

# Hardee Senior High School 2019-20 Parent & Student Handbook

Dear Students and Parents:

Hardee Senior High School is committed to providing the best educational opportunity to our students and solicits the support of parents and the community in our attempt. Student behavior and attendance are critical components of student achievement. Appropriate conduct creates an atmosphere conducive to learning and makes a statement about the students, the parents, and the community. We ask that every student be an active participant in helping maintain a safe campus.

The faculty and administration of Hardee Senior High School developed this handbook so both students and parents will have a clear understanding of the high expectations at Hardee Senior High School. We wish you happiness and success as you accept the challenge of involvement in the academic, social, and athletic activities of Hardee Senior High School.

Sincerely,  
*Michele Polk, Ed.D.*  
Principal

## School Administration

Michele Polk, Principal  
Mary Farr, Assistant Principal  
Mary Sue Maddox, Assistant Principal

## Deans Office

Travis Tubbs, Dean of Students  
Brian Kemp, Dean of Students  
Deputy James Adler, School Resource Officer  
Deputy TBA, School Resource Officer

## Guidance

Leigh Beumel, Counselor, Students A-Ga  
Carey Crawford, Counselor, Students Ge-O  
Kim Davis, Counselor, Students P-Z

**VISION:** Empower and inspire all students for success.

**MISSION STATEMENT:** We provide all students a high-quality education in a nurturing and creative environment to develop responsible citizens.

### **Faculty and Staff Collective Commitment:**

We will prepare our students for life beyond high school through rigorous and relevant learning opportunities aligned to individual student goals. We will be unified in our efforts and work collaboratively to improve our instructional practices and create a positive school environment.

## ALMA MATER

IN THE HEART OF SUNNY FLORIDA STANDS A SCHOOL WE HOLD SO DEAR,  
OUR CHERISHED ALMA MATER, SCENE OF MEMORIES SO CLEAR,  
OH, TO YOU OUR HARDEE HIGH SCHOOL, WE GIVE LOVE AND PRAISE TODAY.  
AND WE WILL NOT FORGET, THOUGH WE BE FAR, FAR AWAY,  
THE LESSONS THAT WE LEARN, THE GAMES AND PARTIES TOO,  
THE HELP AND GUIDANCE OF OUR FACULTY.  
WE THINK OF ALL THE JOYS AND HEARTACHES SOMETIMES, TOO,  
THAT MAKE OUR SCHOOL DAYS HAPPY MEMORIES,  
IN THE HALLOWED HALLS OF HARDEE,  
WHERE WE LIVED AND LEARNED AND GREW.  
AND, THROUGH THE YEARS WE'LL KEEP YOU IN OUR HEARTS EVER TRUE.

### **Students Collective Commitment:**

In an attempt to make our school a more successful learning environment, we will focus on improving attendance, punctuality, classroom conduct, and appearance. If we as a student body take care of these details, our administration and faculty will be able to better focus on instructional goals.

*Hardee District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:*

*Teresa Hall; Director of Student Academic Services & Federal Programs*

*Office Address: 230 South Florida Avenue, Wauchula, FL 33873*

*Phone Number: [863-767-0662](tel:863-767-0662)*

*E-mail: [thall@hardee.k12.fl.us](mailto:thall@hardee.k12.fl.us)*

OR

*Kerry Terrell; Director of Exceptional Student Education*

*Office Address: 230 South Florida Avenue, Wauchula, FL 33873*

*Phone Number: [863-767-0662](tel:863-767-0662)*

*E-mail: [kterrell@hardee.k12.fl.us](mailto:kterrell@hardee.k12.fl.us)*

## **ADMINISTRATION**

The offices of the principal and assistant principals are in the Administration building (400). The administrators are available to all students and parents to assist or answer questions.

