

SHERIDAN TECHNICAL COLLEGE AND HIGH SCHOOL



2023-2024

HIGH SCHOOL STUDENT HANDBOOK

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Sheridan Technical College & Technical High School

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Vision

To promote excellence in academic, career, and technical studies in order to prepare students to enter and remain competitive in a global workforce.

Mission

To change the lives of people from all backgrounds through innovative education.



- W**illingness to be an active participant in your own learning
- O**rganizing your time, materials, and turning in assignments
- L**oyalty to friends, family, and school
- V**alue taking responsibility for your actions, possessions, and uniforms
- E**thical behavior, doing what is right even when no one is watching
- S**elf-respect, respect for others and property – both personal and intellectual

Sheridan Technical High School Expectations

(as per Broward County Public Schools Magnet Policy 5004.1)

While Magnet students have already met county-mandated standards to attend our program, they must continue to adhere to specific guidelines in order to remain at Sheridan Technical College and Technical High School.

ACADEMICS

- **Students are expected to maintain a cumulative unweighted 2.5 GPA.**
- If a student's cumulative weighted GPA drops below 2.5 in a given 9-week period, the following interventions will occur:
 - Conference with student, parent, and teacher(s)
 - Opportunity to attend online or after school tutoring
 - Parent, Student, Guidance, and Administration sign Academic Probation Agreement
- If a student achieves an unweighted 2.5 GPA at the next report card, the student is removed from contract but monitored for continued success. The student may be placed on Academic Probation again at the next report card if GPA drops below 2.5.
- If a student fails to achieve the unweighted 2.5 GPA after two consecutive semesters, with documented interventions, the student will be ineligible to continue at Sheridan Technical High School and will be assigned to his/her home high school.

ATTENDANCE

- Non-attendance for instructional activities is established by **tardiness, early-sign-outs, or absences** for all or any part of the day. **If student repeatedly violates the district's guidelines related to attendance and excessive tardiness the student will be assigned to his/her home high school.** For students who demonstrate patterns of non-attendance, interventions may be recommended.

DISCIPLINE

- If a student repeatedly violates the district's Code of Student Conduct guidelines related to attendance, behavior, dress code, or school procedures, the student will be assigned to his/her home high school.

Student Initial	Parent Initial



Partnership Promise for Teachers/Parents/Students

We at Sheridan Technical College and Technical High School promise to do everything possible to educate your child. Our efforts will succeed if students do their best, and parents work with the school to enable us to fulfill our Partnership Promise.

A successful STUDENT must promise to:

- Be an active participant in learning through daily attendance, class preparedness, and assignment completion
- Model and practice the expected behaviors and character traits
- Follow the Sheridan Technical High School uniform policy
- Be respectful – to yourself, to others, and to property
- Accept and respect individual differences and people
- Keep parents informed of school-related issues and ensure communications are brought home
- Use online communications and information systems, the Internet, and networks in a responsible, efficient, ethical, and legal manner

An involved PARENT must promise to:

- Encourage good attendance, punctuality, and adherence to the uniform policy
- Monitor your child's academic and behavioral progress, contacting teachers when necessary
- Talk with your child about school and behavioral expectations
- Play an active role and support your child's educational experience
- Be a positive role model and practice the expected behaviors and character traits
- Teach your child to respect the rights and property of others
- Be aware of county dates regarding report cards, interim reports, and testing and early release days. **Please note:** Sheridan Technical College and Technical High School does not participate in district Personal Study Days
- Support county and school rules and regulations as outlined in the BCPS Code of Student Conduct and the STHS Student Handbook

Student Initial	Parent Initial

Digital Citizenship

At STHS, online behavior and safety is just as important as what happens in a face-to-face classroom. Our students are gradually given more and more responsibility and experiences in the online arena. Please work with us in ensuring that students' online learning is done in a safe manner.

Students:

- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. What is inappropriate in the classroom will be inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. **Do not share your password** with anyone besides your teachers and parents.
- **Do your own work!** Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Follow writing conventions including proper grammar, capitalization, and punctuation.
- Students who do not abide by these guidelines may lose their opportunity to take part in the project and/or access to future use of BCPS online tools. In addition, disciplinary or legal action may apply.



