student lockers are subject to search without warning pursuant to Florida law.

MEDIA CENTER PROCEDURES

Visit our Library Media Center to create, collaborate, and innovate! Our school library is here to support you! We are open daily from 7:00 a.m. to 3:30 p.m. We have a wide collection of books, eBooks and audio books on a diverse range of topics and interests. Mrs. Orenstein, our Certified Library Media Specialist, provides instruction on research, information literacy, and digital literacy. Library programming offers activities that not only encourage students to read for enjoyment but also spark creativity and problem solving. Be sure to ask Mrs. Orenstein about GALE eTools, an online research management system, as well as Google Apps that are made available to all students throughout the District.

Students may borrow up to ten books at a time and keep them for a two-week period. While we do not charge overdue fines, we do charge for lost or damaged books. Computers, printers, video production equipment, and copy machines are available for academic use. Students are allowed to print or copy 10 black/white pages per day for free; additional pages are \$.10/page and color copies are \$.50/page.

Note: Procedures are subject to change with CDC Guidelines.

PARENT/TEACHER COMMUNICATIONS AND CONFERENCES

It is recommended that parents contact teachers by email with student concerns. Parents can request a conference with a teacher through the School Counselor.

School/home communications are supported through parent link, the online *Cobra Courier* newsletter, School Counseling Weekly Reminder, School Counselor Coffee Talks, Facebook and Twitter. Please visit our school website at pvchs.com for up to date information.

PARKING ON CAMPUS

The parking lot is public property which is under the control of the school. Students driving to school agree that their car will not be used to transport or store contraband of any kind, nor will the parking area be used in any way that will violate the School District code of conduct or criminal law. Students sign a parking form that gives their consent for the vehicle to be searched by authorized personnel.

Note: *The School District of Palm Beach County does not assume any liability for vehicles on campus. ONLY Juniors and Seniors will be eligible to purchase a parking decal.*

Parking Procedures

* Complete an application for a parking permit. Parking permit requirements: Completed online graduation component (seniors only), Junior or Senior standing, 2.0 GPA, and no financial obligation.

*Students must have a parking decal prior to parking in the student lot.

* Email the following to Karen.yaffe-staie@palmbeachschools.org: 2022-23 Parking Decal Application completely filled out on both sides with parent/guardian signature on both sides, current Florida vehicle registration, Current insurance card, Florida's driver's license, Park Vista student ID and \$50.00 schoolcashionline receipt.

* Permanently affix parking decal to lower driver's side windshield of car.

* Park only in the designated student area at the North-East corner of the campus.

* Cars with no visible decal displayed will be towed.

* Cars parked outside of the designated student parking area will be towed.

* Cars are not allowed to be backed in. They must pull straight into a parking spot. Students cannot park at the West Boynton Park.

* Students are not allowed to re-enter the parking lot during the school day.

Note: *Your signature on the decal application form is your agreement to abide by the regulations. Violators will be towed and/or have your decal revoked.*

POSTERS/DECORATIONS

All posters and flyers displayed or distributed on campus must first have the approval of the Activities Office staff. Students are also expected to refrain from decorating the outside of lockers with stickers and any other materials.

Students must refrain from defacing or removing approved posters.

SCHOOL COUNSELING

The primary objectives of the School Counseling Department are to assist students in solving education-related problems, understanding personal feelings as they relate to problem solving and decision-making, understanding abilities as measured by standardized tests and performance grades, and selecting post high school training commensurate with interests and abilities that will lead to a successful career.

Every student at Park Vista Community High School has a school counselor who will serve him/her throughout the high school years. The school counselor plays an important role in helping students to make decisions regarding achievement at school, deciding on careers/jobs, and college choices.

In the spring of each year, school counselors, with the help of teachers and other staff members, counsel with and register all underclassmen for the following school year. Students should refer to our online curriculum guide at pvchs.com. This guide includes curriculum information, graduation requirements, registration procedures, and suggested programs of study. Students are encouraged to involve their parents in the registration process.

