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**St. Petersburg Collegiate High School**

**Home of the Titans**

**St. Petersburg/Gibbs Campus Staff Directory**

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| --- | --- | --- |
| **Raquel Giles**  SPCHS Principal  (727) 341- 4368  [giles.raquel@spcollege.edu](mailto:giles.raquel@spcollege.edu) | **Ryan Halstead**  Curriculum Specialist  (727) 398-8465  [halstead.ryan@spcollege.edu](mailto:halstead.ryan@spcollege.edu) | **LaDawn Bell**  Guidance Counselor  (727) 341-3563  [bell.ladawn@spcollege.edu](mailto:bell.ladawn@spcollege.edu) |
| **Martha Alvarez**  Administrative Specialist  (727) 341-4610  [alvarez.martha@spcollege.edu](mailto:alvarez.martha@spcollege.edu) | **Yulonder Betts**  Academic Advisor  (727) 341-4285  [betts.yulonder@spcollege.edu](mailto:betts.yulonder@spcollege.edu) | **Latavia Dempsey**  Sr. Data Management Technician  (727) 341-4388  [Dempsey.latavia@spcollege.edu](mailto:Dempsey.latavia@spcollege.edu) |
| **Dan Couillard**  English Instructor  (727) 341- 4288  [couillard.daniel@spcollege.edu](mailto:couillard.daniel@spcollege.edu) | **Cheryl Ryan**  Social Studies Instructor  (727) 341-4287  [ryan.cheryl@spcollege.edu](mailto:ryan.cheryl@spcollege.edu) | **Daniel Walch**  Mathematics Instructor  (727) 341-4284  [walch.daniel@spcollege.edu](mailto:walch.daniel@spcollege.edu) |
| **Janice Smickle**  Science Instructor  (727) 341-4286  [smickle.janice@spcollege.edu](mailto:smickle.janice@spcollege.edu) | **Erin Parke**  Resource Instructor  (727) 398-8228  [parke.erin@spcollege.edu](mailto:parke.erin@spcollege.edu) | **TBD**  Safe School Officer  (727) |

**School Information**

School Phone: 727 341-4610

School Fax: 727 341-7166

School Office Hours: 7:00 a.m. – 3:30 p.m.

Sophomore Student Hours: 8:00 a.m. – 2:00 p.m.

\*Students should not arrive to school before 7:30 a.m. and should be picked-up by 3:30 p.m.

General Information

**Pinellas County Schools**

**Portal**

Parents may check their child’s grades in high school courses by going to the Pinellas County Schools’ website at [www.pcsb.org](http://www.pcsb.org) and signing into FOCUS. Parents will also be able to view other important information on the Pinellas County Schools website. If you need assistance, please call Mrs. Alvarez in the office at 727-341-4610. Juniors and Seniors may monitor their grades through SPC’s MyCourses. Students are encouraged to share their progress with their parents and are required to self-report their academic progress during the junior and senior seminars.

**The PCS Code of Student Conduct**

SPCHS uses the PCS Code of Student Conduct which provides important information for students and parents especially regarding expected and prohibited student behavior at school or at school activities**. At the beginning of each year, students will receive a PCS Code of Student Conduct booklet. Parents and students need to review this booklet and sign and return the acknowledgement page to the office.**

**Lunch Options**

Students may bring a lunch or purchase a lunch in the SPC Café. Students who qualify for a free or reduced lunch will receive a voucher from the SPCHS office. Each year, parents will be asked to complete a free/reduced lunch application at <https://www.myschoolapps.com/> to determine eligibility for free/reduced lunch. Juniors and seniors may leave campus for lunch after completing the ***Off-Campus Lunch Release Agreement for Juniors and Seniors* form**. Parents and the principal **MUST** sign the form which is located in your packet of forms at the beginning of the year.

**Medicine**

Students who are taking over the counter or prescription medicine at school **MUST** see Mrs. Alvarez for the appropriate forms. Parents must bring the medicine to the office. Students may **NOT** carry medicine in their backpack.

**Bright Futures Scholarship Program** [**www.FloridaStudentFinancialAid.org**](http://www.FloridaStudentFinancialAid.org)

This website will allow you to view the process for documenting the community service experience as well as view a list of possible community service experiences to consider to qualify for the Bright Futures Scholarship. **SPCHS students are expected to complete 100 hours of community service as part of the criteria for a Bright Futures scholarship and to gain valuable leadership experience**. Please see Mrs. Bell for a packet **before** you complete any volunteer hours.