Parents:

- Parents may receive communication from teachers regarding their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.
- Parents will not attempt to destroy or harm any information online. Instead they will report objectionable material to a school administrator.
- Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to be aware of their child's electronic communications and participation in social media projects.
- Parent participation is encouraged to help ensure that student involvement in social media networking is appropriate and that the privacy concerns are protected.

Student Initial

Parent Initial

Summary of Broward County School Board Attendance Policy 5.5

For academic success, students need to be in school! Excessive absences (excused or unexcused) are considered a **pattern of non-attendance** which triggers various school and district interventions.

Non-attendance is established by an accumulation of:

- Tardiness
- Early sign-outs
- Excused or unexcused absences (for all or part of the day)

If a student is absent more than five days in a term (45 school days) interventions automatically occur. See the online 2018-2019 Code of Student Conduct for more details.

Interventions:

If the school determines that a student's absences are excessive, and a "pattern of non-attendance" has been established, the family will:

1. Receive an Attendance letter
2. Be referred to the school's Child Study Team
3. Be referred to the School Social Worker
4. The District automatically reports students in this category to the state

Consequences for Excessive Non-Attendance:

- Academic failure
- Attendance Contract
- Removal from magnet program/assigned to home high school
- Suspension of Driver's License
- Possible loss of state and federal assistance grants

Please Note:

- Students cannot be signed out after 1:15 (30 minutes before dismissal).
- Students are dismissed at 1:45 PM. Please schedule all appointments after school hours.
- Family vacations that cause students to miss valuable class time are *strongly* discouraged.

Student Initial	Parent Initial
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To Report Absences: Call 754-321-7452

The parent of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24).

Parents/Guardians may call absences in

- the day before
- the day of
- *or within two school days* following the absence

The complete Attendance Policy may be accessed on the School Board website under Parent Information. <http://www.browardschools.com/parents/>

IT IS IMPORTANT TO BE IN SCHOOL EVERY DAY.

If your child is not in school, he or she MAY BE showing early signs of truancy through a pattern of non-attendance (SB Policy 5.5).

WHAT IS A PATTERN OF NON-ATTENDANCE?

A student may be establishing a pattern of non-attendance when:

- 1) He or she has an accumulation of tardiness, early sign outs, and/or absences (excused and unexcused) that **exceed 5 days in one marking period or 10 days in 2 marking periods**; or
- 2) He or she is absent and unexcused 5 days in 30 calendar days or 10 days in 90 calendar days (F.S.1003.26 (b)).

A student does establish a pattern of non-attendance when he or she has an accumulation of 15 unexcused absences within 90 calendar days, with or without a parent's knowledge (habitual truant) (F.S.1003.01 (8))

Absentee and Late Work Policy

Sheridan Technical College and Technical High School abides by the School Board of Broward County Make-up Work Policy:

Students have two class days to make up the work for each class day the student is absent, not including the day of return. However, previously assigned work is due the day of return.

Student Initial

Parent Initial

ID and Uniform Shirt Policy



- **Uniform shirts must be worn each day by all students.** Students are expected to wear uniform shirts on the first day of school and every day thereafter. The School Logo must be visible at all times.
- **School-issued IDs must be worn** and VISIBLE on students' uniform shirts.
- Uniform shirts may only be covered by an STHS jacket or hoodie. Additional layers may be worn, but they must be worn under the uniform shirt. Uniform shirts may not be covered by vests, short-sleeved shirts, non-Sheridan jackets, or other similar garments.
- Detention will be issued to students not wearing their school uniform. Additional consequences for non-compliance are outlined in the STHS Student Handbook.
- Clothing considered *suggestive, *revealing, or *indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are **NOT permitted**.



Student Initial	Parent Initial
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Honor Code

An honorable student upholds and promotes the values of good citizenship, respect for self and others, accountability, honesty, and integrity in maintaining high academic and personal standards. Therefore, all students are expected to assume full responsibility for the content of their academic work, assuring that all work, examinations, reports, and projects are the student's own.