## **PRINCIPAL'S UPDATES**

"Remind" is a one-way text messaging system that allows the school principal to provide updates and important information to parents and students. With "Remind", all personal information remains completely confidential. The principal will never see your phone number, nor will you ever see the principal's number. Students and parents are encouraged to sign up to receive the principal's updates through the "Remind" system. Simply complete the following two steps using your cell phone:

Step 1: Enter the number 863-852-1479

Step 2: Text the message: @hardeesr

\*note: standard text message rates apply.

You can opt out of messages at any time by replying: unsubscribe@hardeesr

You can also opt to receive the messages via email by following the directions at the link: [www.remind.com/join/hardeesr](http://www.remind.com/join/hardeesr)

## **NURSE'S OFFICE**

The office of the school nurse is located in the Administration building (400) in rooms 435. The duties of the nurse include personal consultations, first-aid to students, health instruction in cooperation with teachers, and prevention of communicable disease. If parents do not desire these services for their children, they must write a letter to their children's school, to the attention of the principal. In this letter, they must state which of these services they do not want their children to receive. Be sure to indicate the child's name and grade. The letter must be signed and dated by the student's parent or legal guardian.

### **Medication:**

In order to ensure student safety and health, the Hardee County School Board has established a policy for the administration of medications during school hours. If your student must be given medication of any kind during school hours, including over-the-counter medications, you have the following choices:

1. You, or someone chosen by you and listed on the student's emergency care card, may come to the school and give the medication to your child.

OR

2. You may get a copy of the Authorization for Medication form from your child's school and take it to your child's physician, medical provider, the Health Department, or a walk-in-clinic. This form must be filled out and signed by the doctor/mid-level practitioner, and by you. Once completed, return the Authorization for Medication form to the school nurse. Medication may be given at school only when an up to date Authorization for Medication is on file.

Medication must be delivered personally by the parent/guardian to the school nurse in the original container. Students themselves may not bring medicine in any form to school. Pharmacy prescriptions must be labeled with the child's name, name of drug, physician's name, and directions concerning the drug's administration. A note must also accompany the medication from the parent, stating why the child is being given the medication. If the nurse is not in, medication should be left with an administrator. The nurse is in her office from 7:30 a.m. until 3:30 p.m.

## **COUNSELOR'S OFFICE**

The offices of the guidance and career counselors are located in the Administration building (400). The goal of the guidance staff is to assist each pupil with the development of personal and social adjustment, educational exploration, occupational information, and college planning. Hardee counselors seek to help the student understand his/her own problem, and to aid him/her in working out a solution. Individual counseling is available at set hours by appointment, but in case of emergency, a student may see a counselor at any time. To request a meeting with a counselor, a student will need to sign up in the appropriate counselor's binder in the guidance department during lunches, before/after school, or between classes. Students are not to leave during classroom time to make such a request. Student record information is available upon request from the guidance office.

It is important to remember that a parent and their child's teachers are partners in helping students in the transition to adulthood. The combined support of the student's counselor, teachers and parents is essential to helping students get on the right track to achieve his or her goals. If a parent has a concern regarding their child's academic progress or behavior in a class, the parent should first contact the teacher directly through email or leave a phone message for the teacher by contacting the main office (773-3181). If a parent would like to schedule an appointment to meet with one or more of their child's teachers, they should contact the guidance office to schedule a conference. A parent-teacher conference will be scheduled by the guidance secretary and facilitated by the student's guidance counselor. Hardee High School does not provide for parents to attend or participate in a student's classes unless a need is specifically requested by the teacher and the appropriate guest speaker or volunteer form is completed in advance of the visit.