Also, in an effort to assist students with preparing for college entry or additional information about various colleges or careers, school counselors meet with students and disseminate information and resources available in their college and career search. There is a weekly reminder emailed to all students and parents, which lists the college representatives and the times they are to be at Park Vista. Please see one of the secretaries if you wish to talk with one of the college representatives. A periodic scholarship bulletin is published, available online and in the School Counseling Office.

Students may see a counselor before school, after school or during lunch.

SENIOR/JUNIOR PRIVILEGE

Seniors and juniors who are on track for graduation may elect to have no scheduled class for period 7. Seniors may elect to have no 6th period class if on track to graduate. Having periods off makes students less competitive in the college and scholarship process.

STUDENT ID'S

Student ID cards are provided to all students. Each student is required to carry his/her ID card on them at all times. The ID card is used to go to the office, to obtain media center services, to indicate whether students have turned in an Internet consent form, to purchase tickets for special activities, to exit campus when student has a shortened schedule, for cafeteria purchases, and to maintain campus security. Replacement ID cards may be purchased in the media center during lunch each school day.

STUDENT PROGRESSION PLAN

Please refer to the following link for more information:
www.palmbeachschools.org/studentprogression

GRADING PROCEDURES



Report Cards and Progress Reports are generated each nine-week marking period and should reflect the attendance for each student. Report cards for the first three marking periods will be distributed to the students. Report cards for the fourth marking period will be mailed to the students' homes.

The dates for report card distribution are:

1st nine weeks – *****

2nd nine weeks – *****

3rd nine weeks – *****

4th nine weeks – To Be Determined

A single page summary Progress Report will be distributed to students approximately 4 ½ weeks into each marking period.

The dates for Progress Report distribution are:

September ***** November *****

February ***** May *****

Grades will appear on report cards as follows:

A = Superior

B = Above Average

C = Average

D = Below Average

F = Failing

I = Incomplete

N = Exam Failure and loss of credit due to violation of State Attendance Policy

E = Senior Exempt from Final Exam

M = Valid Missing Grade (ESOL students only)

Grades shall be based on the quality of work done. A student's regular attendance, daily preparation, and promptness in completing assignments must be consistent and congruent with these grades. A sufficient number of grades will be recorded to justify the marking-period grade. A marking-period grade is not based solely on a single project.

Students who have not completed all make-up work shall receive an Incomplete (I) for that grading period. This work must be completed within ten (10) days of the next grading period or the "I" may be changed to an "F." Letter grades shall be calculated on a percentage of student achievement as indicated:

Grading Scale:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% and below

Credits will be awarded by semester only, except for eoc courses: Algebra 1, Geometry, Biology and US History. No other yearly grade averages will be given. The student must earn a majority of passing nine weeks' and exam grades during a given semester to receive a passing grade for the semester. To receive

credit for a course taken, the student must complete all required work including the semester exam.

Graduating seniors shall, at their option, be exempt from final exams given just prior to the graduation exercises, provided they have not received a failing grade for either nine week grading period of their final semester or have not accumulated 11 or more absences that semester.

Seniors will, however, have to take the nine-week exam if given. Failure to comply with this provision shall result in a grade of "I" (Incomplete) for the semester grade. An "I" appearing for any grading period will remain as such until students complete required work during next grading period. A senior may take a second semester final exam in an attempt to improve the semester grade in that course (Directive D8.05).

Most high school course grades are reported on student transcripts as semester grades. Semester examinations at the high school level count 20% of the final semester grade. State required End of Course Exams count 30% of the final course grade. **All high school students must take the semester examination for each course, with the exception of seniors immediately prior to graduation.** Each nine-week grade value is multiplied by two and added to the semester examination grade value; the total is divided by five. All make-up work should be completed within two weeks of the end of the semester unless the principal decides that an exception is warranted.

