

# **WELCOME TO THE BAKER BULLDOG FAMILY**

We are pleased that you have chosen to attend Ida S. Baker High School. This Student Handbook supplies information about privileges, procedures, responsibilities, routines and expectations that apply to all Ida S. Baker High School students.

It is our goal to provide a safe, positive, and stimulating educational environment for you. This handbook has been prepared to help empower all students to take full advantage of their learning environment as they become active participants in the Ida S. Baker High School community.

Students, parents and staff must become familiar with the information in this handbook so that all stakeholders understand the business of this learning community. Remember, at Ida S. Baker High School, "Success is the ONLY Option."

## **OUR BELIEFS**

- When everyone respects and supports one another and holds high expectations, a safe and orderly learning environment will result.
- Curriculum must be challenging and engaging for all students.
- Academics and activities prepare students to become stakeholders and contributing members of the community.
- Daily attendance is an essential condition to learning and a successful experience at Ida S. Baker High School.

**Ida S. Baker High School Colors: Baker Blue and Black**

**Ida S. Baker High School Mascot: Bulldog**

**Ida S. Baker High School Motto: "Success is the Only Option"**

## **MISSION STATEMENT**

The Ida S. Baker High School community will provide students with a challenging comprehensive education using real life applications that will prepare them to be active participants in an ever-increasing technological world.

# ***“SUCCESS IS THE ONLY OPTION”***

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## Absence Procedures

The School Board of Lee County believes that regular and punctual school attendance is crucial for a student's academic success. All students are required to attend school every day of the school year. Parents are responsible for their child's daily school attendance.

On the day a student returns to school from an absence, the student must bring a note from the parent or guardian that includes the following: the first and last name of the student, the student ID number, the dates of absence and the reason for the absence. The note must also include a parent/guardian signature and a daytime phone number where the parent or guardian can be contacted. The student must submit the note in the white Attendance Mailbox located in the main hallway just outside of Student Services.

Per the School District Code of Conduct, students shall be counted in attendance if they are actually present at school at the time the attendance is taken or are away from school on a school day and engaged in an educational activity that constitutes a part of the school-approved instructional program for the student (Section 1003.23, Florida Statutes).

- All students are expected to be on time and present each day school is open during the school year.
- Student may not be absent from school without permission of the principal/designee.
  - The school principal or designee is the only person authorized to excuse a student's absence.
  - A note from a parent/guardian is a *request* that a student's absence be excused.
  - When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness may be required by the principal to be submitted by the parent/guardian (School Board Policy 4.16).
    - Students who fall into this category will be placed on an Attendance Contract. The contract is sent home with the student for parent/guardian signature. The contract explains the loss of privileges and what needs to be done in order to earn the privileges back. When a student is placed on an attendance contract, the following privileges may be suspended: Homecoming Dance, Prom, Parking Permit, and Grad Bash.
- Habitual tardiness is defined as six (6) or more tardies to school or to an individual class per quarter.
- For enforcement of compulsory school attendance, three unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.

**Upon returning to school after an absence, students are responsible for asking teachers for assignments missed during their excused absence. Teacher presentations, classroom discussions, reading prompts and questioning during assignments are missed opportunities. While every attempt will be made to provide meaningful make up assignments, the quality of the classroom experience is irreplaceable with a sole written assignment. A pattern of**

**non-attendance will lead to unacceptable grades, course failure, and could potentially jeopardize completion of graduation requirements.**

According to School Board Policy 4.16, non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day. Unless acceptable documentation is submitted, an accumulation of daily absences (excused or unexcused), by tardiness, or early sign-outs that equal 5 days in a calendar month or 10 days within a 90 day period may be exhibiting a pattern of nonattendance. School Board of Lee County Policy defines the following as reasons to excuse an absence:

- Illness of the Student
- Illness of an immediate family member
- Death of immediate family
- Religious holidays of the student's own faith
- Required court appearance or subpoena
- Special event: Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must request and receive permission from the principal/designee at least five days prior to the event.
- Scheduled medical or dental appointments.
- Students having, or suspected of having, a communicable disease or infection which can be transmitted are to be excluded from school until they no longer present a health hazard.
- Students on field trips and students who attend alternative to suspension programs are considered excused.

**Student Sign-In And Sign-Out Procedures**

All students signing in or out of school must do so through the front office, to include those students returning to school after having previously signed out on the same day. Any parent note presented by a student for sign-out must include a valid phone number so that the note can be verified for authenticity. Parents arriving in person to sign a student out of school must also use the front office. For any student absent from class, teachers should use AU to document an unexcused absence, even if the teacher knows the student signed out with a parent/guardian; the attendance office will edit attendance with the correct sign-out codes or excused absence code as needed.

Any 18-year-old student who wishes to check themselves out goes through the following.

1. A request is made to sign out.
2. A call is made from the front desk to an administrator to approve the request.
3. An administrator speaks with the student to confirm emancipation and the cum is checked.
4. If there is no emancipation order in our records, the student is denied the sign out request. As with all other sign outs, if the parent arrives to sign them out or calls and speaks with an administrator (for call ins, an administrator asks the parent to identify student full name, DOB, and address), the student can be signed out to an approved parent/guardian who is on the emergency card.

**Attendance and Credits**

Florida Statute 1003.21 requires that all children under the age of 16 years old must attend school regularly during the entire school year. Students who have excessive absences during a semester may be in jeopardy of having privileges withheld. Students at Ida S. Baker High School who have privileges withheld due to attendance issues **may be eligible to earn the privileges** by signing and fulfilling all terms of an attendance contract.

## **Submitting Documentation for Excused Absences**

Florida Statute 1003.21 requires that all children under the age of 16 years attend school regularly during the entire school year. A student absent from school must submit a written excuse, signed by a parent, to the attendance office or place in the attendance mailbox within two school days upon his/her return to school. If students must miss school, students must submit one of the following: (1) a note from a parent/guardian, (2) a doctor/dentist note, (3) court documentation, or (4) documentation of a family loss/crisis to the Attendance Mailbox.

