



2025-2026
LEON HIGH SCHOOL
STUDENT CODE OF CONDUCT
TRADITION – PRIDE – EXCELLENCE

Leon High School

Bell Schedule

2025-26

☐ **First Bell** **7:25**

1st Period **7:30 – 8:30** (60 minutes)

2nd Period **8:35 – 9:28** (53 minutes)

3rd Period **9:33 – 10:26** (53 minutes)

4th Period **10:31 – 11:24** (53 minutes)



Lunch **11:24 – 11:59**



5th Period **12:04 – 12:57** (53 minutes)

6th Period **1:02 – 1:55** (53 minutes)

7th Period **2:00 – 2:53** (53 minutes)

Leon High School

550 East Tennessee Street · Tallahassee, Florida 32308-4938

Telephone: (850) 617-5700

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Principal Scotty Crowe

Assistant Principals Allison Agbasoga

. Riley Bell

. Linda John

. Chris Warfel

Dean Charles Ringel

Message from the Principal

Allow me to take this opportunity to welcome you to historic Leon High School, home of the Lions! Whether you are a new Leon student or a returning Leon student, getting off to a good start is key to a successful year. It is both exciting and refreshing to start school again. This student agenda book is filled with useful information that can help you have a productive start to the year.

You will find lots of useful information about Leon High School as well as school policies and procedures that affect everyday activity in the life of a Leon Lion. Please take time to review the information in this agenda book and use it to keep track of your assignments and due dates. It is also a great resource for you as you navigate this large campus, and it can assist you in making the best choices possible.

High school can be one of the most exciting times of your life and I encourage you to get involved in extracurricular activities so that you can have the most enriching experience possible. Whether it's sports, music, clubs, Student Government, drama, or just making good, life-long friends, there is something here for everyone. Please get connected!

In addition to our school mission, we have had a school motto for many years that reads: "Tradition, Pride, and Excellence." As you prepare and start the new school year and as we all get to know each other, I hope you will take the time to think about what these words mean to you. As we commit to our school and as we help each other, I am confident we will have one of our best years yet! ***Go Big Red!***

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Foreword

This handbook is to be used in conjunction with Leon County Schools' Code of Student Conduct and the High School Attendance Policy which are distributed to all students at the beginning of the school year. These documents have been prepared so that all students and parents may better understand Leon High School and its policies and procedures.

All students are expected to control their own behavior and conduct themselves in a mature manner and will be held responsible for their behavior choices while participating in school activities. Disruption of the educational process causes everyone to lose valuable time and opportunities. It is our expectation that students represent Leon High School well in all they do.

School History

Leon is Florida's oldest continually accredited high school, founded in 1871 just twenty-six years after Florida became a state. It was five years later when a two-story building was erected on the present-day site of the Hobbs Federal building along Tennessee street. This facility was used until a new building was erected in 1911. That structure was located on the current site of the Leon County Public Library along Park Avenue.

Growth dictated another new facility in 1936. There was much criticism about the three-story structure that houses Leon today. Many people thought it so large that it would never be more than half-full. This third structure, which is still our home today, weathered the criticism and has served the community well.

We want every Leon student to feel part of our legacy and tradition. Once you have walked these hallowed halls, you are part of its history. Our pride is based on our tradition of excellence.

Mission

The mission of Leon High School is to get better and be better every day!

Motto

"Tradition, Pride, and Excellence!"

Emblem and Colors

The emblem of Leon High School is a shield bearing an old English "L", held up on either side by a Lion. The school colors, red and white, signify courage and loyalty.

Alma Mater

The Alma Mater was written in 1934 by Coach C.H. “Blake” Clark.

The red clay hills of
Tallahassee Harbor
memories dear
Memories of our dear old
High school that we all
Revere.
May we ever bring thee
Glory Always honor
Thee,
Keep burning deep
Inside us, fires you
Kindled there.
To
Leon,
To Leon
We all
Sing to
Thee
Faithful we'll always be
To our dear old
Alma Mater, we
Love thy classic
Halls forever
More
Loyal and
Ever true
Leon to
You!

Contacting the School

You can call Leon High School at 850-617-5700. The receptionist or the automated system will answer your calls between the hours of 7:00 a.m. – 3:00 p.m., Monday through Friday. You can select the option for the office or employee that you need.

Visitors

Leon High School is a Red-Carpet School and welcomes parents and community volunteers to its campus. We do require that:

1. All visitors are to report immediately to the main office with their driver's license upon entering the building.
2. Those wishing to see teachers, guidance counselors, or administrators should schedule an appointment when at all possible except in the case of emergencies.
3. For the safety of all concerned, visitors on campus not following the proper procedures will be considered trespassers and treated accordingly.

Concerns

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed to resolve the concern as quickly as possible:

1. Contact the person involved to discuss the issue.
2. If the concern still exists, contact the assistant principal that is assigned to that area of responsibility.
3. If still unresolved, contact the principal.

GRADUATION REQUIREMENTS

24 Credit Standard Diploma Requirements

- **4 Credits ELA**
- **4 Credits Mathematics**
 - Algebra 1 and Geometry Required
- **3 Credits Science**
 - Biology Required
- **3 Credits Social Studies**
 - World History, US History and Govt/Econ Required
- **1 Credit Fine and Performing Arts, or Practical Arts**
- **1 Credit HOPE**
- **0.5 Credit Personal Finance Money Management Required** (starting with the 23-24 9th grade Cohort)
- **7.5 Elective Credits**

Assessment Requirements

- 10th Grade ELA Level 3 or Higher – or earn a concordant score
- Algebra 1 EOC Level 3 or higher – or earn a concordant score

Refer to Graduation Requirements for Florida's Statewide Assessments for concordant and comparative scores here: <https://www.fldoe.org/core/fileparse.php/7764/urlt/GradRequireFSA.pdf>

For more information regarding other diploma options, Scholar Diploma Designation, Merit Diploma Designation, and other important information – view the Florida Department of Education's website <https://www.fldoe.org/core/fileparse.php/7764/urlt/standarddiplomarequirements.pdf>

Transcript

All copies of transcripts must be requested through the Registrar's Office for \$1.00 each. There is a 48-hour turnaround period.

Seniors may have transcripts sent to universities and scholarships for no fee. Please contact Mrs. Pridgeon for more details. Alison.Pridgeon@leonschools.net

Credits Earning Overview

Credit is earned upon successful mastery of course performance standards. The complete standards can be found by visiting www.cpalms.org/public. In awarding credit for high school graduation, Leon County Schools maintains a one-half credit earned system that includes courses provided on a full-year basis:

- Students enrolled in a full-year course receive one-half credit if they successfully complete either the first half or the second half of a full-year course but fail to

successfully complete the other half of the course and the averaging of the grades obtained in each half do not result in a passing grade.

- A student enrolled in a full-year course shall receive a full credit if the student successfully completes either the first half or the second half of a full-year course but fails to successfully complete the other half of the course and the averaging of the grades obtained in each half would result in a passing grade.