Honor Code

I. Fundamental Objective of Honor Code

The goal of the Honor Code at Park Vista Community High School is to foster within all students a strong sense of ethics academically, socially, and personally in order to ensure all achieve the highest possible quality of their own education. Students will recognize that their own commitment to personal integrity impacts not only themselves, but the welfare of the entire learning community. Through the practice of honesty, responsibility, accountability and respect for self and others, the students will achieve true excellence in their own education. In addition, these values will lead to continued success in each student's life.

II. Explanation of the Honor Code

The scope of the academic realm is focused on both educating and evaluating students; therefore, dishonesty in these areas causes a failure in one or both areas. A breakdown in learning and/or false evaluations results in a poorly educated student.

The Honor Code of Park Vista High School is concerned with cheating, fraud, and plagiarizing. This academic institution expects that students will not take part in these outlined behaviors deemed intolerable violations of the Honor Code. Definitions of violations include but are not limited to:

A. Cheating

As defined by The American Heritage Dictionary, cheating is "dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage."

Examples of cheating may include but are not limited to:

1. Copying the work, partially or completely, of another student's homework, class work, notebook, essay, test, project, or lab, or allowing one's own work to be copied by another. Cheating behaviors also include talking, signing, or gesturing during tests and quizzes, or work done in advance when the assignment was intended to be done during the class period.
2. Exceeding time limits on timed quizzes, tests, or assignments.
3. In addition, the intentional destruction of another's work is also classified as cheating.
4. Using any unauthorized study aids, "cheat sheets", class notes, books, formulas, or information in electronic devices, including watches, calculators, cell phones, iPods, etc. on assignments
5. Unauthorized foreknowledge of the quiz, test, or exam through oral or written means. This includes communicating to other students in other classes the information that appears on the quizzes, tests, or exams the student took prior to another student.

around material

Special Note on Collaboration:

It is understood that teachers may sometimes encourage students to collaborate, work together, study, or write papers together. However, if the spirit of collaboration and group teaching devolves into mere copying of another student's work, papers, essays, quizzes, tests, projects, etc., this is considered cheating and is a violation of Park Vista High School's Honor Code. Additionally, unless an assignment expressly grants permission to engage in collaborative work, the student should assume it is not allowed.

B. Fraud

Defined by The American Heritage Dictionary, fraud is defined as "a deception deliberately practiced in order to secure unfair or unlawful gain."

Examples of fraud may include but are not limited to:

1. Presenting another person's work, all or only in part, as one's own, including assignments (essay, projects, and research findings), images, technology, etc.
2. Falsifying scientific data or other research turned in for credit
3. Forging signatures of anyone
4. Doctoring or tampering with official documents, either through technological means or on hard copies

C. Plagiarism

Defined by The American Heritage Dictionary, to plagiarize is "to steal and pass off (the ideas or works of another) as one's own: use (another's production) without crediting the source."

Examples of plagiarism include but are not limited to:

1. Copying the language, research, and/or ideas of another person without appropriate documentation and acknowledgement of the source (i.e. without parenthetical documentation or footnotes); this includes cutting and pasting text from another person's writing or multiple websites, partially or completely, into one's work without paraphrasing, using appropriate documentation, or placing quotation marks

2. Allowing any person to do one's own work, such as writing an essay or doing a project, then submitting as one's own. (i.e. a parent or a friend)
3. Turning in as one's own work previously submitted assignments/work
4. Failing to properly cite or quote sources for specified assignment. Without appropriate attribution to authors, the paper becomes plagiarized, as the student is presenting the work as his/her own when it is not.

Special Note About Paraphrasing:

The University of Wisconsin defines paraphrasing as putting a passage from an author into "your own words." This requires modifying language and structure with the addition of new material to fit the new context and purpose. Think of what "your own words" would be if you were telling someone who's unfamiliar with your subject.