### **Criteria for Granting a Change in a Student Schedule:**

Registrations for the following school year will take place each spring. Careful consideration should be given to the selection of appropriate courses to ensure a smooth path to meeting all State of Florida high school graduation requirements. Course changes may only occur:

- A. If the student doesn't have the pre-requisite course for the scheduled class.
  - B. If the teacher/counselor determines that the student is placed at an inappropriate level. Requests to move a student at the semester change from an honors level to regular, will not be considered unless a student's grade is below a "C" average.
  - C. If the student has had the class before and successfully completed it.
  - D. If there is a registration error confirmed by the counselor.
  - E. If the student has previously failed the course under the current instructor. (Unless the course is only taught by this instructor)
- Teacher preference is not a valid reason for a schedule change. Requests for course changes based on the above criteria must be made within the first three days of a term. For any changes after three days, the students' grade average will transfer to the new course.

## **WILDCAT ATHLETICS**

Hardee High School offers a variety of sports programs that students can participate in.

### **Athletic Director's Office:**

The athletic director is responsible for the administration of the school's athletic program. The office of the athletic director is located in the deans' offices, room 307. The athletic secretary is located in the front office, room 434. The athletic secretary can provide you with athletic participation forms and assist you with information regarding athletic eligibility, etc.

### **Athletics Program Eligibility Requirements:**

Any student who plans to participate in an athletic or extracurricular contest will be required to maintain a minimum grade point average. Students must maintain a cumulative unweighted 2.0 grade point average or higher on a 4.0 unweighted scale through the end of the previous semester. Athletes

GPA's are calculated at the end of each semester. Any athlete in credit denial because of attendance, whose GPA falls below a 2.0 will be ineligible for the entire next semester. Student's eligibility status will not change during the semester even if credit is reinstated.

### **HHS Sports Programs:**

Football	Boys	Fall
Basketball	Boys and Girls	Winter
Baseball	Boys	Spring
Cross Country	Boys and Girls	Fall
Track	Boys and Girls	Spring
Golf	Boys and Girls	Fall
Soccer	Boys and Girls	Winter
Softball	Girls	Spring
Swimming	Boys and Girls	Fall
Tennis	Boys and Girls	Spring
Volleyball	Girls	Fall
Weight Lifting	Boys and Girls	Spring

### **Participation in Athletics:**

Students in grades 9-12 who participate in athletics must maintain a cumulative unweighted GPA of a 2.0 or higher and keep all athletic paperwork current. A student must complete all required athletic paperwork prior to participating in tryouts or practices. Participation in sports is a privilege, not a right. Students may be removed from a team, or not allowed to participate in a sport at the coach's discretion. Reasons for dismissal include but are not limited to: Discipline issues (on/off campus), poor attendance, poor academic work, or any other action that the head coach believes to warrant removal.

### **Sportsmanship:**

Hardee Wildcats take pride in our tradition of good sportsmanship. Sportsmanship is reflected in the conduct of our athletes, such as fairness in play, respect for one's opponent and their fans, positive attitudes when we play well or poorly, and graciousness in winning or losing. Hardee High athletes value the positive life skills and values they have the opportunity to demonstrate through participation in sports. One of the common myths is that teaching and enforcing sportsmanship is the sole responsibility of the coach. The coach's job is to set expectations and enforce the guidelines of sportsmanship. The first lessons students have in sportsmanship come from moms and dads; it is up to parents and guardians to lay the foundation. HHS administration, athletic directors, and coaches appreciate our parents who support this key aspect of our mission to develop young men and women of character.

### **STUDENT EXTRA-CURRICULAR ACTIVITIES**

Hardee High School provides a variety of extra-curricular activities for students. Students participating in any club or sport are not to be subjected to initiation activities that have any potential to result in the hazing of students. All HHS Clubs & Organizations must go through a formal approval process before becoming active.

### **Current HHS Active Clubs & Organizations:**

AFJROTC, A-Team, Band, Cheerleading, Chorus, FBLA, FFA, H.O.S.A., Key Club, Leo Club, National Honor Society, Senior Play, STEM Club, Student Council, Wildcat Scratches Newspaper and Yearbook.

### **FLYERS**

Only flyers relating to school-related activities/business may be posted on school grounds. All flyers must receive approval from the administration prior to being posted. Any flyer not approved by the administration will be removed from school property.