Promotion/Grade Classification

A student will be placed in accordance with the number of credits earned by the beginning of the school year. Unless enrolled in an alternative site, students must fulfill the following requirements in order to be promoted:

- Freshman (9th Grade): A student must have been assigned to the ninth grade by his/her middle school.
- Sophomore (10th Grade): A student must have earned five (5) credits and a cumulative grade point average of 1.0 on an unweighted 4.0 scale on the credit being submitted for promotion.
- Junior (11th Grade): A student must have earned a total of ten (10) credits and a cumulative grade point average of 1.50 on an unweighted 4.0 scale on the credit being submitted for promotion.
- Senior (12th Grade): A student must have earned a total of seventeen (17) credits and a cumulative grade point average of 2.0 on an unweighted 4.0 scale on the credit being submitted for promotion. A Student on an approved designated 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) diploma option may be promoted Mid-year/Semester 2, if the student has earned a total of fifteen (15) credits and has a cumulative grade point average of 2.0 on an unweighted 4.0 scale in the credit being submitted for promotion and is currently enrolled in the courses needed to meet graduation requirements.

Quality Points and Grade Point Average (GPA)

A student's GPA is the standardized scale used to determine if the student has met the state high school graduation requirements of a minimum of 24 credits (18 credits for the accelerated graduation option). The GPA represents the average number of grade points a student earns for each graded high school course. Grade points are points per course credit assigned to a grade, indicating the numerical value of the grade. Quality Points, ranging from 0 to 4, are earned for all courses completed in which an academic grade has been awarded. This total is used in the calculation of the Grade Point Average and is cumulative. To determine a student's GPA, the total number of grade points earned are divided by the total number of possible grade points in a course. The meaning of each letter, its numerical value, and GPA conversion to a letter grade of each letter is based on the following scales:

Letter Grade	Percent	General/Unweighted Quality Points	Honors Quality Points	AP/IB/Dual Enrollment Quality Points
A	90-100	4	4.5	5

B	80-89	3	3.5	4
C	70-79	2	2.5	3
D	60-69	1	1	1
F	0-59	0	0	0

Summative Quality Points GPA	Final Letter Grade
3.50 - 4.00	A
2.50 - 3.49	B
1.50 - 2.49	C
0.50 - 1.49	D
0 – 0.49	F

Grade Calculations for Non-EOC Courses

Semester grades for each course are determined by totaling the points which are listed below for each of the two nine-week grading periods and adding the points earned on the semester examination for this total.

- Courses with a final exam grade:

$$\text{GPA} = (\text{Quality Points for Q1 or Q3} * 0.4) + (\text{Quality Points for Q2 or Q4} * 0.4) + (\text{Exam Quality Points} * 0.2)$$

- Courses with a final exam exempted:

$$\text{GPA} = (\text{Quality Points Q1 or Q3} + \text{Quality Points Q2 or Q4}) / 2$$

Grade Calculations for EOC Courses

A statewide, standardized EOC assessment must be used as the final cumulative examination for its associated course. No additional final assessment may be administered in a course with a statewide, standardized EOC assessment. At the end of semester 1, courses with an EOC exam only reflect quarter 1 and quarter 2. The exam field will show an “X.” This placeholder will be filled once student EOC scores are returned. Student course grades are recalculated to reflect the statutory requirement that the EOC count for 30% of the course grade. The formula below is applied when EOC scores are received at the end of the year.

$$\text{1st Semester GPA} = (\text{Quarter 1 Total Grading Period Quality Points} * .35) + (\text{Quarter 2 Total Grading Period Quality Points} * .35) + (\text{EOC Exam Quality Points} *.3)$$

$$\text{2nd Semester GPA} = (\text{Quarter 3 Total Grading Period Quality Points} * .35) + (\text{Quarter 4 Total Grading Period Quality Points} * .35) + (\text{EOC Exam Quality Points} *.3)$$

Quality points are assigned to all letter grades earned in a course according to the above table.

Semester Exams

A student with signed parent permission may elect to exempt non-core academic exams provided that the student has earned an “A” each grading period. If approved by the school advisory council, any high school may offer a student the opportunity to exempt core academic exams provided the student has earned an “A” each grading period, has satisfactory citizenship and attendance, and is not taking a course that has a required final exam or end of course assessment. A student will not be exempt from any exam the student transfers in or out of the district during the semester or transfers to or from one Leon County School to another; or if the student is suspended from school or assigned to in-school detention. Even if a student meets exemption criteria, if the teacher determines or informs the students at the beginning of the semester that an exam will be required of all students then the student is still required to participate in the exam.

If a student is expected to participate in an exam and they do not take the exam – a grade of an “F” is placed in the exam column until the student makes up the exam with the teacher. A teacher can submit a grade change request after the exam is made up.

Second Semester Senior Exams

Final semester seniors may be exempt from their final exams only if they earn a passing grade in the fourth nine weeks. Seniors who earn an “F” grade in the fourth nine weeks will be required to take an exam in that course.

Honors Designation

Upon approval of the School Advisory Council, a high school may choose from the recognition options below:

1. Weighted GPA – Cum Laude

- Recognition will be based upon a weighted grade point average calculated at the end of the first semester of the senior year on all credits attempted and/or earned while taking high school courses and college/high school dual enrollment courses. O
- All grades received in courses taken through college/high school dual enrollment shall receive the same quality point assignment as district-approved honors courses when the college courses are equivalent to district-approved honors courses.
- All other college courses will receive the appropriate quality points as designated by Leon County’s “Educational Programs and Graduation Requirements.”
- A minimum 4.0 or higher weighted grade point average will be required for any Cum Laude recognition.
- Each school choosing the weighted grade point average Cum Laude option may determine the grade point average range for Cum Laude, Magna Cum Laude and Summa Cum Laude designations. The ranges must be approved by the School Advisory Council and communicated to all affected students at the beginning of their 9th grade year.

2. Unweighted GPA – Cum Laude

- Recognition will be based upon an unweighted grade point average calculated at the end of the first semester of the senior year on all credits attempted and/or earned while taking high school courses and college/high dual enrollment courses.
- All courses will receive quality points based upon a four-point scale as designated by Leon County's "Educational Programs and Graduation Requirements."
- A minimum 3.7 higher unweighted grade point average will be required for any Cum Laude recognition.
- The following grade point average ranges will be used for recognition categories:
 - Summa Cum Laude: Seniors with an unweighted grade point average of 3.9 to 4.0
 - Magna Cum Laude: Seniors with an unweighted grade point average of 3.8 to 3.899
 - Cum Laude: Seniors with an unweighted grade point average of 3.7 to 3.799

Grade Reports

Report Cards are available to students and parents via Focus/Parent Portal one week after the end of each quarter, except for the fourth quarter Report Card. The fourth quarter Report Card is not processed until official EOC assessment score reports are received from the Florida Department of Education in the summer.

Progress Reports are published on the parent and student portal midway through each quarter. All other courses are reported on the transcript in semesters. Semesters include the average of the two quarter grades and a midterm or final exam and are posted as 0.5 credits.