D. Accountability

The learning process and academic rigor of Park Vista High School flourishes when all students are committed to the ideals of honesty and integrity. Our state's flagship university (University of Florida) recognizes a fundamental principle that the whole process of learning and pursuit of knowledge are diminished by cheating, plagiarism, and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors rankings or for inclusion into Honor Societies, Advanced Placement Classes or college admission. Therefore, Park Vista will take severe action against dishonest students.

1. Student Responsibilities:

- a) Complete each assignment, essay, activity, quiz, test, project, lab, etc. in an honorable manner, devoid of any cheating, fraud, or plagiarism as outlined previously
- b) Understand the nature of the Honor Code, its particular policies, and the

individual teacher guidelines

- c) Seek clarification with the teacher if any questions or confusion should arise regarding assignments
- d) Guard one's own work against others' seeking to use it for purposes contrary to the Honor Code
- e) Discourage others from violating the Honor Code; support ethical practices among the student community

2. Teacher Responsibilities:

- a) Foster adherence to academic Honor Code
- b) Clearly outline and present the Honor Code to students
- c) Make clear which study aids and collaboration techniques are acceptable to the teacher's class
- d) Supervise the integrity of formal evaluations (i.e. testing)
- e) Report any violation of the Honor Code to the Honor Code committee, and if required to parent/guardian, counselor, administrator and all others applicable
- f) Guard against plagiarism by using an array of techniques, including (but not limited to) Turnitin.com
- g) Assign a zero or F on assignments, quizzes, tests, projects, papers, lab reports, etc. that violate the Honor Code

3. Administrator Responsibilities:

- a) Foster adherence to academic honor code
- b) Clearly outline and present the Honor Code to students
- c) Provide easy access to the school's Honor Code for students, teachers, and parents

- d) Utilize fair discipline for Honor Code violations in according with the Palm Beach School District progressive discipline matrix

4. Parent/Guardian Responsibilities:

- a) Foster adherence to academic honor code by communicating with the student that he/she will comply with the outlined Honor Code
- b) Be aware of Honor Code policies and consequences, especially individual teacher policies as outlined in class syllabus
- c) Support discipline measures taken if the Honor Code should be violated

III. Honor Code Violation Penalties

Penalties for violation of the Park Vista Honor Code will include:

- A. Receiving a failing grade for the assignment
- B. Administrative referral and discipline
- C. Loss of leadership position (or ability to run for a leadership position) in any honor society, club or sport per the decision of the sponsor
- D. Loss of membership in all honor societies per the decision of the sponsor
- E. Loss of participation in clubs/sports/school sponsored activities per the decision of the sponsor

IV. Pledge

The students are encouraged to follow the Honor Code and commit to the honorable goals detailed above by pledging their honor to all academic work done here at Park Vista High School.

"I pledge on my honor that I have neither given nor received unauthorized assistance on this work."

Students may be asked to write this statement on assignments, quizzes, tests, papers, projects, etc. Any student who does not write the pledge and sign it may be asked to defend the integrity

of his/her work to the teacher.

VALEDICTORIAN AND SALUTATORIAN

To be eligible for the val/sal status, a student must have been enrolled in and attended the same public high school in Palm Beach County for three years, two of which must be the junior and senior years. A student who changes schools due to a boundary change made by the District will be eligible to share recognition as valedictorian or salutatorian without meeting the attendance requirement of three years in the same public school. However, the student must have been enrolled in the

District public schools for three years. Students selecting an 18-credit graduation option, or electing to complete the 24-credit option early may be co-ranked as valedictorian/salutatorian. However, an early admission student enrolled full-time in a college or university during the senior year will not be eligible for this recognition.

Determination of the Valedictorian and Salutatorian

* The valedictorian/salutatorian award will be based on the meritorious honor point average (HPA), which is derived from grades earned after promotion from eighth grade through the first semester of twelfth grade.

* The valedictorian is the student with the highest honor point average (HPA). The HPA calculation will be carried to the ten- thousandth place.