**Take Stock in Children** [**www.takestockinchildren.org**](http://www.takestockinchildren.org)

Take Stock in Children Scholarship recipients will find useful information on this website. Students also need to attend the Take Stock in Children Club meetings, facilitated by Mrs. Bell to ensure they are meeting all recipient requirements.

**St. Petersburg College**

**SPC/SPCHS Academic Calendars**

[**www.spcollege.edu/calendar and www.spchs.spcollege.edu**](http://www.spcollege.edu/calendar%20and%20www.spchs.spcollege.edu)Please check these calendars on a regular basis to ensure you do not miss important deadlines or events.

**MySPC**: [**www.spcollege.edu/myspc**](http://www.spcollege.edu/myspc)**.**

My SPC is the college’s secure portal for your academic information, such as grades, and student email.

**SPC My Learning Plan (MLP)**

Please visit [www.spcollege.edu/myplanner](http://www.spcollege.edu/myplanner) for guidance regarding the requirements for your degree. Mrs. Betts and Mrs. Bell are available to guide you in course selection as well as college major and career path.

### **Academic Advising & Career Exploration – SCOIR.com**

SCOIR is a comprehensive website that you and your child can use to make decisions about colleges and potential careers. Please see Mrs. Betts or Mrs. Bell for one-on-one career guidance.

**School Communication**

SPCHS will send out School Messenger phone calls and emails to convey information. In the case of an emergency this system will call up to six numbers and keep calling until the phone is answered, or a message can be left when the “emergency mode” is used. **Please keep your phone numbers and emails current in the SPCHS office so you receive important messages from the principal.**

Additionally, SPCHS uses the **REMIND APP** to communicate to students and parents. You may sign up for Remind by contacting Ryan Halstead at [Halstead.Ryan@spcollege.edu](mailto:Halstead.Ryan@spcollege.edu).

**Emergency Information**

When an emergency poses a potential threat to life and safety, the college will issue timely warnings and/or emergency notifications to students and employees. Students may sign up to receive text message by saying “yes” to the text. To visit the college emergency preparedness page, please visit <https://www.spcollege.edu/Emergency_Alert_System/>. In the event of a hurricane or college/school closure, please visit the SPC updates to stay current at <https://www.spcollege.edu/spc-updates>.

**Ride Free with SPC and PSTA**

A partnership between PSTA (Pinellas Suncoast Transit Authority) and SPC has been launched for students, faculty and staff to enjoy. Simply show your current SPC student ID when boarding the bus and you will be able to ride for free. Students must be currently enrolled in one or more credit courses. Students must return the SPCHS Bus Pass form prior to riding a PSTA bus using their SPC ID.

### **Use the Learning Lab to Excel**

The Learning Lab is an area for SPCHS students to get help in English, study skills, science or math. Juniors and seniors are required to spend at least 2 1/2 hours per week working in this area. Free printing and computer access is also available.

**Free after school tutoring** is available from SPCHS teachers as well as National Honor Society peer tutors. Please sign-up for a tutor using the form located on the NHS bulletin board.

### **SPC Free Academic Support, TE 200 and the Library, Second Floor**

### The Learning Support Center in TE 200 and on the second floor of the library provides free tutoring in reading, writing and math as well as computer lab and academic resources for students. This support is available whether you are **doing well** in a class or **need some extra assistance.**

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**St. Petersburg College Library**

Your student ID is your library card and can be used to check out materials or use any of the services campus libraries provide.

**Khan Academy** [**www.khanacademy.org**/](http://www.khanacademy.org/)

Khan Academy offers practice exercises, instructional videos, and SAT prep. This is free and a good resource when you are home and need a little extra support.

**Homework Helpline**

The Pinellas County Schools Homework Helpline is available Monday through Thursday from 5 to 8 p.m. The numbers are: (727) 547-7223 and (727) 442-3226.

**Parking**

Students are required to park between the **white lined** spaces. Students who do not comply with the parking rules will be fined.

**Student Life and Leadership**

The College sponsors a variety of special and cultural events throughout the year-many at no charge or at a discount with your student ID. For details stop by the Student Leadership Office lower level of the Student Services (SS) Bldg.