Grade Forgiveness (Repeating Courses)

Students who earn a "D" or "F" in a course may retake the same course or a comparable course. Any student eligible to repeat a required course that is part of a progressive sequence must retake the course prior to or jointly with the next higher-level course in the sequence. For any repeated course, the original grade of "D" or "F" may only be replaced with a grade of "C" or higher. All semester grades will be placed on the student's transcript; however, only the higher semester grade will be used in computing the student's grade point average. No additional credit shall be awarded for a previously passed repeated course (§ 1003.4282, Fla. Stat.).

Citizenship Grade

Items considered for the Citizenship Grade are honesty, responsibility, cooperative attitude, consideration for others, tolerance, self-control, appropriate classroom behavior, and consideration of public-school personnel, property, and equipment.

- | | |
|---|----------------------|
| 4 | Outstanding |
| 3 | Satisfactory Conduct |
| 2 | Needs Improvement |

Academic Integrity

Personal honor and academic integrity are essential to a quality education and a healthy academic environment. Academic integrity violations can include plagiarism, cheating, and unauthorized group work on any assignment, project, or test. If a student is caught the following will occur:

- The student will receive an F with zero credit.
- The citizenship grade will be lowered for the grading period.
- Notice will be recorded with the guidance office.
- Any occurrence of academic dishonesty may be reported by the guidance office on college admissions applications.

Guidance

Guidance counselors are available to help plan an individual course of study, to help resolve conflicts or personal problems, and to explore career opportunities and choices. To better serve students' needs during their years at Leon, there is a 9th grade counselor and for 10th-12th grade, each guidance counselor is assigned a part of the student population alphabetically by students' last names. Students may make appointments to visit with their counselor. Parents may arrange a conference by emailing or calling the guidance counselor. For more information, visit the guidance website at: <https://www.leonschools.net/domain/4937> .

9th Grade Counselor – Sabrina Tyson Sabrina.Tyson@leonschools.net

10th – 12th Grade Last Name A-F – Kelly Folmar Kelly.Folmar@leonschools.net

10th – 12th Grade Last Name G-O Sam Norris Sam.Norris@Leonschools.net

10th – 12th Grade Last Name P-Z Jason Wentz Jason.Wentz@leonschools.net

Scheduling

Students have the opportunity to request courses the previous school year. Once the master schedule is finalized and student schedules are released, students can submit a schedule change request via email to their guidance counselor by a set date as communicated via email to students and parents. After that set date, no schedule change requests will be accepted for the entire school year. We will try our best to accommodate requests, but there is no guarantee a change can be made. There are no schedule changes after Winter Break. After the set date, it is a case-by-case administrative decision to consider a schedule change.

Instructional Materials Policy

When a student loses or damages a textbook/school assigned device, he or she is responsible for paying for the replacement. A record is kept of all student obligations. A second book may not be issued until payment is made for the first book.

Make-up Work

Students who have an excused absence shall have the privilege of making up work for credit. Failure to make up work within the allotted time determined by the teacher may result in a failing grade. The teacher will offer reasonable support and understanding to the student regarding make-up work.

For absences of three or more days, parents are encouraged to contact the child's teachers by email to receive make-up work. A student who has been suspended shall be given an opportunity to make up work for the FIRST suspension ONLY.

If an absence remains unexcused due to failure to submit the required documentation within the timeframe outlined in the school's attendance policy, it will not be retroactively changed to excused for the sole purpose of allowing make-up work. Maintaining fidelity to attendance procedures is essential to ensure consistency and fairness for all students.

Media Center

The Leon High School Media Center has a variety of materials to assist students in meeting their educational and personal goals. The media staff is available to always help students during their operational hours from 7:00 a.m. to 2:00 p.m. Students may come to the media center without a pass before and after school and during their lunch period.

Students must have an official pass from a classroom teacher to come to the media center during class time.

Students may have up to five books checked out at any one time. Books may be renewed for a period of two weeks.

Room capacity and the nature of the activities in progress will be considered for allowing students access to the library.

Internet Access

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. Each individual who receives an account will receive training pertaining to the proper use of the network. Use of the internet is for educational purposes only and must be consistent with the goals and policies of the Leon County School District. Each student will have on file an agreement with the school that states he or she understands acceptable use of the internet.

Withdrawal Policies

A form for withdrawing from school is available from the Registrar's Office within the Main Office. Only a parent or guardian with legal custody may initiate the process. The Attendance Office may also initiate withdrawal procedures for students at least sixteen years old who accumulate more than ten unexcused absences in a semester.

Attendance Policy

At Leon High School, we know that there is a direct correlation between student academic success and regular, consistent and prompt attendance at school. Absences affect academic performance and grades. Regular, consistent attendance is an expectation at Leon High School and a requirement for students to participate in certain extracurricular activities. Students who have accumulated **15 or more** absences (excused **and/or** unexcused) in semester will not be allowed to participate in the following activities unless there is an excuse from a medical doctor with **date-specific** documentation submitted within the 3-day window per school guidelines to excuse an absence.

- School Dances (Homecoming, Sadie Hawkins, etc.)
- Field Trips (outside of regular school day)
- Junior/Senior Prom
- Grad Bash
- Other events as determined by school leadership

NOTE: Absences due to school functions, field trips, school competitions, and the like are not part of the 15-day threshold.

Partial Day Absences and Extracurricular Activities

If a student is absent from school (three or more periods) he or she is considered absent from the after-school activity also. If a student accumulates four or more unexcused absences from any class period during a grading period, the student may become ineligible to participate in any extra or co-curricular activities until the absences are excused.

Attendance reports will be printed regularly to monitor students' eligibility for participation in school-sponsored activities and field trips. Students with Out of School Suspensions (OSS) may not be eligible to participate in school-sponsored activities and field trips.

A copy of the District's Attendance Policy is distributed to every student at the beginning of the school year or upon registration. Students are required to attend all classes unless excused by school officials. **It is the responsibility of the parent/guardian to notify the school regarding the reason for a student's absence within three days upon returning to school and to upload written documentation to the Focus Parent Portal for all absences. Failure to excuse**

students' absences in a timely manner may result in truancy and driver's license suspension.

It is the parent's responsibility to notify the school of any change to contact information.

Parents should take a moment to update their phone number and email address in the Focus system to ensure they receive timely communication. Attendance warning letters, updates, and reminders are sent to the email address listed in Focus, while clinic emergencies and student pick-up details are communicated via the phone number registered in the system. Additionally, when a student is absent or tardy, the automated system will generate a phone call to the parent's designated phone number. **Parents are encouraged** to regularly check Focus for their child's daily attendance updates to stay informed.

School Choice

Students on reassignment to Leon High School may not exceed five (5) unexcused absences or tardies per month, or ten (10) per semester. These expectations are in place to ensure students are meeting the standards required to maintain their reassigned status.

Students who exceed these limits are considered out of compliance with Attendance Policy 5120, and continued issues with attendance or behavior will result in a referral to the District Reassignment Office. This may lead to revocation of reassignment and a return to the student's zoned school.