II. Explanation of violations of the honor code. *

Students shall be guilty of violating the honor code if they:

1. REPRESENT THE WORK OF OTHERS AS THEIR OWN.

According to Dictionary.com, plagiarism is defined as *"the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work."*

- This includes **copying from other students'** homework or any assignment (even if you paraphrase) – in part or in entirety.
- This includes **"copying and pasting"** information, graphics, audio, video files from websites, books, magazines, or any other media - whether print or digital - without giving appropriate attribution.
- *Please note: Any research project whether it is a formal essay, presentation, or other format must include proper documentation of original sources. Documentation includes internal reference citations and bibliographies as specified by the instructor. Documentation **MUST** accompany information and ideas obtained from other sources if they are copied "word for word" and/or paraphrased in the student's own words.*
- This includes sharing of assignments through D2L or email.

2. USE, OBTAIN, OR GIVE UNAUTHORIZED ASSISTANCE (IN ANY FORM – INCLUDING, BUT NOT LIMITED TO, THE USE OF ELECTRONIC DEVICES) ON ANY HOMEWORK, QUIZ, TEST OR OTHER WORK.

- This includes **allowing other students to copy your homework or any assignment** (even if they paraphrase) – in part or in entirety.
- This includes **sharing information about a quiz or test** with other students.

3. MODIFY, WITHOUT INSTRUCTOR APPROVAL, AN EXAMINATION, PAPER, RECORD, OR REPORT.

****If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.***

Student Initial

Parent Initial

III. Consequences for Honor Code Violations

The consequences for violating the school honor code may include, but are not limited to, the following:

1. Assignment of a grade of zero to the test, quiz, or other assessment or assignment.
2. Determination of disciplinary consequences by administrator and/or instructor. These may include detention, referral, suspension, removal of school privileges (Grad Bash, Prom, Field Trips, etc.)
3. Loss of eligibility for membership in the National Honor Society.
4. Dismissal from school clubs.

Please note: If a student cheats on an assignment or assessment, he/she will receive a “0” and disciplinary consequences.

The school Proactive Discipline Plan and the district Discipline Matrix describe the specific consequences for each violation.

IV. **Honor Code** – All students will be required to sign the following statement at the beginning of each school year.

As a student of Sheridan Technical College and Technical High School, I will uphold the school Honor Code.

- I will oppose all forms of academic dishonesty.
- I will refuse to allow other students to copy my work.
- I will credit all sources – digital and print.
- I will not misrepresent the work or ideas of others as my own.
- I will not share information about a test, quiz, or other assessment with other students.
- I will not use any unauthorized assistance on tests, quizzes, essays, or other assessments.
- I will strive to model the qualities of good citizenship at all times.



Student Initial

Parent Initial

STHS Expectations and Consequences

INFRACTION	1 st OCCURRENCE	2 ND OCCURRENCE	3 RD OCCURRENCE
OUT OF UNIFORM Uniform shirts must be worn by all students. School-issued IDs are part of the school uniform and must be <u>VISIBLE</u> over students' uniform shirts. Uniform shirts may only be covered by an STHS jacket or hoodie. Additional layers may be worn <u>UNDER</u> the uniform shirt. Please see p. 9 for additional details. Please note: A \$5.00 fee will be issued for a ID replacement.	Parent contact Detention issued <hr/> CDE: Parent contact Grade penalty as determined by Program instructor	Parent contact Three consecutive detentions <hr/> CDE: Parent contact Grade penalty as determined by Program instructor Behavior Contract	Administrative referral for disobedience Detention/Internal Suspension (IS) Behavior Contract <hr/> CDE: Administrative Referral Withdraw from CDE program Return to Home School
CELL PHONES ARE NOT TO BE VISIBLE DURING CLASS TIME. Cell phones must not be visible during class time or exams. If visible, cell phones will be collected by the classroom teacher and/or facilitator. Cell phones will be collected by test proctors during ALL standardized testing. Failure to comply will result in referral and removal by Security.	Item confiscated and returned at the end of the class period Parent contact	Item confiscated and returned at the end of the school day Parent Contact Detention issued	Item confiscated and must be picked up by parent Administrative referral for disobedience Internal Suspension (IS) Behavior Contract
VIOLATION OF CLASS/SCHOOL RULES. This includes violation of rules in and out of class, on school buses, and anywhere on school property, as set by individual teachers.	Verbal reprimand and/or student conference	Parent Contact Referral Detention	Administrative referral for disobedience Parent Conference Internal Suspension (IS) Behavior Contract