* The salutatorian is the student with the second highest honor point average (HPA). The HPA calculation will be carried to the ten-thousandth place.

* In case of a tie for the highest HPA, co-vals will be named and the student with the third highest HPA will be designated as salutatorian. In case of a tie for the second highest HPA, co- sals will be named.

The calculation for val/sal will be determined at the end of the first semester. The calculation will include the following:

* Grades earned after promotion from eighth grade.

* Grades earned from approved dual enrollment courses taken at institutions in the District inter-institutional articulation agreement.

This policy does not ensure that the val/sal will address the graduating class. The principal has the authority to exclude the valedictorian/salutatorian from the above recognition.

GPA CALCULATION

All of the students' classes are used in computing their weighted honor point averages. Class rank is determined by quality points assigned to courses according to their level of difficulty.

The quality points assigned for grades in these various levels of courses are as follows:

Regular Classes

A = 4.000
B = 3.000
C = 2.000
D = 1.000
F = 0.000

Honors Classes

A = 4.500
B = 3.375
C = 2.250
D = 1.125
F = 0.000

Advanced Placement / AICE / Dual Enrollment Classes

A = 6.0
B = 4.500
C = 3.000
D = 1.500
F = 0.000

STUDENT PROMOTION



The year of entry to high school will determine a student's grade classification. All graduation requirements must be met to graduate.

TLE (ACCEPTABLE USE AND PERMISSION BY PRINCIPAL ONLY)

Students who are on principal approved, school sponsored field trips or activities are considered to be on TLE (Temporary Learning Elsewhere). This time away from class is not considered an absence unless the student has failed to properly submit parent permission forms or met the requirements for attendance at the activity.

VALUABLES ON CAMPUS

Any student who chooses to bring a cellular phone, other wireless communication devices, and electronic devices (iPads, etc.) to school shall do so at his or her own risk and shall be personally responsible for the security of the device. Neither the school personnel nor Board will assume any responsibility or liability for loss, theft, damage or vandalism of any item.