## **FUNDRAISING**

School clubs and athletic teams sometimes conduct fundraisers to support their programs. If a student is participating in a fundraising activity for a school organization, they must abide by the school's fundraising policies provided to the organization's adult sponsor/coach. For any fundraiser that involves students selling food items, food items may not be sold until 30 minutes after the last bell of the school day, unless those food items meet the "Smart Snacks in Schools" guidelines and have been approved by the State Agency. At no time are students permitted to sell any item/product for personal profit while on school grounds or during the school day.

## **MEDIA CENTER**

Maximum utilization of the Media Center and its resources should result from the following guidelines:

1. Students and teachers will be provided services before school hours, during regular class periods, lunchtime and after school in accordance with other school policies and regulations.
2. Regular classes may be scheduled by faculty members for library use.
3. Individual students who wish to use library facilities during their class time must present passes signed by a faculty member. When arriving, each student must sign in on the sign in sheet located at the circulation desk. Independent library use is encouraged during unscheduled time so long as the time is used productively.
4. Students must remain in the library until the bell rings or otherwise directed by their classroom teacher to return to the classroom at a specified time.
5. Students must conduct themselves in a manner conducive to a good learning situation, both for themselves and others.
6. Adequate reimbursement for lost, damaged or abused resources must be made in a timely manner.
7. Copies of all materials whether school related or personal are five cents per page from the laser printer or the copier machine. Copies from the color printer are twenty-five cents per page.
8. Students will restrict their use of current library magazines and newspapers to the library. Older issues that have been replaced may be taken for faculty/student use.
9. A student may have two books checked out at a time for a two week time period. Renewals may be made to extend the time period another two weeks.
10. Checked out materials should be returned when they are due or a late fine will be assessed at five cents per school day.
11. To ensure a clean atmosphere, no open food or drink is permitted in the media center.

## **GENERAL GUIDELINES FOR COMPUTER USAGE**

The use of a network is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials. A student's activities while using the network in this school must be in support of education and research, and consistent with the educational objectives of the Hardee District School Board. In addition, a student accessing the network from a school site is responsible for all online activities, which take place while using the networked computer. When using another organization's

network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network. Students may only access the schools internet and network under the direction of a teacher. Internet usage will be monitored by classroom teachers or para-professionals as any other classroom activity. Additionally, internet activities are monitored by the Hardee County Schools District Office using purchased monitoring and filtering software. Students who gain unauthorized access to the schools network will receive disciplinary action at the school level, and could face 3<sup>rd</sup> degree felony charges from local law enforcement.

#### **Acceptable Uses of the Network:**

- All activities which support learning and teaching in Hardee County Schools
- Users are encouraged to develop uses which meet their individual needs and which take advantage of the networks function: electronic, conferences, bulletin boards, data bases, and access to the Internet.

#### **Examples of Unacceptable Uses of the Network:**

- Using unauthorized chat rooms;
- Using electronic mail (e-mail) for anything other than educational purposes;
- Using impolite, abusive, or objectionable language;
- Using the network in ways that violate federal, state, or local laws;
- Activities which cause congestion of the network or otherwise interfere with the work of others;
- Using the network for commercial purposes or financial gain;
- Sending or receiving copyrighted materials without permission;
- Using the network for sending or retrieving obscene materials;
- Circumventing security and/or authentication measures;
- Unauthorized access to another's resources, programs, or data;
- Vandalizing network resources, including the uploading or creation of computer viruses;
- Installation of unauthorized software on the computer networks;
- Use of network resources to commit forgery, or to create a forged instrument.
- Any other infraction deemed inappropriate by school or county personnel.

#### **Public Information:**

Electronic communications should never be considered completely private. Hardee County School Board is subject to Florida Statutes regarding public information access. As such, all electronic messages are a matter of public record.