## **Makeup Work**

When students are absent from class, an attempt will be made to provide make-up work for all **excused** absences upon request. When practicable, excused absences shall entitle the student to make up work missed for full credit. Each teacher will have the discretion to allow partial credit for unexcused make-up work. A student must request make-up work before or after school within two (2) calendar weekdays of his/her return to school and will be given a maximum of three (3) school days to complete these assignments for one day's absence. If the student does not submit the make-up work within this window, the student will receive a -0- for the assignment. Each additional consecutive days absence from a class shall add one weekday to the length of time given for submitting make-up work. It is the responsibility of the student or parent/guardian to timely request make-up work. Assigned class work/homework that is due on a day the student is absent must be turned in to the teacher the day the student returns to school to be eligible for any credit.

## **Tardiness**

Students are expected to be on time to school and on time to each class. Chronic tardiness will subject students to disciplinary action according to the policy established by Ida S. Baker High School and the School District of Lee County Attendance Policy. Parents must follow the same process to excuse a tardy as they do to excuse an absence when a student is tardy to school. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Tardiness to any class without documentation may be considered unexcused.

## **Attendance and FL Driver's License**

Florida State law requires that students 14 to 18 years of age, who have yet to earn a high school diploma, must attend school regularly in order to maintain their driving privileges. School districts are REQUIRED to report (to the State of Florida Department of Highway Safety and Motor Vehicles (DHSMV)) the names of students who have accumulated 15 unexcused absences in a period of 90 calendar days. A student who is reported will be informed by the DHSMV that his/her name has been received and may lose the privilege to drive. The student may initiate a hardship waiver or request for reinstatement of driving privileges by contacting the Attendance Secretary at the school.

## **Auditorium**

Proper behavior must be exhibited at all times. Food, beverages and gum are prohibited. Students are prohibited from standing on seats, draping their legs over seats, or placing their feet on the backs of seats. Students are expected to enter the auditorium in an orderly manner and fill the seats from the front to the rear, filling all seats between students. The audience is expected to give full attention to the performers/speakers and show appropriate appreciation and respect.

## **Block Scheduling**

The Block Scheduling Plan allows students to take eight classes each semester. The schedule translates into increased opportunities for students to: explore electives, devote more time to selected areas, pursue additional advanced classes, and complete remedial classes. The ALTERNATING BLOCK increases time per class, allowing for more depth and continuity of instruction. On Blue Days, students will attend periods 1, 3, 5, and 7. On Black Days, students will attend periods 2, 4, 6, and 8.

### **Bus Regulations**

Bus transportation is provided for students residing outside a two mile radius from the school. Riding the school bus is a privilege. Improper conduct will result in disciplinary action and possible loss of bus privileges. The following list of bus rules will be in effect:

- Students are expected to obey the driver who is in charge of the bus.
- Students will be held accountable for inappropriate conduct at their bus stop and from the time they board the bus until they get off the bus.
- Students must keep their heads and arms inside the bus at all times and must remain in assigned seats.
- Food, beverages, tobacco products, e-cigarettes, chewing gum or any prohibited item or substance is prohibited on the bus.
- Abusive language, bullying, profanity, and/or fighting are unacceptable and will result in disciplinary action.
- Only regularly scheduled bus students are authorized to ride the school buses.
- Lee County Transportation Department policy states that students may only ride the bus to which they are assigned and are expected to only use the bus stop assigned.
- Bus passes are issued in the front office for emergency situations. To obtain a bus pass, a pre-arranged written and verifiable note from the parent/guardian must be presented to the front office before the start of school. The note must include a telephone contact number for the parent or guardian.
- At dismissal, buses depart the school on time; students who miss their bus are expected to arrange alternative transportation home.
- In general, students are expected to maintain the same basic standards of conduct on their school buses as they would display in their classrooms. Bus drivers must be afforded the same standard of courtesy and respect as classroom teachers or any other adult that students interact with while at school.

### **Cafeteria**

In order to accelerate the meal checkout process and restrict unauthorized access to student lunchroom accounts, **students must state their full name and their student ID number for each cafeteria transaction.**

Student behavior in the cafeteria is expected to exemplify standards of courtesy and cleanliness. When finished eating and before leaving the cafeteria, students are expected to remove trays, food and beverages, and packaging from tables and properly deposit the items in appropriate trash and recycling receptacles. Cutting in line, failing to remove trays or litter from tables and throwing food will result in disciplinary action.

### **Camera and Video Use**

Any camera or video use on campus (to include cell phone cameras) must have prior administrative approval. Members of school organizations or classes (news reporters, Yearbook staff members, etc.) who operate under the supervision of staff members and who have been trained in privacy law policies may operate cameras and video equipment to the extent required by their activity.

### **Change of Address and Telephone Information**

To insure that the school has the most current address information, students are required to submit written verification to the Information Specialist as soon as they obtain a new address. Bills, rental agreements, or any other document that includes the new address can serve as acceptable verification documentation. Throughout the school year, important information is mailed home; for this reason, **it is essential to keep this information updated.** Remember that it is equally important to provide the school with timely notification of phone number changes. It is absolutely essential that we be able to contact a parent or guardian quickly should an emergency situation arise!

## **Cheating**

Every student must have the opportunity to experience the pleasure of academic growth and garner the recognition earned by their individual efforts. To be effective in this regard, students must commit to individual excellence. Cheating is defined as the inappropriate, deliberate and unauthorized distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment. Cheating is further defined as the act of allowing another person the unauthorized use of your information, notes, materials, or work in the completion of an academic exam, test, or assignment. *Plagiarism* is a form of cheating. It is passing off the ideas or words of another as if they were your own or using a published source without crediting the source. Cheating will result in an academic consequence. A grade of zero will be entered for the exam, test or assignment and a parent or guardian will be notified of the incident.