Excused Absences

- (1) Curriculum related field trips (2) an administratively approved function of the school (3) illness/medical care (4) legal reasons/religious holidays (5) death in the family (6) pre-arranged absences (must be approved by an administrator).

Absences will be excused by the methods listed below:

STAYED HOME – ILL	Parental Note – upload note to attendance Portal
MEDICAL/DENTAL/LEDAL/etc.	Documentation from the service provider or medical receipt
DEATH IN FAMILY	Parent note or copy of obituary
RELIGIOUS HOLIDAY	Form completed and filed with the Attendance Office during the first week of school
PREARRANGED ABSENCE	Form completed and returned to the Attendance Office at least 7 school days before the scheduled absence. Reminder: A one-page essay must be received as outlined in the form to be approved and entered as excused.

Exams (Mid-Terms, Final Exams, AP Test, and EOCs)

Students who are exempt from an exam for any reason must submit the required exemption form signed by a parent or guardian by the designated deadline. Failure to submit the form will result in the student being expected to attend school on the day of the exam. Absences without a completed exemption form will be marked as unexcused.

Unexcused Absences:

1. Not signing out for appointments, illness, etc.
2. Leaving class without permission
3. Skipping – absent from class without parent permission.

***Students will be given consequences for tardiness and skipping infractions.**

**** “Senior Skip Days” do not exist.** Students who are absent on any student-initiated skip day will be recorded as “unexcused.” Only medical documentation will excuse the absence.

Tardy/Late Policy

A student is considered tardy when he/she arrives at school and/or class after the tardy bell has sounded. Tardiness due to parents, family, friends, self, or public transportation obstacles is not excused. This includes missed rides and no shows (including public transportation), vehicle breakdowns, and oversleeping. Students are not relieved of tardy consequences due to **at-fault** situations of parents and others. **These tardies are still unexcused.** Leon High School does offer bus transportation services for zoned students as well as city bus passes. Parents may reach out to Student Services at 850-617-5700 and press 2 for transportation assistance.

Tardy Sweeps

Administration reserves the right to conduct tardy sweeps at any time during the school day. Students are expected to be inside their assigned classroom when the bell rings. Any student who is found in the hallway during a tardy sweep will be directed to a designated location by administrators or campus monitors.

Students identified during a tardy sweep will:

- Serve a detention during the class period in which they were tardy.
- Receive an attendance code of D(Detention) for that class period.
- Be responsible for contacting their teacher to make up any missed work.

Unexcused Tardy Policy
Consequences Reset Each Quarter

Tardy #1	Teacher Managed	
Tardy #2	Teacher Managed	
Tardy #3	Parent Contact	
Tardy #4	Tardy Referral	Lunch Detention
Tardy #5	Teacher managed	
Tardy #6	Teacher Managed	
Tardy #7	Parent Contact	
Tardy #8	Tardy Referral	1 ISS; loss of off-campus lunch privilege for the remainder of the quarter
Tardy #9	Teacher Managed	
Tardy #10	Teacher Managed	
Tardy #11	Parent Contact	
Tardy #12	Tardy Referral	1 ISS; loss of on-campus parking pass for the remainder of the quarter
Tardy #13	Referral for Defiance	2 ISS

NOTES:

- Once a student has 16 or more total unexcused tardies for the quarter (all classes combined), they will not be able to attend the Homecoming Dance, Prom, Grad Bash, the Senior Carnival, or other school-wide social event that quarter.

Late Arrival

Tardy to 1st Period	Students arriving late to first period should report directly to class unless they have a medical note. Students with a valid medical note must report to the attendance office first to sign in and receive an excused tardy.
Tardy to Class After First Period	Students who are on campus for first period and are tardy to classes later in the day (periods 2–6) must report directly to their classroom. They should not report to the attendance office.

	Classroom teachers will mark students tardy. If a student arrives more than 10 minutes late without a valid pass, the teacher will issue a skipping referral in addition to marking the tardy.
Arriving to School After First Period (Periods 2–6)	If a student arrives on campus for the first time during periods 2 through 6, they must report directly to the attendance office to sign in before going to class. This applies to any student who has not been on campus earlier in the day.
Excused Absences	All excusal notes—including those from a parent/guardian, medical provider, or other approved sources—must be submitted to the attendance office to be reviewed in accordance with the school’s excused absence policy.

Leaving Campus

Once students arrive on campus, they are expected to remain at school and attend all scheduled classes for the entire day. Students may only be excused to leave campus under the following conditions:

- A written request from a parent/guardian **must be submitted to the Attendance Office in advance**—either as a physical note or via email—before the student is allowed to leave.
- The note or email must include the **student’s full name, time and reason for dismissal, parent/guardian signature (if written)**, and a **contact phone number** for verification.
- For students using personal transportation to leave campus for appointments or other valid reasons, **parental permission must be confirmed by the Attendance Office** before the student is released.

As a convenience, parents may complete the “**Permission to Sign Out for Appointments**” form, which allows students to leave for recurring or occasional appointments throughout the school year without needing to submit a note each time.

- Upon returning to school, students are required to submit appropriate documentation (e.g., medical, legal) to excuse the absence. Documentation may be **dropped off at the Attendance Office, emailed, or uploaded to Focus**.

How to Excuse Students:

Excused notes must be uploaded to the Focus Parent Portal or sent vi email to leon-attendance@leonschools.net. Use this link <https://leon.focusschoolsoftware.com/focus/auth/> to sign up for an account or add another student. Instructions to upload notes to the Portal will be published routinely via focus communications. **Notes must be submitted within three days after the student returns to school. Failure to upload excuse notes within three days will result in the absence being finalized as unexcused. **Although uploading notes to Focus Parent Portal is the preferred method district-wide, excuse notes may be emailed to leon-attendance@leonschools.net or dropped off in the attendance office.****

All parent notes for any reason must include the following:

- 1) The student's name and grade
- 2) The date(s) of the absence(s)
- 3) The specific reason for the absence, lateness, or early dismissal
- 4) The signature of the parent
- 5) A daytime phone number where a parent can be reached to verify the note

***Notes indicating "emergency" for reason of the absence will not be accepted. All notes must be date specific with a reason, i.e., illness/medical, court appearance, death in the family, etc. Extended days of absences for illness will require medical documentation after five consecutive days.** Extended days of absence for an illness will require medical documentation to be excused when attendance demonstrates consecutive days of illness that do not reach five days, yet repeat, establishing a pattern.

****Students who are caught using false information on notes will be subject to disciplinary consequences.**

Pre-arranged Absences

College recruitment trips are to be scheduled when school is not in session. Administrative permission may be granted for a planned program scheduled for a specific day or if the student has a pre-planned appointment with a specific college administrator, verified in writing. The pre-arranged absence form will need to be submitted to the Attendance Office **in advance** as outlined on the pre-arranged absence form. **Any forms received after the absence has taken place will not be accepted and absence(s) will be finalized as unexcused.**

For visits to colleges in Florida, students are allowed a one-day excused absence. For visits to out-of-state colleges, students are allowed two days. The student must have pre-arranged the visit and have documentation that he/she was on an official visit for the trip to be marked as a "field trip". College visits that are not designated as field trips must also have documentation to be excused absences (something from the college with the student's name and date(s) of visit).