*\*\*If you have any objection to your child accessing the Internet or a networked computer, you must notify the principal in writing with your specific objections.*

#### **NOTICE OF RELEASE OF STUDENT DIRECTORY INFORMATION**

Chapter 1002.22, Florida Statutes, defines student directory information as information that includes a student's name, address, telephone number (if it is a listed number), date and place of birth, major field of study, participation in officially recognized activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Pursuant to Chapter 1002.22, Florida Statutes, any educational institution (including Hardee County schools) may publish and release to the general public directory information relating to any student, the student body in general, or a portion thereof. For example, such information is often published in newspaper articles and on school websites pertaining to student athletic events, graduating seniors, recipients of academic honors and recognition awards, and general school/classroom activities. Other examples of directory information releases would include the University of Florida's School of Dentistry Survey, Palmview Hospital's Operation Breakthrough Program and the United States Military Recruitment Programs.

If an adult student or minor student's parent or guardian desires that directory information or images/video pertaining to their child or children not be published, released, or utilized then the adult student or the minor student's parent or guardian must send a signed letter identifying the student by name and date of birth, requesting that the student's directory information not be published or released or images/video not be used, and send that letter to the school to the attention of the school principal, to be placed on file with the student's records. School Board Policy now allows the adult student or minor student's parent or guardian to choose between two different levels of suppression of information since he, she or they may wish to have some information released by the school district, such as awards or photos published in newspapers, school websites or school related brochures/materials. The adult student or minor student's parent or guardian must indicate in the letter which level of directory information suppression is desired (if any) and return this letter to the school principal.

### **ACCIDENTS**

Any student who has an accident while on school property is asked to report immediately to the office and/or to the coach, teacher, or sponsor who is supervising him/her. The teacher, coach or sponsor must present a report in writing to the office. Students should follow this procedure regardless of how slight they feel the injury may be.

### **ELECTRONIC DEVICES**

Hardee High School suggests that students not bring electronic devices onto the school campus, as the school will not be responsible for lost or stolen electronic devices, including cell phones, tablets, lap tops, wireless speakers, mp3 players, etc.

#### **Phones:**

Students who choose to bring a cell phone to school are expected to turn off their device upon entering a classroom. Students may not turn on or utilize their cell phone during any class period unless the teacher has provided permission along with a specific educational purpose for doing so. Students who have their cell phone on or attempt to utilize their phone during class without the teacher's permission will be in violation of school policy and will receive a discipline referral from the classroom teacher. Cell phone related discipline referrals will be handled by the Dean of Students who will assign consequences as outlined in the Code of Student Conduct. While outside of classrooms, students may use their cellphones, however students must attach earbuds to the device with an earbud placed only in 1 ear. The 1-earbud policy is being implemented as a safety measure so that students can hear emergency directives when needed. Students must maintain a volume on their device so that others cannot hear what is being played.

#### **Music Players:**

Students are not permitted to have any type of music player (mp3 players, i-pods, phones, etc.) out or in use when inside classrooms unless permitted by the teacher for a specific instructional purpose. When outside of the classroom (i.e. before/after school, at lunch, etc.), students who choose to listen to music on their electronic device must attach earbuds to the device with an earbud placed only in 1 ear. The 1-earbud policy is being implemented as a safety measure so that students can hear emergency directives when needed. Students must maintain a volume on their device so that others cannot hear what is being played. If an individual is repeatedly asked to turn down their volume, discipline consequences may be assigned.

### **EMERGENCY DRILLS**

The safety of students is a top priority at Hardee Senior High School. We plan and prepare for various emergency situations and work to mitigate hazards of all kind. One important step in preparing students and staff how to respond to critical situations is to practice response procedures. For this reason, throughout the year, HSHS conducts various emergency drills. During such drills, students



are expected to conduct themselves in accordance with emergency procedures and follow directions provided by supervising staff. During an emergency drill or situation, there should be no talking, horseplay, etc. All rooms have posted directions as to the proper route to evacuate the building when the emergency calls for evacuation.