## **Clinic**

The clinic is available to students who need to receive immediate minor medical treatment. **All students must have an emergency information card on file in the clinic.** Students who become ill during the day must report to the clinic with a pass from his/her teacher or administrator. The clinic assistant will contact a parent if the student needs to go home; otherwise, the student will be returned to class within 10 minutes. All calls regarding student illness must be initiated from the Clinic. Any medicine taken at school must be taken in the clinic. **All medication, including aspirin or other over-the-counter medicines, that must be taken at school must be left in the clinic with the appropriate authorization forms.** The clinic will only dispense medicine, prescribed or over-the-counter, with the appropriate forms on file. Passes for the elevator are issued through the clinic.

## **Closed Campus**

Ida S. Baker High School operates a closed campus; entry and departure is closely monitored by security and office personnel. Visitors to the school must have valid business at the school; visitors must pass through the campus security entry point and sign in at the front office. Students who must leave campus before the end of the day need to present a written request from a parent/guardian to the main office before the start of the school day. The request must include the reason for signing out, mode of transportation, and telephone number where the parent/guardian can be reached for verification. Students must check-out through the security gate when leaving campus during the school day.

## **Code of Conduct**

The *Code of Student Conduct* is the official district reference for matters of discipline. Every student has access to the Code of Conduct upon enrollment at Ida S. Baker High School. The Code of Conduct can be accessed at the following link: <http://www.leeschools.net/code-of-conduct>. Students are expected to be familiar with the contents of this document.

## **Computer Misuse**

Students who tamper with computers, operating systems, applications, or other software to alter them or render them inoperable will face disciplinary action. Students are prohibited from using any software applications or disks from outside school without first having them checked for viruses and copyright by a technology specialist. School computers are exclusively intended for school related use. Students are prohibited from any form of gaming. Students may only visit sites authorized or assigned by an instructor. Abuse of this policy will result in disciplinary action and revocation of computer privileges.

### **Curriculum Resource Center (CRC)**

The Curriculum Resource Center is open the entire school day for all staff and students. The Curriculum Resource Center has print material (books, magazines, and pamphlets) available for study and recreational reading, as well as a full-service computer research center. The following rules govern the Curriculum Resource Center:

1. Food and beverages are prohibited.
2. Students must sign in/out and have their passes signed by a staff member before entering/leaving the Curriculum Resource Center.
3. Students must have their student ID with them to visit the CRC

### **Drop Everything and Read (D.E.A.R.)**

The purpose of D.E.A.R. at Ida S. Baker High School is to foster a lifelong habit of reading and to increase achievement in reading comprehension and vocabulary development. The program is supported by research that suggests that students who read daily for a sustained period of time demonstrate higher academic achievement. D.E.A.R. time will be scheduled daily with various content areas assigned specific days, for a total of fifteen minutes consecutively. During D.E.A.R. sessions, students are encouraged to read self-selected fiction or non-fiction materials. Magazines will be allowed on a very limited basis because it is difficult to attain the goal of fifteen minutes of sustained silent reading when reading a magazine. Students are expected to be prepared when D.E.A.R. sessions take place in their classes. The schedule for D.E.A.R. is as follows:

<b>D.E.A.R. SCHEDULE</b>	
<b>Monday</b>	Math, Social Studies & English/Reading
<b>Tuesday</b>	Math, Social Studies & English/Reading
<b>Wednesday</b>	Science, Electives, Foreign Language & Academies
<b>Thursday</b>	Science, Electives, Foreign Language & Academies
<b>Friday</b>	Data Folders (All classes)

### **Detentions**

Detentions are issued for minor infractions of school rules and violations of classroom expectations. Both teachers and administrators may assign detentions. A written notice of the detention will be given to the student and an attempt will be made to notify the parent/guardian. Failure to serve or reschedule a detention will result in a more serious disciplinary action.

### **Discipline**

Students are expected to comply with the Code of Conduct during the school day, on school buses, and at any school related activity or athletic event. Failure to comply will result in disciplinary action in alignment with the Code of Conduct. Any student who is charged with an offense has the right to appeal his/her punishment to the Principal. Students are assigned to an assistant principal by alphabetical distribution.

### **Student Appearance and Dress Code**

Ida S. Baker High School considers school a student's workplace. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. A student who is dressed appropriately is demonstrating a respect for self and others, as well as contributing to a safe and orderly learning environment. Ida S. Baker High School enforces the student dress code adopted by The School District of Lee County. The purpose of our dress code policy is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students shall maintain a clean, orderly appearance at all times.

- Shoes shall be worn at all times. Athletic shoes must be worn during Physical Education class.
- Apparel shall be adequate in both length and coverage to be considered appropriate for school.
- Clothing that exposes underwear or body parts in an indecent or vulgar manner is prohibited.
- Shirts or blouses shall be appropriately fastened in accordance with the design of that shirt or blouse. The length must extend below the waistline of the pants or skirt without the shirt being pulled down. All shirts and blouses must have sleeves. Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited. Long, oversized jerseys are prohibited.
- All pants must extend to the knee and be fastened at the waist. Pants with holes, tears, etc. may not be worn, if in the principal's judgment, they may cause a disruption to the school environment.
- Pajamas, blankets and bedroom slippers are prohibited at school.
- Any articles of clothing or jewelry that could likely cause injury, such as belts, chains, bracelets, rings, chokers (with or without spikes or studs) are prohibited. Wallet chains of any length or removable chains as an accent on clothing are prohibited.
- Apparel or symbols which may be gang-related are prohibited to be displayed on a student's person or in the student's possession.
- Gang-related tattoos, or other tattoos that may cause a substantial disruption to the educational environment as determined by the principal, are prohibited.
- Apparel emblems, insignias, badges or symbols that promote the use of alcohol, drugs, tobacco or any illegal activity are prohibited.
- Clothing with slogans, emblems or advertising, which by its controversial or obscene nature disrupts the educational setting, is prohibited.
- Adornments that are attached to exposed body parts, other than the ear, that could cause injury or a safety risk to a student are prohibited. Examples of prohibited adornments to exposed body parts include, but are not limited to, hoops or rings attached or pierced to the nose, eyebrow, cheeks, or lips.
- Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the principal, is prohibited.
- Wearing hats, caps, headgear (including hoodies), sunglasses or gloves on campus except in conjunction with designated school-approved uniforms or at authorized athletic practices or activities, is prohibited. Bandanas, hoods, and stocking caps are prohibited.
- Students serving internal suspension are expected to meet dress code expectations.
- The final decision as to whether an item is appropriate for school (as determined by this dress code) rests with the school administration. Should additional issues arise that become safety or administration concerns the administration may alter the dress code requirements.