Students who are absent due to **recognized religious holidays** must have completed and filed with the Attendance Office a Religious Holiday(s) Exemption Form during the first two weeks of school. **Forms submitted after the first two weeks of school will not be accepted and the absence will be unexcused.**

Students who are **absent for an “educationally valuable experience”** other than a field trip or school sponsored function may receive an excused absence if the following criteria are met:

- The parent must submit a pre-arranged absence form to the Attendance Office at least one week prior to the absence for preliminary approval by the principal or attendance administrator.
- A student will be required to write a one-page typed essay for absence(s) outside the scope of an “educational experience” that extends beyond one day. The student will submit the essay to the Attendance Office within three days upon his/her return to school.

Special Attendance Circumstances

Chronic Illness

Students and parents are advised to monitor the number of absences, which have accumulated because of medical reasons. When absences for medical reasons are frequent (five or more within a nine-weeks), it is highly advisable to seek documentation from a doctor that a chronic illness exists.

Any student with fifteen or more absences due to illness, including a physical or mental condition must present clearance from a physician to be absent for an extended period of time.

****Medical/Doctor’s notes need to specifically address dates of absences and may not be “blanket excuses” for all absences which have occurred over a period of time. This information must be presented to the Attendance Office as the absences occur and not at the end of the nine weeks.**

Attendance Conference

An Attendance Conference is held when a student has five or more unexcused absences. This is the first level of truancy. The student and parent are required to attend the conference with the administrator of attendance to resolve unexcused absences. Florida Statute 1003.24 defines, it is the parent/guardian responsibility to provide an explanation for any absence from school. Therefore, the parent may submit written documentation from a doctor or recognized agency, legal proceedings or other relevant information to excuse absences. A Compulsory Student Attendance Packet is generated by the Attendance Office and submitted to the district office thereafter.

Driver’s License

Students between the ages of fourteen and eighteen who accumulate fifteen (15) unexcused absences within ninety (90) calendar days and who fail to satisfy attendance requirements will become ineligible for driving privileges. Students must meet with the Assistant Principal of Attendance to discuss reinstatement procedures.

School Attire

The Leon County School Board has established a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. While personal style and individual preferences are different, all students are expected to dress appropriately for school based on the guidelines provided.

All clothing must cover all aspects of the bosom, chest, stomach, and back. A jacket or covering may be worn to correct inappropriate clothing.

All tops should fit appropriately: this includes full coverage of the stomach and back. Tank tops straps must be at least two fingers in width.

All bottoms (pants, shorts, skirts) should fit appropriately, i.e., not tight, not sagging, and should not reveal undergarments at any time; this includes bottoms with holes.

*No clothing should reveal undergarments at any time.

*Bonnets are not allowed.

*Face masks/coverings are not allowed.

***Pajamas are allowed for school spirit days.**

Shoes are required and must be safe for school activities. Bedroom shoes and house slippers are not permitted.

Sunglasses are not permitted inside the building.

Attire and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. (Leon County School Board Policy 5511)

Accommodations to the dress code will be considered for medical, cultural, and/or religious reasons.

Failure to follow the dress code will result in the following consequences:

A student may receive one written warning recorded as a minor infraction. When necessary, the student will receive a proper change of clothing from the office to wear for the remainder of the school day any time he/she is dress coded.

Failure to follow the dress code will result in the following consequences as outlined in the Progressive Discipline Plan located in the Student Code of Conduct:

1st Offense – The student will be given one lunch detention and parent contact will be made.

2nd Offense – The student will be given two lunch detentions and parent contact will be made.

3rd Offense – The student will be given 1 day of ISS and parent contact will be made.

4th Offense – The student will be given 2 days of ISS and parent contact will be made.

5th Offense – The student will be given 1-3 days of OSS and parent contact will be made.

***Continuous violation of the appropriate school attire will result in In-School Suspension (ISS).**

Hall Passes

Students must have a pass to be outside of the classroom during class time. Students without a pass or valid reason to be in the hallway will receive consequences similar to skipping. Students are not allowed to use vending machines, patronize nearby businesses or be in the parking lot during class time. Students who abuse hall pass privileges may be placed on a limited pass/escort only list to leave the class. Any student who needs to go to the clinic must have a Clinic Pass from their teacher unless there is a true emergency, or arrangements have been made in advance.

Discipline

When deciding what disciplinary action should be taken, the administrator shall consider the student's age, exceptionality, trauma, mental health status, previous conduct, probability of a recurring violation, intent, attitude and severity of the offense and, whenever possible, shall impose disciplinary action in a progressive manner. Students may be suspended for infractions that occur on school grounds, on school transportation, as well as off school grounds during school hours or school sponsored events such as field trips, lunchtime, or sporting events. When a student is suspended out of school, the students may not attend any school or Leon County function, enter any Leon County school campus, or ride upon any Leon County school bus. Students will receive make-up work for the first out-of-school suspension; however, make-up work is not required to be given for subsequent suspensions. Classroom discipline plans must coincide with the school discipline plan. While it is impossible to anticipate every act of misconduct, school administrators reserve the right to assign consequences in a fair and consistent manner to any student who misbehaves.

Progressive Discipline Plan

Class 1 Offenses Group A

- 1.1 Dress Code Violation
- 1.2 Cheating/Plagiarism
- 1.3 Tardiness
- 1.4 Playing Music from Phone or Bluetooth Speakers

Class 1 Group A Consequences

- 1. 1 Day Lunch Detention
- 2. 2 Days Lunch Detention
- 3. 1 Day ISS
- 4. 2 Days ISS

- | | |
|---|-----------------|
| 1.5 Parking Violation | 5. 1-3 Days OSS |
| 1.6 False Information | |
| 1.7 Possessions of Toys and Inappropriate Items
(playing cards, stuffed animals, drones, etc.) | |
| 1.8 Other Minor Offenses (depending on severity
offense) | |

Class 1 Offenses Group A

- | | |
|--|-----------------|
| 1.9 Skipping or Being Out of Class for an
Extended Period of Time | 1. 1 Day ISS |
| 1.10 Not Serving Detention | 2. 3 Days ISS |
| 1.11 Minor Class, Lunchroom or Assembly
Disruption | 3. 1-2 Days OSS |
| 1.12 Dress Code Violation/Possession of a Rattail
Comb | 4. 2-3 Days OSS |
| 1.13 Gambling | 5. 3-5 Days OSS |
| 1.14 Horseplay | |
| 1.15 Illegal Organization | |
| 1.16 Inappropriate Display of Affection | |
| 1.17 Unauthorized location | |
| 1.18 Selling/Distributing Food, Drinks, Snacks,
and Other Items for Personal Profit | |
| 1.19 Hanging Flyers Without Permission | |
| 1.20 Unauthorized Use of School Property | |