## **BUS TRANSPORTATION**

For route and stop information, please call (863) 773-4754. Students who are transported by school bus are expected to follow the bus rules and are also held to the same standard of conduct as if they were on school grounds. Bus infractions are considered to be serious and an offense committed by a student on a county-owned or contracted bus, or at the bus stop, shall be punished in the same manner as if the offense had been committed at the student's assigned school.

## **CAFETERIA**

Breakfast and lunch is provided for all students at no charge. Students must present their student ID to receive meals in the cafeteria. Students may not receive lunch deliveries during the school day. Adult meal prices are \$2.25 for breakfast and \$3.75 for lunch. Students are expected to use good table manners and exercise common courtesy in the lunch room. Students are expected to proceed in an orderly fashion through the lunch lines. Students who "cut" in line will be removed from their position and sent to the back of the line. Repeated offenses will result in additional discipline action. Students must remain in the cafeteria or pavilion area with lunch trays. Students who eat indoors are asked to throw their trays away using the trash bins inside the cafeteria while those who eat at the pavilion should dispose of their lunch trays in the trash cans located there. This will assist with trash management and prevent overflow of trashcans. If a student has any concern regarding a meal they were served, they should immediately notify an adult on duty in the cafeteria who will connect the student with the cafeteria manager. The student will be provided an alternate food choice and the cafeteria manager will follow established protocols for handling food concerns.

## **EXCEPTIONAL STUDENT EDUCATION**

Exceptional Student Education (ESE) students working toward a standard diploma must meet the graduation requirements set by the State of Florida and the Hardee County School Board. Students on a special diploma track may take specialized academics or they may take general education classes with modifications. Each student's Individual Education Plan (IEP) is reviewed annually or revised, as needed, based on individual student needs. The IEP may include specialized instruction, related services, and accommodations and/or modifications that are needed by the student in order to receive a free and appropriate education.

## **504 PLANS**

A student that has a physical or mental condition that substantially limits a major life activity and, as a result, requires instructional or other accommodations within the school environment may be eligible for a 504 Plan. A 504 Plan lists accommodations related to the student's disability and required by the student so that he or she may participate in the general classroom setting and educational programs. Questions or concerns regarding ESE matters or 504 plans can be addressed by contacting the school counselor or Kerry Terrell, 504 Coordinator, 200 South Florida Avenue, Wauchula, Florida 33873, [kterrell@hardee.k12.fl.us](mailto:kterrell@hardee.k12.fl.us), 863-773-2600.

## **VISITORS**

Hardee High School does not allow students to bring "visitors" to school. Any person who arrives on campus to conduct business that requires them to access areas beyond the school offices (main, attendance, and deans) must first check in with the main office secretary. To be granted a "Visitor Pass," a visitor must have a legitimate, educationally related reason for being on campus and present a valid Driver's License. Once the secretary confirms their purpose on campus with appropriate

personnel, he/she will run the individual's driver's license through the school's Raptor Background Check System. If the system clears the visitor, a "Visitor Pass" will be issued and must be worn while the individual remains on campus. Persons on campus without having followed the visitor procedure may be referred to law enforcement officials.

**MORNING ANNOUNCEMENTS**

At Hardee High School, we start the day with the Pledge of Allegiance and general morning announcements. The morning announcements are a means for disseminating important information to students and staff. Thus, there is an expectation that students and staff will remain quiet and attentive during the announcements so that everyone can hear the information provided. In accordance with F.S. 1003.44, as of July 1, 2016, a student is not required to stand or recite the Pledge of Allegiance.

**BELL SCHEDULES**

NOTE: "Block days" will be balanced each week, thus some weeks may not include a "skinny day." Skinny days will utilize a 7 period bell schedule (next page). Early release days will follow a modified 7-period "skinny day."