## **Drug and Alcohol Use**

Any student who possesses, uses, gives, sells and/or is under the influence of illicit drugs, narcotics or alcohol in or on school property, including buses and at school sponsored activities, will be (1) considered for expulsion from school; (2) considered for reassignment to an Alternative Learning Center; and if appropriate, (3) reported to the appropriate law enforcement agency for possible legal action. Ida S. Baker High School has zero tolerance for drug and alcohol possession/use. Possession, use, sale or distribution of over-the-counter (OTC) medication and any equipment used for the purpose of preparing or taking drugs will also result in immediate disciplinary consequences.

## **Elevator Use**

Students are restricted from using the elevator unless they are in possession of an elevator pass. Elevator passes are issued through the Clinic. Passes are generally intended for short periods of issue but can be extended on a more permanent basis, should a medical requirement dictate.

## **Emergency Drills**

Emergency drills will occur at regularly scheduled intervals throughout the school year. These basic rules shall apply for any Emergency Drill:

1. Follow emergency instructions as directed during each drill.
2. Respond quickly and quietly during each drill.
3. Stay with your class at all times and report to your teacher for attendance.

## **Equity**

Everyone who works and learns in The School District of Lee County has a right to feel respected and safe. A harasser may be a student or an adult. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, administrator, or the equity coordinator. You may also make a written report. It should be given to a teacher, counselor, the principal or the equity coordinator. Your right to privacy will be respected as much as possible. We take seriously all reports of sexual harassment and harassment based upon race, color, national origin, sexual orientation, or disability, and will take all appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct.

## **Bullying**

Bullying means systematically, repeatedly and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gestures, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonable interference with the individual's school performance or participation; and may involve, but is not limited to:

- Teasing
- Social exclusion
- Sexual orientation
- Threats
- Intimidation
- Stalking
- Physical violence
- Theft
- Public humiliation
- Destruction of property
- Cyber bullying

## Harassment

Harassment is any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

**Bullying or Harassment** may be because of Race or Color, National Origin or Ethnicity, or Disability; but may not be attributable to any of those factors. **Harassment** (including sexual harassment) based on race, color, national origin and disability are against the law. **Discrimination** based on race, color, sexual orientation and national origin is against the law.

**Examples** of conduct which may constitute bullying or harassment include:

- Graffiti containing offensive language
- Name calling, jokes, or rumors
- Threatening or conduct directed at another because of one's race, color, ethnicity, national origin, disability, or personal attributes
- Notes or cartoons related to one's race, color, ethnicity, national origin, disability or personal attributes
- Racial slurs, negative stereotypes and hostile acts based on one's personal attributes
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, color, ethnicity, national origin, disability, or personal attributes
- Other aggressive conduct such as theft or damage to property which is motivated by one's race, color, national origin, ethnicity or disability

## Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is used as a factor in decisions concerning educational opportunities, awards, grades, and other opportunities provided by the School District. Examples of conduct, which may constitute sexual harassment, include:

- Touching oneself sexually or talking about one's sexual activities in front of others;
- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- Sexual jokes or gestures;
- Graffiti of sexual nature or notes and cartoons of a sexual nature;
- Forcing or attempting to coerce or force sexual intercourse or a sexual act on another person;
- Unwelcome touching, patting, pinching, or physical contact other than necessary restraining of pupil(s) by school personnel to avoid physical harm to persons or property;
- Offensive or graphic posters or book covers;
- Violent acts; or Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

## Extracurricular Activities

Ida S. Baker High School believes that a comprehensive high school experience should extend beyond the classroom. For this reason, a full-range of extra-curricular activities is available. Hopefully, you will find an activity outside the classroom that will meet your interests, help you develop leadership and teamwork skills, and provide lifelong interests. All extra-curricular

activities are supervised by authorized adults and are Title IX compliant. Students are also encouraged to support activities as spectators.

### **Athletics**

Athletics afford students the opportunity to represent their school, family, friends, community and themselves in competition. The Florida High School Activities Association (FHSAA) regulates athletic eligibility. Most incoming freshmen are eligible at the beginning of the school year; however, they must have a minimum 2.0 Grade Point Average (GPA) by the end of the first semester. All upper-class students must have a 2.0 cumulative GPA in order to be eligible to participate.

### **Clubs and Organizations**

Various clubs and organizations offer opportunities for students to participate in activities that mirror their interests. Clubs will be organized on the basis of student interest.

All clubs require a slate of officers, a faculty sponsor, and a written constitution and/or by-laws. Students interested in forming a new club should consult the Athletics/Activities Director for further guidance. For a current list of active clubs, please see Club Listing in the Appendix.

### **Dances, Performances, Etc.**

Throughout the year, evening performances and exhibits are presented to students, parents, and community. Students are expected to adhere to all behavior and dress code expectations. Picture identification and/or tickets are mandatory for attendance to dances. Guests will be permitted at the Homecoming Dance and Junior/Senior Prom according to established guidelines.

*Students must remain with the sponsor during the activity and report to the designated pickup area when the activity ends.* Students must only be on campus after school hours when participating in a school sponsored activity. Students must go to their lockers prior to the activity; locker areas will be closed 10 minutes following afternoon after-school dismissal.

Any student participating in an after-school activity or athletic event must be in attendance for at least one half of the school day, **a MINIMUM of at least two class blocks.** Students who are suspended from school attendance are prohibited from participating in or attending any after school activities at any Lee County school during the suspension. Failure to comply could result in an arrest for trespassing.

### **Felony Charges**

By state mandate, when a student is charged with any felony, the school must notify each of the student's teachers of the charges. The student may be referred to the Alternative Learning Center until the disposition of the case.