Student Initial

Parent Initial

INFRACTION	1 st OCCURRENCE	2 ND OCCURRENCE	3 RD OCCURRENCE
TARDINESS per 9 Weeks	Warning	<u>2-5 Tardies</u> <ul style="list-style-type: none"> • Parent contact • Referral to Guidance Counselor • Detention 	<u>More than 5 Tardies</u> <ul style="list-style-type: none"> • Parent contact • Referral to social worker • Attendance Contract
CUTTING CLASS (Skipping class)	<ul style="list-style-type: none"> • Immediate Administrative Referral <i>preceded</i> by parent contact • Detention 	<ul style="list-style-type: none"> • Immediate Administrative Referral <i>preceded</i> by parent contact • Attendance/Behavior Contract • Detention 	
LEAVING CAMPUS WITHOUT PERMISSION	<ul style="list-style-type: none"> • Immediate Administrative Referral • Detention 	<ul style="list-style-type: none"> • Immediate Administrative Referral • Internal Suspension • Attendance/Behavior Contract 	
<ul style="list-style-type: none"> ▪ A referral for Leaving Campus without Permission during ANY GRADE will result Administrative Review and a strong possibility of ineligibility to participate in any extra-curricular activities. ▪ All students MUST have parental permission to leave early and MUST sign-out in the front office. 			
PLAGIARISM & CHEATING This includes: <ul style="list-style-type: none"> ➤ Copying homework or other assignments ➤ Copying and pasting information from electronic media ➤ Sharing D2L submissions ➤ Using someone else's ideas as your own 	<ul style="list-style-type: none"> • "F" on assignment • Parent contact 	<ul style="list-style-type: none"> • "F" on assignment • Parent contact • Administrative referral for disobedience • Internal Suspension (IS) • Behavior contract 	<ul style="list-style-type: none"> • "F" on assignment • Parent contact • Administrative referral for disobedience • Internal Suspension (IS) • Academic probation
<p>Refer to the Broward County Code of Student Conduct for list and definitions of other unacceptable behaviors and consequences.</p> <p>BULLYING: See BCPS Discipline Matrix</p>	<p>BULLYING MUST BE REPORTED AND DOCUMENTED IMMEDIATELY ON APPROPRIATE FORMS</p> <hr/> <p><i>All referrals must be preceded by documented parent contact by the teacher who must write the referral within 48 hours after the offense. Administrators will reply within 48 hours of receiving the referral</i></p> <hr/>		

CAREER DUAL ENROLLMENT EXPECTATIONS

ACADEMICS

Students are expected to maintain a cumulative unweighted 2.5 GPA at all times. If a student is removed from their technical program for academic failure, they must return to their home school.

UNIFORMS/ID

Students must wear their School or Program Uniforms during their Technical Classes. School issued ID's must be worn at all times and be visible, on the outside of your uniform. Students will NOT be permitted on the shuttle bus without their ID.

ATTENDANCE

For academic success, students need to be in school! Excessive absences and tardies (excused or unexcused) are considered a pattern of non-attendance. If a student is absent more than 10 times per Term, they will be withdrawn from their Tech Program and assigned back to their home school.

ABSENTEE AND LATE WORK POLICY

Students have two class days to make up the work for each class day the student is absent, not including the day of return. However, previously assigned work is due the day of return.

Please Note: Daily assignments receive credit ONLY when submitted on time. If present students are late in submitting work, the student will be given a "0" for that assignment. When the assignment is submitted, the student may earn partial credit, based on the instructor's grading policy.

TRANSPORTATION

Technical College program classes will take place at one of the following campuses: STC Main Campus, STC West, or Sheridan Technical High School. ALL students will report to Sheridan Technical High School daily. If your classes are held at the Main or West Campus, you will **take the shuttle** to and from the College. **Students are not permitted to drive their personal vehicles during the school day.** School ID's are required to be worn at all times.

(*Only full time medical students are permitted to drive, after proper documentation has been submitted and approved.)

