

Rules and Procedures



▶ Bell Schedule

Blocks 1/2	7:30 – 9:12
Blocks 3/4	9:19 – 11:01
Block 5	11:08 – 12:11
Lunch	12:11 – 12:51
Blocks 6/7	12:58 – 2:40



▶ Attendance

Students are expected to attend school regularly and to be on time for classes.

Students missing more than 10% of a semester class must pass at least one of the two quarters and the semester exam to receive credit for the class.

Students missing more than 10% of an EOC class, the student must earn a passing grade in the fourth quarter or earn a level 3-5 on the corresponding EOC, in order to pass the course.

Students missing more than 50% of a single class (due to late arrival or early dismissal) will be considered absent.

Should there be a question regarding your attendance, please speak directly to your teacher.



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▶ Absences & Make-up Work

For all absences, the number of days allowed to make up work shall be the same as the number of days the student was absent.

It is the student's responsibility to contact his or her teacher(s) regarding missed work and assignments.

Major and/or long-term projects, reports, etc. assigned prior to an absence are due the day the student returns.

Students informed of an upcoming assessment prior to an excused absence are expected to take the assessment on the day they return if the teacher confirms that no new/additional material has been taught in the student's absence.



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▶ Dress Code

Suncoast adheres to the School District of Palm Beach County's Student Dress Code.

The following attire is **unacceptable** in District School:

- Attire with language or images that are crude, vulgar, profane, lewd/obscene, sexually explicit, or sexually suggestive.
- Attire with symbols, mottoes, words, or acronyms that promote illegal or violent conduct, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats.



▶ Dress Code

- Attire associated with discrimination based on age, color, handicap, national origin, sexual orientation, marital status, race, religion, or sex.
- Clothing traditionally designed, as undergarments, such as boxer shorts or sleepwear, may not be worn as outer garments.
- Clothing that is sexually suggestive or revealing (examples include, but are not limited to, clothing which exposes the midriff, exposes one's undergarments, have plunging necklines, muscle tops, backless clothing, and are constructed of see-through materials).

Students are encouraged to review [District Policy 5.182](#) for specifics regarding attire unacceptable in District schools.



▶ Dress Code Violations

Violations #1 – 4: Documentation by Student Services

Violations #5+: Documentation by Student Services, parent contact, and issuance of a silent lunch detention.



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▶ Suncoast ID and Lanyard

NEW

New for the 2022-2023 school year, students will be required to wear a current student ID on a Suncoast lanyard at all times while on campus.



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▶ Suncoast ID and Lanyard

Students will be provided free of charge with their first ID and lanyard.

- Replacements will cost \$10.

Blocks 1 and 2:

- Teachers will check daily to ensure all students in their classes are wearing their Suncoast ID on a Suncoast lanyard.
- Any student who is not in possession of their ID and lanyard will be sent to Mrs. Bedford in Student Services, who will charge \$10 to the student's account and get them a new ID and lanyard.



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▶ Suncoast ID and Lanyard

Blocks 1 -7:

- If the student has their ID but is simply choosing not to wear it, the teacher will either fill out the Google form or have the student complete the hard-copy form notating the violation. A lunch detention for non-compliance will be issued and the student must to immediately display (wear) their ID in accordance to campus safety protocols.



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▶ Tardy Policy

Students have seven minutes between blocks to transition.

- A student arriving late to school any time during the day, must first report to the front office to check in, receive a tardy pass, and then report to class.
- All tardies will be electronically recorded by the individual classroom teachers (for all blocks, 1 – 7).
- Tardies are documented per semester, not per class.
- Tardies which exceed 50% of class time are considered absences. If the tardy is unexcused



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▶ Tardy Policy

All tardies will be documented in SIS by the individual classroom teachers.

Violation #5: The teacher will notify Student Services that the student has accrued five tardies. Student Services will contact the student's parent.

Violation #10: The teacher will notify Student Services that the student has accrued ten tardies. Student Services will contact the student's parent and issue the student a silent lunch detention.

Violation #15: The teacher will document the 15 tardies on a discipline referral and submit it to the student's AP, who will meet with the student and contact the student's parent regarding the next course of action.



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▶ Cellular Phones

Suncoast students may use their phones:

- Before the school day begins (7:20 a.m.) and after the school day ends (2:40 p.m.)
- During transitions between classes
- During lunch (12:11 – 12:51 p.m.)
- Under the direct supervision of a teacher for a learning activity directly related to curriculum.
- Headphones and earbuds are only permitted to be worn during the times that cell phone usage is permitted.



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▶ Cellular Phones

Suncoast students may **NOT** use their phones to video tape or audio record any persons (student or adult) **without their knowledge and expressed permission.**



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▶ Cellular Phone Violations

An offense occurs each time this policy is violated regardless of the specific device involved.

Violations #1 - 2: Student will be given a verbal warning and the phone will be confiscated and returned to the student at the end of the day.

Violation #3+: The phone will be confiscated and returned to parent or guardian only.



▶ Electronic Device Take Home Policy - 8.124

Suncoast students will be issued either a Google Chromebook or HP laptop that will be used to extend and enhance learning. Students will be communicating, collaborating, creating, and researching using district devices and online applications.

Remember, the device belongs to the district. Do not loan, sell, or trade the device. Do not attempt to repair equipment on your own or take it to an outside vendor for any type of repairs or maintenance.

You are responsible for your device and charger. Lost and/or broken devices (and chargers) will be charged to the student's account.



▶ Computer/Tech Misuse

Minor: Inappropriate use of a computer/tech without malicious intent.

Major: Inappropriate use of a computer including:

- Breaking into restricted accounts/networks
- Modifying/destroying files without permission
- Illegally copying software
- Entering, distributing, or printing unauthorized files
- Accessing or entering unauthorized internet sites
- Distributing inappropriate electronic messages

Major incidents, including using computers or cellular devices for cyber bullying or cyber-space crime, **are serious** and may result in a discipline referral and an out-of-school suspension.