Class 1 Group A Consequences

Class 2 Offenses Group A

- | | |
|---|-----------------|
| 2.1 Defiance, Disrespect, or Disobedience Which
Results in Class/School Disruption | 1. 1-3 Days ISS |
| 2.2 Profanity/Obscenity Directed at Another
Student | 2. 1-2 Days OSS |
| 2.3 Vandalism (Minor) | 3. 1-3 Days OSS |
| 2.4 Mobile Phone Policy Violation | 4. 3-5 Days |
| 2.5 Recording School Employee Without
Permission | 5. 5 Days OSS |
| 2.6 Misuse of Internet (Minor) | |
| 2.7 Being in a restroom stall with another person | |

Class 2 Group A Consequences

Class 2 Offenses Group B

- | | |
|---|-----------------|
| 2.8 Instigating or Escalating Conflicts by
Spreading Rumors, False Statements,
Accusations, Threats, Racial Slurs, Name Calling,
etc.(In Person or Online) | 1. 1-3 Days OSS |
| 2.9 Dangerous Play Including Slap/Shadow
Boxing | 2. 3 Days OSS |
| 2.10 Possession of Fireworks, Firecrackers, etc. | 3. 5 Days OSS |
| 2.11 Misuse of Internet (Major) | 4. 5 Days OSS |

Class 2 Group B Consequences

2.12 Verbal Altercation
 2.13 Leaving School Grounds Without School Authorization
 2.14 Offensive and/or Inappropriate Touching of Another Person
 2.15 Use, Possession or Control of Tobacco Products, Nicotine Vapes or Nicotine
 2.16 Stealing or Possession of Stolen Merchandise
 2.17 Entering Unauthorized Space for the Purpose of Sexual Acts
 2.18 Running from School Official
 2.19 Directing Profane Language/Gesture to Employee
 2.20 Having or Using Matches, Lighters, Fireworks, Smoke/Stink Bombs, Laser Pens, Over the Counter Drugs or other Unauthorized Items

5. 10 Days OSS

Class 2 Offenses Group C

2.21 Destruction of School Property/Vandalism
 2.22 Directing Obscene or Profane Language/Gestures to a School Board Employee
 2.23 Fighting/Physical Altercation/Physical Aggression*
 2.24 Igniting Fireworks or a Fire of Any Kind
 2.25 Theft
 2.26 Inappropriate Touching of a School Board Employee
 2.27 Threats, Harassment, or Intimidation (in person or online) of a School Board Employee
 2.28 Unprovoked Hitting of Another Student
 2.29 Removal from or Refusing to Serve ISS
 2.30 Sexual Acts
 2.31 Bullying/Cyberbullying
 2.32 Major Campus Disruption
 2.33 Group Incidents Which Disrupt the Learning Environment or Educational process
 2.34 Possession of Gang Bandana “flag” or Gang Paraphernalia
 2.35 Use, Possession or Control of Alcohol, Marijuana, Imitation Drugs, or Other Illicit Drugs and/or Under the Influence as Determined by the Administration

Class 2 Group C Consequences

1. 5-10 Days OSS (Possible Arrest/Possible Expulsion)
2. 5-10 Days OSS and/or Recommendation of Expulsion
3. 10 Days OSS and Recommendation for Expulsion

*Fighting Will Result in a Referral to School Deputy

2.36 Creating a Hostile Environment that Includes Harassing Physical, Verbal, Sexual, Graphic, or Written Conduct that is Sufficiently Severe, Pervasive, or Persistent as to Interfere with an Individual's Ability to Participate in or Benefit from School Activities. This Includes all Forms of Sexual, Racial, National Origin, Disability, or Other Forms of Discrimination or Harassment Prohibited by School Board Policies.

Class 3 Offenses

- 3.1 Aggravated Behavior
- 3.2 Arson
- 3.3 Battery
- 3.4 Bomb Threats
- 3.5 Burglary of School Board property
- 3.6 Criminal Mischief
- 3.7 Discharging of a Weapon
- 3.8 Grand Theft (\$750 or more)
- 3.9 Inciting Major Student Disorders
- 3.10 Making False Accusations that Jeopardize the Professional Reputation, Employment, or Professional Certification of a Teacher or any Leon County School District Employee
- 3.11 Possession of Any Weapons, Brass Knuckles, and Knives with Blade Greater Than 3.5 Inches Long
- 3.12 Possession of firearms including look alike firearms
- 3.13 Possession of or setting off explosives
- 3.14 Possession, sale, or use of illegal drugs
- 3.15 Robbery
- 3.16 Serious Threat
- 3.17 Strong armed robbery
- 3.18 Unjustified activation of a fire alarm system
- 3.19 Off-campus Felony

Class 3 Consequences

Zero Tolerance
Referral to School Resource
10 – day Suspension with a
Recommendation for
Expulsion

Disciplinary action may deviate from the plan when deemed appropriate by an administrator. Law enforcement may be contacted when a criminal act has occurred. Consequences may include but are not limited to Lunch Detention, Opportunity for Improvement, Out of School Suspension, and/or loss of privileges such as parking pass, off-campus, or extracurricular activities.

In School Suspension

In school suspension (ISS) is a self-contained learning environment that allows for the student to reconsider poor choices and improve their behavior while continuing to complete academic curricula. Students who are in ISS may not participate in extracurricular activities (i.e., athletics, performing arts, etc.) until they have completed the ISS days assigned by the administrator. Only administrators may send students to ISS. Students will be expected to turn in all electronic devices (i.e., phones, watches, earbuds, etc.), bring their school-issued Chromebook and charger, remain quiet and complete schoolwork, comply with the ISS supervisor, when all schoolwork is completed read an educational book or help the ISS teacher with other tasks. Failure to follow rules and expectations in ISS could result in more ISS days or OSS days.

Leon High School Bullying Procedures

Students receive anti-bullying awareness training each year in school. In addition, FortifyFL and Anonymous Alert are apps that can be used to anonymously report instances of bullying or harassment to law enforcement and school officials. Information regarding FortifyFL and Anonymous Alert can be found on LHS website homepage. Incidents may be reported to any guidance counselor or administrator where an intake form will be given for the student to complete. An investigation will be conducted to determine if the bullying or harassment claim is substantiated. Whether the bullying is substantiated or not, a Hope Scholarship Notification will be issued which will allow the victim to attend another school if they choose to do so. When bullying or harassment has been substantiated the offender may be suspended out of school for up to 10 days, in addition to possible arrest and expulsion.

Drugs and Alcohol

Any student who uses and or possesses drugs and/or alcohol on school property or at a school-sponsored event will incur serious consequences. This includes, but is not limited to, removal from classes and all extra-curricular participation such as athletic events, dance, drama, club activities, etc., for a designated period of time and forfeiture of any elected or appointed position of leadership.

The consequences for violation of the drug and alcohol rules may also include suspension for up to five (5) days and an assessment by school approved drug and alcohol professionals. Depending on the circumstances, the consequences could be more stringent.