Student Initial	Parent Initial
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Student Eligibility Requirements for Extra-Curricular Activities, Field Trips and NHS

ENTERING 9TH GRADERS	<ul style="list-style-type: none"> ▪ NO GPA requirement 1st 9 weeks ▪ Cumulative GPA of 2.5 beginning 2nd 9 weeks
ONE DAY FIELD TRIPS AND OTHER ACTIVITIES (includes extra-curricular activities during the school day and after school)	<ul style="list-style-type: none"> ▪ Cumulative GPA of 2.5 ▪ A grade of "F" in any class will lead to Administrative review ▪ No obligations ▪ No unserved detentions or Internal Suspensions ▪ Any suspensions during school year will lead to Administrative review ▪ May not be absent from school on the day of the activity
OVERNIGHT FIELD TRIPS	<ul style="list-style-type: none"> ▪ Cumulative GPA of 2.5 ▪ A grade of "F" in any class will lead to Administrative review ▪ No more than a total of 30 hours (or 5 absences) per 18 weeks ▪ No unserved detentions or Internal Suspension ▪ Any referrals during the school year will lead to Administrative review ▪ No obligations such as textbook fines ▪ Any suspensions during school year will lead to Administrative review ▪ May not be absent from school on the date of the activity
GRAD BASH / PROM	<ul style="list-style-type: none"> ▪ Cumulative GPA of 2.5 ▪ A grade of "F" in any class will lead to Administrative review ▪ No unserved detentions or Internal Suspensions ▪ No obligations such as textbook fines ▪ Any suspensions during school year will lead to Administrative review ▪ Any referrals during the school year will lead to Administrative review ▪ A referral for Leaving Campus without Permission during ANY GRADE will result in Administrative Review and a strong possibility of ineligibility to attend Grad Bash. Multiple infringements may result in the loss of Prom and other extra-curricular privileges as well. ▪ May not be absent from school on the date of the activity ▪ Must have 40 documented service hours by March 1st to attend Grad Bash and Prom
DISCIPLINE & NATIONAL HONOR SOCIETY (NHS) <i>National and county NATIONAL HONOR SOCIETY (NHS) policies will be followed regarding cases of dismissal from NHS.</i>	<p>Students are assumed to be of good character unless there is documentation of disciplinary action taken by the school, community or state for serious or persistent misconduct on the part of the student. Documentation by the school consists of administrative referral and parent contact. Students whose records contain such documentation may be denied acceptance into NHS or may be dismissed from NHS pending a hearing.</p>

Student Initial

Parent Initial

Innovative Learning Center - Academic Online Resources

Broward County Public Schools has created a Single Sign On (SSO) allowing students access a variety of resources through one portal, including textbooks and email. The SSO Launchpad also contains an app for Library/Media Research Resources. To access these resources, students must log into the SSO, then:

Click on the  Online Student Textbooks & Library Resources app.

Click on  Library/Media

The resources shown below do not require a password while on the school's network. For at-home use, please see the media specialist for necessary log on information.

Research Resources include:

		
		

Free Internet Resources include:

		
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Accessing Virtual Counselor

<http://bcps.browardschools.com/VirtualCounselor/>
Use Student ID and birthday (in this format: mm/dd/yyyy)

STUDENT LAST NAME:

First Name:

Student #

2023-2024 Handbook Signature Page

Date _____

Our signatures below and our initials on policy pages indicate that we have received, read, and understand the policies and procedures as outlined in the Sheridan Technical College High School Student Handbook. These policies and procedures include:

- ⦿ Technical High School Expectations (as per district Policy 5001.4)
- ⦿ District Attendance Policy Summary
- ⦿ Uniform and ID Policy
- ⦿ Late Work Policy
- ⦿ Honor Code
- ⦿ STHS Expectations and Consequences
- ⦿ Career & Technical Program Expectations
- ⦿ Student Eligibility Requirements for Extra Curricular Activities, Field Trips, and National Honor Society

Student's name (please print)

Student's signature

Student's email address

Parent/Guardian's name (please print)

Parent/Guardian's signature

Parent/Guardian Home Phone

Parent/Guardian Work Phone

Parent/Guardian Cell Phone

Parent/Guardian email