**Study Abroad through SPC**

The study abroad experience is a wonderful opportunity for sophomores and juniorsto study abroad through SPC**.** Students earn both high school and college credits. For more information please visit the website at <http://www.spcollege.edu/studyabroad/>.

**Textbooks**

SPCHS will supply textbooks and materials (lab equipment, goggles, calculators etc.) for courses. Please visit <https://spchs.spcollege.edu/student-resources/>. The window for ordering textbooks opens one month prior to the start of each semester. Mr. Halstead will provide more information during student orientation.

**Disability Resources**

Students with an IEP or 504 will need to work with Accessibility Services to request accommodations for college classes. For more information, please contact Ryan Halstead, Assistant Principal at [Halstead.ryan@spcollege.edu](mailto:Halstead.ryan@spcollege.edu).

**Safety**

SPC is dedicated to providing a safe campus environment. If you have concerns about suspicious behavior or an unsafe situation, report it promptly to campus authorities or to Campus Security Dispatch at 727-791-2560. Please inform Ms. Giles at 727-341-4368 of any unsafe situations or safety concerns. For safety updates by SPC, such as, hurricane closures, information on COVID-19, etc. please visit the SPC Emergency Management page at <https://www.spcollege.edu/friends-partners/safety-and-security/emergency-management-plan>.

**Student Rights and Responsibilities** [**www.spcollege.edu**](http://www.spcollege.edu)

Your rights and responsibilities as a student are defined in the SPC policies. These policies include academic honesty, plagiarism, classroom responsibility, freedom to learn and acceptable conduct. These are also outlined in the free planner provided to all students at the beginning of the year.

**Dress Code**

St. Petersburg Collegiate High School follows the same dress code as Pinellas County Schools and can be found in PCS Code of Student Conduct. Students who are not in compliance with the dress code will be given a warning on the first incidence of noncompliance and alternative clothing, if available, to borrow for the day. Beginning with the second incident of noncompliance with dress code, **parents will be called and asked to bring appropriate attire. Continued non-compliance will result in disciplinary consequences.**

**Attendance Policy**

Attending class is extremely important to student success at St. Petersburg Collegiate High School. As a member of SPCHS, students fall under the Pinellas County Student Code of Conduct’s attendance policy which states, “the classroom experience is of unique value and cannot be duplicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.”

**Process for Absences in High School Courses**

Please notify Ms. Dempsey at 727-341-4388 or via email at [dempsey.latavia@spcollege.edu](mailto:dempsey.latavia@spcollege.edu) with the reason for the absence. If the student is also going to miss a college course due to the absence, please follow the process for reporting an absence in a college course below as well. Ms. Dempsey will **not** notify the college professor. **Please review the PCS attendance policy in the PCS Code of Student Conduct. Parents please do NOT schedule vacations during the school year as the absences will not be excused and the time missed may negatively affect your child’s grades in high school and college courses.**

**Process for Absences in College Courses**

If you are going to miss a class, please email Mrs. Bell, [bell.ladawn@spcollege.edu](mailto:bell.ladawn@spcollege.edu) and Mrs. Betts at [betts.yulonder@spcollege.edu](mailto:betts.yulonder@spcollege.edu) with the reason for the absence. The email should be sent **before** you miss the class and not after we have noticed that you missed class. If you are going to miss the Junior or Senior Seminar, you are to contact Mrs. Bell or Mrs. Betts with the reason for the absence. Important information, guest speakers, and aspects of the Leadership Development course will be included in the seminars, so it is imperative that students arrive on time and attend all seminars.

**SPCHS will be contacting professors and monitoring grades to determine if students are attending their classes. Class participation is part of the grade in every course and students are expected to attend all courses unless ill.**

**Cell Phones and Electronic Devices**

Parents of students in **grade 10** are advised that the best way to get in touch with their child during the school day is by calling the school office at **727-341-4610 for the St. Petersburg/Gibbs Campus.**

The St. Petersburg Collegiate High School cell phone and electronic device policy is less restrictive than the Pinellas County Schools policy outlined in the ***PCS Code of Student Conduct*** because our students are on a college campus. The goal of the SPCHS policy is to help students learn the proper etiquette of using a cell phone or electronic device and to eliminate inappropriate use of a cell phone or electronic device on campus.