Students who are suspended the first time for drug possession or use, not sales, may attend two counseling sessions at Turn About to have their suspension halved. Those days of suspension may be rescinded after Turn About documentation has been reviewed and approved by an administrator.

Students who sell drugs, “look-alike” drugs, paraphernalia, or any mood/mind-altering substance may be subject to arrest and expulsion. Students who are deemed intoxicated by administration will be suspended out of school.

Tobacco/Nicotine Products

Possession of or use of any tobacco or vape product by a student is a violation of School Board Policy. Tobacco and vape products are prohibited on the grounds of all Leon County Schools. Disciplinary action will be taken for violation of this policy.

Students who are suspended for vaping, tobacco, or nicotine possession or use, may be required to take a nicotine education course provided by the Florida Department of Health at fltobaccoprevention.org.

Person electronic Devices

Bringing a personal electronic device to school is strongly discouraged due to the high risk of theft and loss. This includes but is not limited to cell phones, ear buds/air pods, smart watches, iPads, and personal laptops (excluding school issued Chromebook). The school will not be responsible for loss or theft of such devices. Students may bring their devices to school; however, these items must be turned off during class time and can ONLY be used in the hallways, cafeteria, and outside of the buildings. Repeated violations of these rules will result in more severe disciplinary actions such as ISS and OSS.

Cell Phone Violation Policy

- 1st Offense – Teacher issues verbal warning.
- 2nd Offense – Teacher confiscates the phone, gives it back at the end of the class period, and contacts parent.
- 3rd Offense – Teacher confiscates the phone, delivers it to student affairs, writes a referral for defiance, and parent must retrieve phone from student affairs between 7:00 am and 3:00 pm.

Refusal to Give a Cell Phone to A School Employee:

- 1st Offense – up to 3 days ISS
- 2nd Offence – up to 3 days OSS

Student Searches

Students, their lockers, vehicles, and other possessions are subject to search by an administrator or designee upon reasonable suspicion that they may possess drugs, weapons, or any other prohibited substances, objects or contraband, while on school property or wherever students are under school supervision, such as field trips, at extra-curricular activities, or while being transported by school-bus or school-approved transportation. Reasonable suspicion is a commonsense, nonethical conception that deals with the factual and practical considerations of everyday life on which reasonable and prudent men, no legal technicians, act. (*Ornelas v. United States*, 1996, at 695). Students who are in a restroom stall with another student, have been reported through any reporting app or website, involved in a fight, and/or smell like or appear to be under the influence of drugs or alcohol are a few examples of times students may be searched.

Prohibited Items

The following items are not permitted at school for any reason. This list cannot be all-inclusive; therefore, items that the administration deems inappropriate for school or similar to an item on the list below will not be allowed at school. Consequences may be issued for possession of any prohibited or similar item.

Lighters, lighter leashes, matchers, torches or fire starters of any kind; skateboards or scooters not needed for medical purposes; speakers, boomboxes, or other device that plays loud music; any items such as food or drink sold for personal profit outside of school fundraisers; spurs, spikes, chains or other clothing accessories that can be used as a weapon; rattail combs or other cosmetic device with a sharp point; mace, pepper spray or chemical spray of any kind; strobe lights, laser pointers or any other temporary blinding device; knives, blades, or razor blades of any kind; weapons including brass knuckles; water guns; imitation weapons such as Orbeez or any toy gun that shoots a projectile of any kind or looks realistic; nicotine vapes, e-cigarettes, electronic vaping devices of any kind; over-the-counter drugs, prescription drugs, HHC or any mind altering substance including but not limited to Delta 8, Delta 9, or any future psychoactive derivatives; vapes, cigarettes, or any nicotine dispensing device, dice or playing cards.

Bus Suspensions

When a student is suspended from riding the bus, they are still expected to attend school. Parents are responsible for providing transportation to and from school. The discipline progression below is for minor bus infractions. Egregious offenses may warrant more severe consequences when the administrator deems appropriate. When a student is suspended from riding a bus, the student's absence is not excused. Parents are responsible for providing transportation to and from school.

- 1st Offense: Warning or 1-day bus suspension
- 2nd offense: 1 to 3 days bus suspension
- 3rd Offense: 5 to 10 days bus suspension
- 4th Offense: Bus expulsion

Defiance

Compliance with instructions and directions from all school employees is imperative. Defiance or repeated noncompliance with school employees will not be tolerated and will result in up to 5 days out-of-school suspension.

Leaving Campus Without Permission

Student safety is our number one priority. Keeping students on campus is the most effective way to monitor students and keep them safe. Therefore, students may not leave campus without permission once they arrive on campus. Students do not have permission to go to the convenience store at any time during the school day. This includes before school and during lunch. Students who leave campus without permission will receive out-of-school consequences due to this being a safety concern.

Fighting

Violence of any kind will not be tolerated at Leon High School. Students who are involved in fights or physical altercations on campus or off campus during school hours will be suspended out of school and possibly arrested if criminal charges are applicable. Students who are involved in multi-person brawls will be arrested. Students who are arrested may also be expelled when deemed appropriate by the administrators.

Weapons

Florida statute prohibits the possession or discharging of weapons at a school-sponsored event or on school board property. Weapons possession on school grounds is a third-degree felony. Weapons, toy weapons, or “look-alike” weapons such as brass knuckles, stun guns, and splatter ball guns are not allowed on campus at any time. This also includes any item that can be used as a weapon. Possession of any of these items on our school campus or during the school day will result in out-of-school suspension, possible arrest, and possible expulsion. Brandishing, presenting, or using any weapons, toy weapons, or “look-alike” weapons will result in arrest and expulsion. Mace or any form of chemical spray is not permitted on campus; this includes being

attached to a key chain. Razor blades, brass knuckles, and any blade over 3.5 inches are examples of weapons that call for immediate suspension, arrest, and expulsion.

Social Media

The Supreme Court has held that a school can limit off-campus speech with “special characteristics”. Off-campus behaviors that may call for school regulation are serious or severe bullying or harassment targeting particular individuals; threats aimed at teachers or other students; the failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in online school activities; and breaches of school security device. Additionally, written or electronic threats to kill, do bodily injury, or conduct a mass shooting or act of terrorism is a second-degree felony. Students who post pictures of weapons or look-alike weapons are subject to search and possible suspension.

Photographing or videoing of other students and school employees is prohibited unless consent has been given by the student or employee. Unwanted or secret videoing or photographing of students and/or school employees is prohibited and will result in school consequences. Posting secret photos or videos of school employees on social media will result in up to 5 to 10 days out of school suspension and possible expulsion.

Schoolwide Disruption

According to Florida Statute, it is unlawful for any person to disrupt or interfere with the lawful administration or functions of any educational institution, school board, or activity on school board property in this state. Students who choose to disrupt the school day will be suspended, charged and expelled. This includes but is not limited to pulling a fire alarm, being involved in a multi-person brawl, or intentionally disrupting the school day in any manner.

Students who publish or post any false or damaging information concerning Leon High School or Leon County Schools will be subject to disciplinary action.