### **Fighting**

Student safety is a top priority at Ida S. Baker High School. Any student who is involved in a fight, regardless of who initiates the fight, will be externally suspended from school and may be recommended for placement in the Alternative Learning Center. Any student who fails to stop fighting when directed to do so will be suspended for an extended period of time and may be considered for reassignment to the Alternative Learning Center.

### **Food and Drink**

With the exception of water, food and drink are only permitted in designated dining areas. Students are prohibited from bringing food or drink (except water in clear plastic containers) into classrooms, hallways, indoor athletic facilities, and auditorium. Violations of this policy will result in disciplinary action.

## Gang Activity

Gang-Related Activity – Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang or participating in gang-identified rituals or behaviors. Students who participate in Gang-Related Activities subject themselves to an Administrative Review and the possibility of reassignment to an Alternative Learning Center.

## Grade Reports

Report cards are distributed four times per year. Printed Interim Reports are issued twice each quarter. To answer parental concerns, teachers may be reached electronically through the Ida S. Baker High School website or by phone during their planning or conference time. Additionally, parents can access grades at any time through Parent Link (a web based reporting system). Grade reports are updated weekly.

## Grading Scale

**A** 90-100% (4.0)    **B** 80-89% (3.0)    **C** 70-79% (2.0)    **D** 60-69% (1.0)    **F** 0-59% (0.0)

## Guidance/Curriculum Services

Students are assigned to school counselors alphabetically by last name and/or grade level. All students will be scheduled for consultative visits with their guidance counselor during the school year. Any student who needs to see a counselor is to place a Counselor Request at the student services desk and the counselor will call them down for their appointment.

### School Counselor Assignments:

<b>Kim d'Albenas</b>	<b>Mike Powelson</b>	<b>Jill Conforte</b>	<b>Scott Conforte</b>	<b>Sandra Silva</b>
Students (A-D)	Students (E-K)	Students (L-Q)	Students (R-Z)	Career Specialist/ Academy Coordinator

## Hallway Behavior

Students are expected to proceed to and from class in a quiet, courteous fashion. Loud, rude, aggressive, or unsafe behavior will result in disciplinary action. To facilitate the movement of traffic, students should walk to the right and avoid impeding traffic by standing in groups. **The center staircase is a DOWN only during passing periods.** Common courtesy must be practiced in the hallways at all times.

## Hall Passes

Students wishing to leave class before a period is over or leave an assigned area must first receive a pass from their teacher or supervising adult. Students in the hallways during class without passes will be sent to the Time Out Room and may receive disciplinary consequences. Students who leave class with a pass are only authorized to be in area(s) identified on the pass.

## Hurricane Preparedness

Student and staff safety are the primary factors in making a decision to close schools if severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made by the School Superintendent around 4:00 a.m. and announced through local television stations and NOAA Weather Alert Radios. Those announcements will begin at 5:00 a.m. or whenever deemed necessary.

## **Inappropriate Language/Behavior**

Any student engaging in inappropriate behavior or the use of profanity, racial slurs or other inappropriate/offensive language will face disciplinary action. Inappropriate behaviors include, but are not limited to: bullying, sexual harassment, unwelcome physical contact, distribution or possession of unapproved publications, and unauthorized use of school technology.

## **Interim Grade Reports**

In addition to end-of-quarter grades, Interim Grade Reports will be distributed to students two times each quarter. It is the student's responsibility to share the interim report with his/her parents or guardians.

<b>QUARTER</b>	<b>INTERIM REPORT</b>	<b>INTERIM REPORT</b>	<b>END OF QUARTER</b>
<b>ONE</b>	August 29, 2018	September 12, 2018	October 12, 2018
<b>TWO</b>	October 31, 2018	November 13, 2018	December 21, 2018
<b>THREE</b>	January 23, 2019	February 8, 2019	March 14, 2019
<b>FOUR</b>	April 10, 2018	April 24, 2019	May 30, 2019

## **Late to School**

Students who arrive late to school must sign in the office of Student Services to receive a pass (excused or unexcused) to class. Late students will only be admitted to class with a pass from the Student Services office. Students who fail to sign in before going to class are subject to disciplinary action. **Student bus riders arriving on a late bus will receive an excused late bus pass from the office of Student Services.**

## **Lockers**

Students may rent a hallway locker and a combination lock for a non-refundable fee of **\$5.00**. Physical Education locks and lockers are available to rent for \$3.00. Students interested in renting a PE locker should contact their Physical Education or Hope instructor. Lockers are subject to search by the administration or K9 officers at any time. Responsibility for lost or stolen items stored in lockers rests with the student.

## **Lost and Found**

Articles found in and around school are turned into Student Services. Owners may claim their property after proper identification. Lost library or textbooks must be returned directly to the Curriculum Resource Center (CRC). Any item unclaimed within a week will be donated or discarded. Ida S. Baker High School assumes no responsibility for items left unsecured in classrooms, common areas, or locker rooms.

## **Messages/Deliveries**

Telephone messages will be delivered for emergencies only. Any gift deliveries (flowers, balloons, etc.) made to the school will be held for the student in the main office until the end of the day. Students are prohibited from taking these items into classrooms or on the bus.

## **ParentLink System**

The ParentLink System allows the Lee County School district to achieve superior school-to-home communication. It provides up-to-date information about each student's grades and assignments, personal messages from the student's teachers about their students' struggles and improvements, as well as classroom events. ParentLink also lets parents know when their children are missing classes, or when their lunch balances get too low. In addition to school and

teacher-initiated messages, parents can actively participate in two-way conversations with teachers through email and voice messages. ParentLink is easily accessible from the Ida S. Baker school website. In order for ParentLink to function effectively, it is important for parents/guardians to keep contact information (phone/email) up to date.

