



# STUDENT SERVICES GUIDE

West Boca Community High school

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## Absences and Tardiness

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### Absence Notes

No phone calls/emails/faxes are accepted to clear an absence. A note must be brought to Student Services within two days of the student returning to school. The note must have the following information:

- Students full name
- Student ID number
- Date(s) absent
- Reason for absence
- Parent signature
- Parent phone number

**Note: Please make sure the note is completely legible. We cannot be held responsible for notes with incorrect or non-legible information.**

### Excused Absences

The following qualify as “excused” absences:

- Student illness – If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance.
- Medical appointment
- Death in the family
- Observance of a religious holiday or service that is recognized as such by all members of the faith
- Subpoena by a law enforcement agency or mandatory court appearance

### Unexcused Absences

An unexcused absence is any absence that does not fall into one of the above excused absence categories.

**Note: Family vacations are not excused absences.**

## Tardiness

A student will be considered tardy if they arrive before 50% of the class period has been completed. If the student arrives after 50% of the class period has been completed the student will be considered absent.

Students arriving late to any class period will receive an unexcused tardy and the following consequences:

- The 2<sup>nd</sup> unexcused tardy of the week may result in a Saturday School Detention

### Examples of Excused Tardiness:

- Doctors note
- Illness
- Court Appearance

### Examples of Unexcused Tardiness:

- Overslept
- Missed transportation to school
- A note with no reason for tardiness

## Permission to Leave Early

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### Purple Passes

A Purple Pass is required for a student to leave campus before the end of the school day. Purple passes are available for students to leave for doctor's appointments and other emergencies.

**Note: On days when state testing is being conducted West Boca will be considered a closed campus. This means that NO purple passes will be issued. Remember that there will be no purple pass issued after 2:30**

## How to get a Purple Pass

There are three ways to get a Purple Pass.

### Written Note **(RECOMMENDED FOR QUICK ACCURATE PASS)**

To request a Purple Pass the student must bring a note to Student Services prior to the first bell. The note must contain the following information:

- Students full name
- Student ID number
- Time of Student Release
- Reason for Purple Pass
- Parent signature
- Parent phone number

### Via Phone

Parents/Guardians can call Student Services at 561-672-2942 or 561-672-2029.

The call must meet the following criteria:

- The call must be made a least one hour prior to pick up time.
- The call **CAN ONLY** be made by a PARENT / GUARDIAN listed in the student's records.
- The call must be made from a phone number on file in the student record.

### In-Person

A Purple pass can be obtained in person by visiting Student Services. Please note that when a Purple Pass is requested in person it may take 30 minutes or more to get the student out of class. The person who signs out the student must meet the following criteria:

- Have a government issued Photo ID
- Must already be listed on the student records contact list.

## Meeting Place

If your student has obtained a purple pass via phone/note then they will meet you in front of the school. Otherwise the parent will have to sign the student out of Student Services with a photo ID.

## Returning to School

If a student returns to school after being issued a Purple Pass they must return

- With the Purple Pass to Student Services with their student number on the back of the Purple Pass.
- A written note from the Parent / Guardian
- Dr. or Dentist excuse slip / form

## Confiscated Student Phones

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When a phone is confiscated by the school it can only be picked up by a parent or guardian with Photo ID. Phones can only be picked up between the hours of 7:30 AM and 3:30 PM in Student Services.

Phones confiscated carry the following discipline:

- One offense will result in a warning
- Two offenses will result in a Saturday school detention
- Three or more offenses are referred to the Assistant Principal for further disciplinary actions.

## Phone Number or Address Change

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Phone number or Address changes can only be done in person in Student Services. No changes will be accepted over the phone. It is very important that you update the school immediately of any Phone Number or Address changes.

### Phone Number Change

To change a phone number you must meet the following criteria:

- Have a government issued Photo ID
- Must already be listed on the student records contact list.

### Address Change

For an address change you must meet the following criteria:

- Have a government issued Photo ID
- Must already be listed on the student records contact list.
- **Any two of the following with the new address clearly listed:**
  - Bank Statement
  - Utility Bill
  - Mortgage or Rental Agreement

## Dropping Off items for a Student

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We have book shelves in Student Services for Parents / Guardians to drop off items for their students.

### Drop Off Shelves

WEST BOCA IS NOT RESPONSIBLE FOR ANY ITEMS DROPPED OFF FOR THE STUDENTS.

- Please remember that it is NOT our responsibility to inform your student to retrieve their items.
- All perishables will be thrown away at the end of the day.

## Volunteering

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The Palm Beach County School District, in the interest of keeping our children safe, is implementing the V-Soft Raptor visitor management system (commonly called Raptor). Raptor enables schools to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The overall goal of this system is to increase the safety of our schools.

### How to Register as a Volunteer

Please visit the front office at West Boca High School. The front office is the **ONLY** way to register you into the Raptor system. The Raptor system will provide an electronic database of your volunteer hours and the duties you have performed on campus.

During your first visit please be prepared with the following info:

- A driver's license or passport
- Home Address
- Phone Number
- E-Mail Address
- The Club, Class or Event and its location that you would like to volunteer for.
- You will create a password for online access to your account.

Once your information has been collected and you have been approved by Raptor you will be registered for this and all future visits for the next five years.

Upon each visit the front office will look you up on the registered visitor list and print a badge with picture that must be worn at all times while volunteering. It is vital that you inform the front office when you depart so that they can check you out of the system for the day.



## After Hours or Weekends

If you have volunteered after hours or on weekends with a club, a class, the band, the choir, the theater or athletics you can report your hours via email. Simply email the Volunteer Coordinator at [Julie.Westover@palmbeachschools.org](mailto:Julie.Westover@palmbeachschools.org). Make sure your email includes:

- Your full name as it is registered
- Your registered email
- The activity you volunteered for and its location
- The hours that you volunteered.

## Online Access

Once you have registered and created a password you can sign in to the Virtual Volunteer website from any web browser.

- Simply go to: [www.v-volunteer.com](http://www.v-volunteer.com).
- You can sign in with your e-mail address and the password you created.

## Questions Concerning Volunteering

If you have any questions or concerns please email our West Boca High School Volunteer Coordinator Julie Westover at [Julie.Westover@palmbeachschools.org](mailto:Julie.Westover@palmbeachschools.org).

## FREE BREAKFAST

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### West Boca Provides FREE BREAKFAST FOR ALL STUDENTS

Monday – Friday from 6:45 – 7:20 in the Cafeteria

## **Attention:**

### West Boca High School Students/Parents/ Guardians

Student Services procedures, guidelines and upcoming information is available on our school website.

<http://westbocahighschool.net>