Expulsion

Students who are consistently disruptive, create an unsafe learning environment or commit egregious offenses, will be expelled for no less than the remainder of the school year plus the following school year. When the school recommends a student for expulsion, they may not come back to Leon High School or attend any Leon County School function for any reason during their expulsion. The parent and the superintendent will be notified via certified mail. Reasons for which the principal may recommend expulsion from school are outlined in School Board Policy 5500.

Safety and Security

Opening exterior doors to allow individuals entry to campus other than through the single point of entry via guard shack, and propping doors or gates open are serious safety and security concerns. Doing so will result in school consequences for unauthorized use of school property.

Discrimination

Students have a right to attend school and learn in an environment where all students and adults are treated equitably without regard to race, color, religion, national origin, age, sex, handicap, perceived disability, or record of disability as defined by the Americans with Disabilities Act; and, where there is an environment free from sexual harassment.

If a student has concerns about any form of discrimination or harassment he or she should:

1. Discuss the complaint informally with an administrator or a guidance counselor.
2. If this informal discussion does not resolve the problem, a complaint may be discussed with an Executive Director.
3. If the problem is not resolved at this level, a written, signed grievance may be submitted to the Superintendent via the Equity Coordinator not later than the tenth school day following the alleged incident. To reach the Equity Coordinator, call 487-7100.
4. If the decision of the Equity Coordinator is unsatisfactory, a similar written, and signed grievance may be submitted to the School Board. This submission must be within three school days following the notification of the Superintendent/Equity Coordinator's decision.

For more information on discipline issues, please refer to the **Leon County Schools Code of Conduct**.

Lunch and Deliveries

No deliveries for students, including food delivery services, are allowed.

Off-Campus Passes

ACCORDING TO SCHOOL BOARD POLICY, OFF CAMPUS PRIVILEGES ARE ONLY FOR JUNIORS AND SENIORS WHO HAVE A SIGNED PARENT APPROVAL FORM ON FILE IN THE ATTENDANCE OFFICE. This privilege can be taken away for skipping classes, being tardy to class from lunch, or for abusing school rules including, but not limited to, taking non-approved or ineligible students off campus or loitering in the parking lot during lunch. Student must have an off campus pass to leave campus during lunch. Only juniors and seniors with at least a 2.0 GPA and a notarized permission are eligible for an off-campus pass. Students who have below a 2.0 GPA can become eligible if they meet the GPA requirement at the end of the semester.

Clinic

The clinic is located in the Attendance Office area. Students in need of first aid or other related assistance must get a pass from a teacher to come to the clinic except in the case of a true emergency. If it is necessary for the student to leave campus, the parent or guardian will be called. If a student is injured on campus during the school day, the injury should be reported to a teacher or school official immediately. Accident report forms must be filled out as soon as possible. Administering any medicine to students is not a recommended procedure for schools, but at times it is necessary. Any medicine that needs to be administered at school should be done as follows:

1. Written order from a physician detailing the name of the drug, dosage, and when medications are to be taken.
2. Written permission from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician and given to the attendant in the clinic.
4. All medications will be administered and taken in the presence of the attendant in the clinic.
5. Students who take medication **MUST** complete medical paperwork approved by the administration to participate in ANY field trip.

Elevator Keys

A student who is not able to navigate the stairs may check out an elevator key in the clinic with a \$10.00 refundable CASH deposit and note from their physician (note should also include length of time needed).

Telephone Use and Deliveries

Students may not use the telephone during class time. Emergency calls can be made from the Attendance Office with permission. Classes will not be interrupted for messages or deliveries. Deliveries sent to school for students will not be accepted.

Parking

Only students who purchase a parking sticker are allowed to park on campus in their assigned area. Do not park illegally. If you park illegally on campus, your car could be towed away at your expense. Students can be assigned lunch detentions for parking illegally on the first offense. Parking stickers can be purchased in the attendance office until sold out.

Emergency Drills

Emergency drills, planned by the administration, will be conducted with or without advance notice. These include fire drills, tornado or severe weather drills, lockdowns, etc. Special directions are posted in all rooms giving an exit route in case of emergency. Students and teachers should familiarize themselves with this map at the beginning of the school year.

During fire drills students are to leave the building, remain with their class, proceed to designated areas in a single line, remain quiet, and maintain this quiet until the bell rings indicating "all clear". The teacher, or a designated student, is responsible for seeing that the windows in the classroom are closed, the lights are off, and the doors are closed.

Lost and Found

All students are encouraged to label personal items and articles of clothing. Any personal items and articles of clothing which are found should be taken to the Attendance Office. Unclaimed personal items and clothing will be donated to a charity or similar organization throughout the year.

Student Activities

Consistent with the mission of Leon High School all students are encouraged to participate in the many, varied extra-curricular offerings at the school. Attendance and grades must be in good standing for extracurricular participants. The activities program provides the opportunity for students to:

- 1) Take responsibility for their own decision-making.
- 2) Freely and creatively express themselves in an appropriate and constructive manner.
- 3) Develop characteristics which enable each student to function as a productive citizen of the community.
- 4) Create an attitude of self-respect and pride.

In addition to the GPA requirements of 2.0 and above, student and parents should understand that poor attendance will affect the student's opportunity to participate in any extracurricular activity or school sponsored event. If a student is absent from school (three or more periods) he or she is considered absent from the afterschool activity also. If absences become excessive, (ten or more within a nine weeks) the student may be removed from participating in extracurricular activities or school sponsored events.

Be a Tradition Keeper

As a Leon Lion, you are part of a school with a rich tradition dating back more than 100 years. To get the most out of your high school years, we invite you to be a Tradition Keeper, by completing at least 35 of these traditions in your four years at Leon High School.

- Dress up for Spirit Week
- Attend a Homecoming dance
- Raise money for Leon's Breast Cancer Fundraising Drive
- Go to Prom
- Collect at least 25 cans for Leon's canned food drive or food pantry
- Play on a Leon sports team
- Be part of one of Leon's performing arts
- Attend Guitar Roar
- Attend P.A.W.S.
- Attend a school play
- Join a club
- Be part of a service project

- Wear your colors at a Leon/Lincoln game
- Rep your year at a pep rally
- Make a senior crown
- Attend a Homecoming game
- Cheer on the Lions at volleyball
- Cheer on the Lions at a soccer game
- Cheer on the Lions at a lacrosse game
- Cheer on the Lions at a tennis match
- Ride a fan bus to an away game
- Cheer on the Lions at a football game
- Serve as an officer of a club
- Attend, play or a cheer at a powderpuff football game
- Participate in Black History Month
- Cheer on the Lions at a basketball game
- Cheer on the Lions at a baseball game
- Join a language club
- Go to Gradbash
- Attend a steel drum concert
- Decorate a hall for Homecoming Week
- Take a picture next to the historic register plaque
- Pose with the Lion statue
- Sing around the Lion
- Learn the alma mater and sing it
- Wear a Leon t-shirt to support a special event

Input LCS Nondiscrimination Notification and Contact Information

Input NAME/Phone Number/Email information