### **Posters, Signs and Flyers**

Distributing or posting flyers or handbills advertising non-school activities is only permitted with prior approval from the Principal. The Principal or an Assistant Principal must approve posters for school activities prior to posting. Four Bulletin boards are located about the building for student use of approved postings. **Taping or pinning posters to walls or doors is prohibited.**

### **Electronic Telecommunication Devices**

Students may possess cell phones and other personal electronic devices, while on school grounds during regular school hours, however they must be turned off at all times unless utilized for an approved activity. Cell phone usage in high schools only is allowed during **non-instructional** time. **Possession of all personal electronic devices, including cell phones, is done at the student's own risk and the school assumes no responsibility, legal or otherwise, with regard to these items.**

#### **Personal Items**

To maintain focus on classroom instruction and student learning, the use of the following personal items are prohibited during school hours. Skateboards must be stored and secured during the school day. All musical instruments must be stored in band or choir rooms during the school day.

### **Public Display of Affection**

Students should refrain from participating in acts of public display such as kissing, embracing, or engaging in similar behavior on campus. Violations of this regulation will result in a disciplinary consequence in accordance with the Lee County School District Code of Conduct.

### **Renaissance Program**

The Renaissance Program recognizes and rewards achievement by student and staff throughout the school year. Renaissance cards, issued on the basis of grades, attendance, and behavior from the previous semester offer special rewards and privileges within the school. Celebrations of student and staff success occur throughout the year.

### **Schedule Changes**

Students must make every effort to make necessary schedule changes in the summer before school begins. School counselors may be contacted during the week preceding the opening of school to discuss first semester schedules and prior to the beginning of the second semester to discuss second semester schedules. After the semesters begin, schedule changes will only be made if a student is enrolled in a class that he/she has failed to meet the prerequisite or if the course has been mastered as documented by a grade of C or higher.

### **School Insurance**

School insurance is available to all students. Purchase of this insurance is optional and is either a primary or supplemental insurance based on the coverage-needed. Certain activities during the school year are physical in nature (Powder Puff football, student-faculty sports challenges, etc.). A Hold Harmless form is mandatory, and private insurance is encouraged for participating students. Prior to participating in cheerleading or team sports, student athletes and cheerleaders **must** show proof of accident/health insurance or purchase accident insurance through the school. The cost of this type of coverage will vary depending on the sport.

## School Resource Officer

A School Resource Officer (SRO) is assigned to Ida S. Baker High School on a full-time basis and is generally available during hours of the school day and many after-school activities. The SRO is an active-duty law enforcement officer, representing the Cape Coral Police Department. The SRO may serve as a classroom lecturer and resource in matters concerning the law and law enforcement. The SRO serves as a positive role model for students and offers counsel to students and faculty alike.

## Search and Seizure

Florida Law and Lee County School Board Policy provides if, at any time, there is a reasonable suspicion that a student is concealing stolen items, prohibited items, or illegal property, a member of the administrative staff may detain and search the student and his or her locker, possessions, and/or vehicle. If a student is found in possession of any of the aforementioned items, serious disciplinary action including consideration of expulsion and/or legal actions will be administered. Trained canine officers, accompanied by the Lee County Sheriff Department, will be used to conduct periodic searches of the campus, including the parking lot and student lockers.

## Semester Exam/Early Dismissal Dates

Exams are only given on scheduled dates. Failure to take a semester exam will result in a grade of "0" until the exam is completed. Requests to take the exam at a later date must be submitted to the teacher or administration.

SEMESTER ONE EXAMS MIDTERMS	SEMESTER TWO EXAMS FINALS
December 18, *19, *20, *21	May 24, *28, *29, *30

\*Early Dismissal Dates

## Student Sign-In and Sign-Out Procedures

All students signing in or out of school must do so through the front office, even students returning to school after previously signing out on the same day. Students signing out must have a parent note that includes a valid phone number for verification. Any parent arriving at school to sign a student out must do so at the front office and provide a valid photo ID.

## Skipping Class

Any student who fails to report to or leaves an assigned class, activity or area without receiving proper approval and/or following the established procedures for checking out of a class will be considered skipping--and will be referred for disciplinary action. Any student absent from class for 10 minutes or longer without proper authorization will be considered skipping and will be referred for disciplinary action.

## Student Government Association (SGA)

The Student Government Association is the representative body for all students and serves as the overarching umbrella for all student organizations. SGA represents the desires and concerns of Ida S. Baker High School students and is a vital link between the student body and the administration. SGA members are elected by the student body.

## Student Parking

- Student parking spaces are limited. Priority is given to upperclassmen in good standing.

- Students driving to school must purchase yearly parking permits. The cost of the parking permit is \$25.00 and requires a completed application form with parent and student signature. A copy of student's driver license will be made at the time of issuance.
- Driving to school is a privilege. Failure to drive in a safe manner, parking in an unauthorized area or violating parking lot regulations may result in the loss of parking privileges. Vehicles must be pulled forward into the designated spot and permits must be visible from the front windshield.
- Excessive unexcused tardies or absences may result in loss of parking privileges.
- Any out of school suspension; use of a vehicle to skip and/or transport others off campus without permission will result in a loss of parking privileges.
- Behavior that causes a disruption to the safety of student drivers will result in denial or revocation of parking permits.
- A Final Warning Notice may lead to a vehicle being towed at the owner's expense.
- Trained canine officers accompanied by Lee County Sheriff's Department and school administration conduct periodic searches of the parking lots.
- Possession, use or distribution of drugs, alcohol, or weapons on campus is prohibited; violations will result in loss of parking permit and further disciplinary consequences.

### **Student Planners**

The expectation is that all students will use the school planner which is distributed at the beginning of the school year. This planner is made available at no cost to the student. Replacement planners will be available for \$3.00

### **Sun Protection**

To help prevent students from continued exposure to the sun, caps and sunglasses may be worn outdoors during PE classes, on field trips, and during any other school-sponsored outdoor activity. When students are indoors, these articles must be removed and placed in a designated storage area. Hats and sunglasses should be clearly labeled with the student's name.

Shatterproof plastic U.V. protective sunglasses are recommended for all outside activities. Polycarbonate lenses provide the utmost impact resistance. U.V. coating for all prescriptions lens is appropriate. Sunscreen also provides beneficial protection against sun exposure. If parents wish to have their student protected, sunscreen should be applied to all exposed skin surfaces before the student dresses for school. This will provide protection to the student during the time traveling to school as well as during the remainder of the day.