**Philosophy of Discipline**

The SPCHS vision, mission, core values, and ***Performance Contract*** outline our expectations for students. The staff work consistently with our students to help them develop character traits that will enable them to be successful in the Pre-Collegiate and Collegiate environment, as well as, in life. The students follow the ***Pinellas County Schools*** ***Code of Student Conduct*** and the ***St. Petersburg College Board of Trustee Rules****.* Student expectations are explained during recruitment, at orientation, and in the classrooms. Expectations are consistently monitored and reinforced as needed.

**Definition of Skipping**

Without prior notice sent to SPCHS, or an excuse from a parent/guardian, an absence in a college class will be defined as skipping. Absences (even unexcused absences) with prior notice and parental consent will not result in disciplinary action. However, absences without prior notice and without parent consent will be subject to discipline under the St. Petersburg Collegiate High School Attendance Policy for College Courses.

**Junior/Senior Seminars**

Without prior notice sent to Mrs. Bell or Mrs. Betts, or an excuse from a parent/guardian, an absence in in junior/senior seminar will be defined as skipping. Absences (even unexcused absences) with prior notice and parental consent will not result in disciplinary action. However, absences without prior notice and without parent consent will be subject to discipline under the St. Petersburg Collegiate High School Attendance Policy for College Courses.

**Junior/Senior Required Study Time**

Students are required to spend 2 1/2 hours of study time each week in the SPCHS Learning Lab or SS 202. The purpose of this requirement is to provide structure and support to students. Starting assignments at school allows students to develop good study habits, avoid procrastination, take advantage of free tutoring, speak to the professor, and/or seek guidance so their grades remain high.

**Discipline for Skipping**

When a student is suspected of skipping a college class or junior/senior meeting, SPCHS will contact the instructor of the course to verify the absence and contact the student’s parent/guardian to verify the absence and reason for the absence. If SPCHS finds that the student was skipping, the student will be subject to the appropriate as outlined in the PCSB Code of Student Conduct.

**Parent Liaison**

In accordance with Florida State Statute, the charter school’s governing board appoints a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns and resolve disputes. For St. Petersburg Collegiate High Schools, the Governing Board has appointed Starla Metz as this representative. If you have any questions or concerns, please contact Starla Metz at 727-302-6883 or at [metz.starla@spcollege.edu](mailto:metz.starla@spcollege.edu).

**Good Standing**

SPCHS students are expected to act in a mature and responsible manner aligned to the vision, mission and core values of SPCHS. These are as follows:

**Vision:** We cultivate successful learners and leaders.

**Mission:** Students will simultaneously earn a high school diploma, an Associate in Arts degree, and qualify for a Bright Futures scholarship.

**The Collegiate Way:**

* Students come first and are the heart of SPCHS! Students know the staff cares about them as individuals and they are always willing to assist them and/or celebrate their successes. Resources, data-based decisions, and strategic goals are aligned to help students succeed.
* We act with integrity; we are honest, ethical, responsible, and courteous.
* Our “family-like” culture empowers personal and professional growth.
* We broaden perspectives and promote the principles of civil discourse and ethical responsibility in social, cultural, and environmental matters.

**St. Petersburg Collegiate High School**

**Sophomore Suggested Supply List**

* 2-2-inch 3-ring binders with clear-view front and back cover
* 2-1 inch 3-ring binders
* Dividers for binders
* College ruled notebook paper
* 1 College ruled spiral notebook
* 2 Composition notebooks (Must have sewn in pages) One lined and one quad ruled (squares)
* Pens: black, blue, red
* Pencils
* Colored pencils
* Highlighters- several colors
* White-out
* Erasers
* Mini-stapler
* Black permanent marker that writes on any surface (“Sharpie” type of marker)
* Suggested for Projects:  Scissors, tape, glue markers, construction paper, colored paper, regular poster-boards (these are for home use)
* 1 package of graphing paper
* Folders for each class
* 1 - flash drive
* Markers-skinny/thin type for bold headings
* Sticky notes- small (2 x 1.5) and medium (3 x 3)
* Post-it Filing Tabs- sticky note type for science lab books
* 2 packages of graphing paper for math

\* Optional donations requested: 1 large bottle of hand sanitizer and one box of tissues.

**A complimentary SPC Planner will be provided the first week of school.**



We look forward to a great year!