



Student Affairs Office (SAO) Information

Assistant Principals of Student Affairs

Camila Cooksey (ext. 269) - serving students with last names beginning with A— L
David Ramos (ext. 230) - serving students with last names beginning with M—Z.

Attendance

All students are expected to be in their first period class by 8:30 a.m. If a student is absent for the day, a parent must call the attendance line at **744-8040 option #1** and follow the voice prompts for leaving a message to excuse the absence by 10:00a.m. Acceptable excuses for absences are covered in the student handbook available at <http://www.sdhc.k12.fl.us/assets/pdf/studenthandbook.pdf>. Parents will still receive a phone call whether excused or unexcused.

Policy & Procedures

- **Sign-Out Procedures**—Once a student arrives on campus, they may not leave without permission from an administrator or designee. If a student must leave early, the parent/guardian must make the request in person in SAO. A picture ID must be presented. Latest times to be signed out are as follows: Early Release Mondays @ 2:00pm, Regular Bell Schedule @ 3:00pm.

Student Expectations

Parking

- **Pick-Up/Drop Off**—Students pick up and drop off is located in the back of the school. Students may not be dropped off in the front of the school. **Students may not arrive on campus before 8:00 a.m. There will be no supervision before that time.**
- **Student Parking**—All students will be parking in designated spaces in the back of the school. **Due to safety concerns, the back parking area will be closed throughout the day to all incoming/outgoing traffic.**
- **Parking Decals**— Can be purchased online at mypaymentsplus.com. Required documents (listed online) must be submitted before the decal purchase is completed. Cost is \$20
- **Student drivers must possess a valid parking decal to sign-out with parent consent. If students are caught driving recklessly, leaving campus without permission, or have excessive sign-ins they will receive consequences that may include surrendering their parking decal.**

IMPORTANT NOTICE TO ALL PARENTS AND STUDENTS

State Law requires that students, 14 to 18 years of age, who have not earned a high school diploma, who have 15 unexcused absences in any period of 90 calendar days, be *ineligible* for driving privileges. These absences *do not* have to be in succession. School districts are required by this legislation 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 any period of 90 calendar days. Effective January 5, 1999, students who accumulated 15 unexcused absences in any period of 90 calendar days will be reported by the school to the DHSMV. The student who is reported will be informed by the DHSMV that his/her name has been received and he/she may lose the privilege to drive. Should a student be contacted by DHSMV with information, he/she may initiate a request for a hardship waiver or a request for reinstatement of driving privilege through the Office of Student Affairs. Students who fall under this initiative must surrender their parking decal and find alternative means of transportation, i.e., bus rider or parent drop off.