### **Suspension**

Internal School Suspension (ISS): The Internal Suspension Program is designed to offer a structured learning environment and is a Level II disciplinary action used prior to external suspension. Students assigned to ISS will report to Room 106 where they will remain for the duration of the suspension. Students will eat lunch in the ISS room. Students should arrive prepared to study, read, or complete assignments; when requested, teachers will forward any daily work that can be completed. While in ISS, students are expected to remain alert and quiet. All dress code and disciplinary policies will apply.

Students who create a disruption while assigned an internal suspension are subject to Out-of-School suspension in accordance with the Code of Conduct.

Out-of-School Suspension (OSS): Students who violate the district's Conduct Code may find themselves suspended out-of-school (OSS) for up to ten (10) school days as a result of Level II or III consequence for more serious behavior. Students who are suspended from school are prohibited from attending any activities at any Lee County School. Students who enter any Lee

County School Board property while suspended are subject to arrest for trespassing. Students given an OSS consequence will have an opportunity to make-up missed work.

### **Telephone Use for Students**

In an emergency, student access to a telephone may be arranged in the Student Services Office.

### **Textbooks**

All basic texts are checked out to students for their use during the school year. Students are responsible for the books checked out to them. Textbooks are to be kept clean and handled carefully. When returned, textbooks must have the correct barcode intact in order for students to receive credit for the returned book. Students are responsible for replacing lost or damaged textbooks.

### **Tobacco and Tobacco Products**

The use and/or possession of tobacco products, e-cigarettes and lighters are prohibited. Students who violate this policy are subject to the provisions of the Code of Conduct. This policy applies during the school day, on school property after school hours, and at all school-sponsored activities. Students found in possession of tobacco or tobacco products will be subject to disciplinary action; underage students will be subject to a citation by the Law Enforcement Department. Continued violations will result in increased fines.

### **Trespassing**

Only Ida S. Baker High School students, authorized family members, registered volunteers, school district employees, and those having legitimate business with/at Ida S. Baker High School are permitted on school grounds. All visitors are to report to the main office (228.091, Florida Statutes). Any student who is suspended from school shall be prohibited from being on any Lee County School District property, to include after-school activities or sporting events. If suspended students are seen on campus, they shall be reported to law enforcement officers and may be subject to arrest for trespassing. Students may only visit other school campuses during the school day with the prior approval of an administrator from that school.

### **Unauthorized Areas**

To provide a safe and orderly environment, certain areas of the campus are designated "OFF LIMITS" during the school day. Students found in these areas without authorization will face disciplinary action:

1. The parking lot and bus ramp (except when arriving or leaving or after obtaining valid authorization).
2. The auditorium, athletic fields, gymnasium and stadium without permission.
3. Stairwells except during class change.
4. Anywhere outside of the building without an adult.
5. Any teacher planning area, break room, work room, or any storage area.
6. Any cafeteria area except before school and during designated lunch times.
7. Any area of the building during class periods, which has not been designated specifically for that student's use, may be considered an unauthorized area (Example: A student with a restroom or clinic pass who is found in the cafeteria, etc.)
8. Student Locker Room.

### **Valuables**

Students are encouraged to leave large amounts of money, and/or other valuables at home. Valuables should always be attended in cafeteria, classroom, hallway or PE locker areas. Students are encouraged to rent hallway and P.E. lockers to secure personal articles. **Responsibility for lost, stolen and/or unattended items rests solely with the student.**

### **Vandalism**

Ida S. Baker High School is a source of pride for students, staff and community alike. Students who vandalize school property will be required to pay for damages and will be subject to suspension and/or legal action.

### **Visitors**

All visitors are to report directly to the Main Office, sign in, and obtain a visitor pass. This pass must be clearly visible during the time visitors are on campus.

### **Weapons**

The possession of a weapon on school grounds is a felony. A weapon is defined as any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (See the Code of Conduct for a complete listing of items that could be considered weapons.) Weapons are prohibited from being carried on a student's person or in any possession including book bags, lockers and vehicles. Any student in possession of a weapon is subject to expulsion.

### **Withdrawing from School**

Withdrawal procedures for students are initiated at the request of the parent or guardian and must first be coordinated through the Guidance Department. Once coordinated, these requests must be made in person at the Registrar's Office or by letter (which will be verified by telephone). The student must return all books, fulfill all financial obligations, return all materials, and obtain a completed withdrawal form from the Registrar's Office prior to leaving school.

### **Appendix A – Bell Schedule**

## BELL SCHEDULE

Block 1	7:05 - 8:29
News	8:29 - 8:37
Block 2	8:42 - 10:06
Block 3	10:11 - 12:06
A	10:11 - 10:36
B	10:58 - 11:23
C	11:41 - 12:06
Block 4	12:11 - 1:35

# Pep Rally Bell Schedule

<b>Block 1</b>	<b>7:05 - 9:00</b>
<b>Pep Rally</b>	<b>7:15 - 7:45</b>
<b>News</b>	<b>9:00 - 9:08</b>
<b>Block 2</b>	<b>9:13 - 10:31</b>
<b>Block 3</b>	<b>10:36 - 12:15</b>
<b>A</b>	<b>10:36 - 11:01</b>
<b>B</b>	<b>11:15 - 11:40</b>
<b>C</b>	<b>11:50 - 12:15</b>
<b>Block 4</b>	<b>12:20 - 1:35</b>



*Ida S. Baker High School*

**Appendix C–Class Sponsors/Clubs/Coaches****CLASS SPONSORS**

<b>CLASS</b>	<b>SPONSORS</b>	<b>ROOM</b>
SGA	S. Jones and E. Barnes	168/320
Seniors	C. Stevens and G. Wilkinson	204/342
Juniors	J. Jensen	314
Sophomores	B. Martinez	371
Freshman	T. Sparkes and K. Zanter	176/178