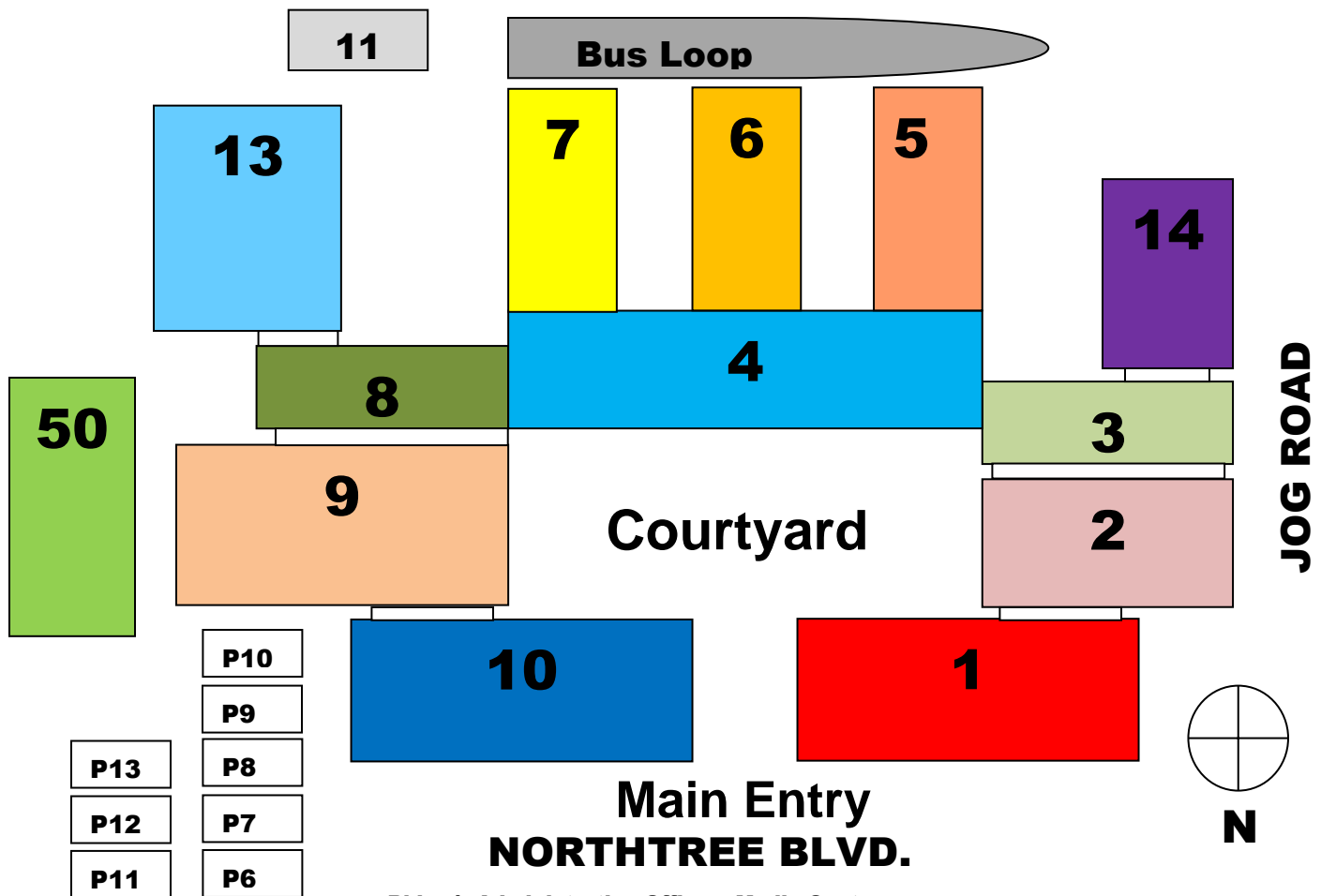
Lost items are to be turned into the Student Services Office. To recover lost items a student must present his/her school picture ID card.

VISITORS ON CAMPUS

All visitors to the campus should check in at the Main Office upon their arrival for clearance before visiting the campus. **Students are not allowed to bring any guest to school for any reason. Students from other schools are not permitted to visit the campus or individual classes.** Parents wishing to speak to individual teachers must do so by appointment. Persons on campus for the purpose of providing rides for students are to remain in their vehicles and are not to interfere with the school program in any way.

Student Services, Guidance, Athletics & Activities, and the ESE office are open only to current students from 11:15 a.m. to 1 p.m. daily.

Park Vista Community High School



- Bldg. 1- Administration Offices, Media Center**
- Bldg. 2- Cafeteria**
- Bldg. 3- English & Science**
- Bldg. 4- Upstairs- Information Tech. & English**
- Bldg. 4- Downstairs- Art, ESE, & Student Government**
- Bldg. 5- Upstairs- English**
- Bldg. 5- Downstairs- Reading & 9th English**
- Bldg. 6- Upstairs- Social Science**
- Bldg. 6- Downstairs- Math**
- Bldg. 7- Upstairs- Science**
- Bldg. 7- Downstairs- Science & ESE**
- Bldg. 8- Band, Chorus, Science**
- Bldg. 9- Auditorium, TV Film Studio**
- Bldg. 10- Gymnasium**
- Bldg. 11- Mechanical Room**
- Bldg. 12- Stadium**
- Bldg. 13- Automotive Labs**
- Bldg. 14- Health Occupations Labs**
- Bldg. 50- Upstairs- World Language**
- Bldg. 50- Downstairs- Social Science & Science**
- P6-P13- Portable Classrooms**

***Note: All 100 classrooms are on the 1st floor
 All 200 classrooms are on the 2nd floor
 Example: Room 5-103 is on the 1st floor of Building 5**