**CLUBS**

<b>CLUB</b>	<b>SPONSORS</b>	<b>ROOM</b>
ASL Club	S. Downey-Consolo	243
Art Club		
A-Team		
Baker Buddies	C. Thibado	174
Baker Builds	W. Donnelly	250
DECA (Business & Marketing Student Organization)	S. Deno	201
Drama Club	S. Jones	168
Florida Law Honor Society	P. Hanrahan	208
Forensics	P. Hanrahan	208
Future Educators of America	C. Cascione	252B

Gay-Straight Alliance (GSA)	L. Schuls	263
Grease Dawgs	T. Krichbaum	196
History Club	J. Hulfeld	139
HOSA (Health Occupations Student Association)	K. Snyder	288
Key Club	R. Montrose	285
Latin Rhythm	I. Silva	228
Math Club		273
Mock Trial	P. Hanrahan	208
Model United Nations	J. Prieto	132
<a href="#">National Honor Society (NHS)</a>	T. Nitting	
Renaissance	S. Downey-Sonsolo	269
Rho Kappa Delta	D. Christopher	139
Rooted IBHS Christian Club	C. Klos	327
Scholar's Club	C. Cascione	252B
Science Club/Science Fair	J. Carstens	316
Teen Trendsetters	C. Cascione	252B

### **COACHES**

<b>SPORT</b>	<b>COACH</b>	<b>ROOM</b>	<b>SEASON</b>
Varsity Football	T. Nichols	Athletic Office	Fall
Cheerleading	A. Olsen, J. Conforte & J. Jensen	Athletic Office/Student Services/208	Fall & Winter
Boys Golf	S. Conforte	Student Services	Fall

Girls Golf	C. Klos	327	Fall
Boys/Girls Swimming	C. Greene	300	Fall
Volleyball	B. Benvie	179	Fall
Girls Cross Country	J. Rodriguez	Gym or 171	Fall
Boys Cross Country	J. Rodriguez	Gym or 171	Fall
Girls/Boys Bowling			Fall
Girls Soccer	C. Vianest	179	Winter
Boys Soccer	C. Greene	300	Winter
Wrestling			Winter
Girls Basketball	J. Hulfeld	140	Winter
Boys Basketball	T. Stowe	231	Winter
Softball	B. Benvie	179	Spring
Baseball	R. Lawrence	267	Spring
Girls Track	M. Janigian	Gym or 137	Spring
Boys Track	D. Butler	AD's Office	Spring
Girls Tennis	C. Cascione	248	Spring
Boys Tennis	J. Hulfeld	140	Spring

**Athletic Director – Dan Butler**

**Athletic Secretary –Allie Olsen**

## STATEMENT OF NON-DISCRIMINATION POLICY

The School District of Lee County does not discriminate on the basis of gender, race, color, age, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability in the provision of educational programs, activities or employment policies as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act, the Florida Educational Equity Act of 1984 and the Boy Scouts of America Equal Access Act. Established grievance procedures and appropriate discrimination complaint forms are available from the Departments of Professional Standards and Equity or Student Services or the equity coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to: Andy Brown, Director of Professional Standards & Equity.

## DECLARACIÓN DE LA POLÍTICA PARA NO-DISCRIMINACIÓN

El Distrito Escolar del Condado de Lee, no discrimina en su provisión de los programas educacionales, actividades, o políticas de empleo, por razones de género, raza, color, edad, religión, orientación sexual, origen nacional o étnico, estado civil, o discapacidad, como es requerido por los Títulos IX, y VI, y VII, del Decreto del 1967 de Discriminación por Razón de Edad, y la Sección 504 del Decreto de Rehabilitación de 1973, 1992, Decreto de Americanos con Discapacidades y el Decreto de Equidad Educacional de la Florida del 1984 y los Boy Scouts of America Act Igualdad de Acceso. Los procedimientos establecidos para reclamaciones y los formularios apropiados para la interposición de quejas por supuesta discriminación se pueden obtener por el Departamento de Normas Profesionales y Equidad o el Departamento de Servicios Estudiantiles o del Coordinador de Equidad en cada escuela. Las quejas o preguntas que tengan que ver con el cumplimiento con estas reglas se pueden enviar por escrito a: Andy Brown, Director de Normas Profesionales y la Equidad

## DEKLARASYON SOU REGLÈMAN NON-DESKRIMINATWA

Distrik Lekòl nan Konte Lee pa diskriminen poutèt ou fi oubyen gason, ras, koulè, laj, relijyon, oryantasyon seksyèl, nasyonalitye oubyen etnisite, eta sivil, oubyen andikap nan dispozisyon ki nan pwogram edikasyonèl yo, aktivite oubyen règleman anlwa ki egzijib daprè Atik IX, Atik VI, Atik VII sou Lwa 1967 Kont Diskriminasyon sou Laj Moun e seksyon 504 sou Lwa Reyadaptasyon an 1973, 1992, Lwa pou Ameriken ki gen Andikap, Lwa Ekite sou Edikasyon nan Florid an 1984 e Lwa Gason Eskout an Amerik sou Aksè Egal. Pwosedè gi genyen pou pote plent ak fòm plent diskriminasyon ki apwopriye yo disponib nan Depatman Estanda Pwofesyonèl ak Ekite oswa Sèvis Elèv oswa koòdonatè ekite nan chak lekòl yo. Pou pote plent oswa pou mande enfòmasyon konsènan konfòmite nan règleman sa yo dwe soumèt alekri bay: Andy Brown, Direktè Estanda Pwofesyonèl ak Ekite

Jill Conforte

School Equity Coordinator

Student-Related Equity Issues  
Dr. Peter Bohatch, Director  
Student Services  
The School District of Lee County  
2855 Colonial Boulevard  
Fort Myers, Florida 33966  
(Telephone: 337-8342)

Employee-Related Equity Issues  
Andy Brown, Director  
Professional Standards & Equity  
The School District of Lee County  
2855 Colonial Boulevard  
Fort Myers, Fl. 33966  
(Telephone: 337-8330)

PROFESSIONAL STANDARDS & EQUITY 2016

Please Post in All Offices and Classrooms