**HHS BLOCK DAY BELL SCHEDULE**

8:25 – 8:30	Passing Period
8:30 – 9:26	1 <sup>st</sup> period w/5 minute announcements
9:26 – 9:31	Passing Period
9:31 – 11:13	2 <sup>nd</sup> period (Even Day) / 3 <sup>rd</sup> period (Odd Day)
11:13 – 11:18	Passing Period
11:18 - 1:30	4 <sup>th</sup> period (Even Day) / 5 <sup>th</sup> period (Odd Day)
A Lunch	
11:13 – 11:43	Lunch
11:43 – 11:48	Passing Period
11:48 – 1:30	Class
B Lunch	
11:18 – 11:53	Class
11:53 – 12:23	Lunch
12:23 – 12:28	Passing Period
12:28 – 1:30	Class
C Lunch	
11:18 – 12:33	Class
12:33 – 1:03	Lunch
1:03 – 1:08	Passing Period
1:08 – 1:30	Class
1:30– 1:35	Passing Period
1:35 - 3:22	6 <sup>th</sup> period (Even Day) / 7 <sup>th</sup> period (Odd Day) w/ 5 min. announcements
3:22	Dismissal Bell

## **HHS SKINNY DAY BELL SCHEDULE**

8:25	Opening Bell
8:25 – 8:30	Passing Period
8:30 – 9:22	1 <sup>st</sup> period
9:22 – 9:27	Passing Period
9:27 – 10:16	2 <sup>nd</sup> period
10:16 – 10:21	Passing Period
10:21 – 11:10	3 <sup>rd</sup> period
11:10 – 11:15	Passing Period
11:15 - 12:40	4 <sup>th</sup> period
A Lunch	
11:15 – 11:40	Lunch
11:40 – 11:45	Passing Period
11:45 – 12:40	Class
B Lunch	
11:15 – 11:45	Class
11:45 – 12:10	Lunch
12:10 – 12:15	Passing Period
12:15 – 12:40	Class
C Lunch	
11:15 – 12:15	Class
12:15 – 12:40	Lunch
12:40 – 12:45	Passing Period
12:45 – 1:34	5 <sup>th</sup> period
1:34 – 1:39	Passing Period
1:39 – 2:28	6 <sup>th</sup> period
2:28 – 2:33	Passing Period
2:33 – 3:22	7 <sup>th</sup> period
3:22	Dismissal Bell

**NOTE: Students must be off campus by 3:45 each day unless under the direct supervision of a school employee for a pre-approved purpose by the administration. Students on campus after school hours without appropriate supervision or without a pre-approved purpose from the administration will be subject to disciplinary action by the school and possible referral to local law enforcement.**

## GRADE FORGIVENESS POLICY

Students may repeat a course in which they earned a D or an F. The course numbers must be the same or the equivalent. All semester grades will be placed on the student's transcript.

1. Only the more recent grade earned will be used in computing students' grade point average.
2. In computing students' class rank and honors placement, a student with fewer repeat courses would be placed ahead of a student with the same grade point average (GPA), but more repeat courses.
3. Students can repeat a course they have previously passed only once. Students may repeat a total of four courses for which they have received previous credit.

## GRADING SYSTEM

**Progress Grade Reports** - Progress grade reports will be given to each student during the 5<sup>th</sup> week of each grading period.

**Semester System** - For most courses, students will be graded on a semester system earning ½ credit increments. Please note that some core area courses will receive the full 1 credit upon successful completion of the course at the end of the year. In addition, some courses require that the State End of Course Exam be calculated in at 30% of the final year grade. All other courses will calculate the semester exam as 20% of the semester grade.

**Report Cards** - Report cards will be issued every nine weeks. Each student should receive a grade from each teacher for each class in which he/she is enrolled.

**Grading Scale** - All courses offered at Hardee Senior High School will be graded on the following scale:

<u>Quality Point Scale*</u>	<u>Letter Grade</u>	<u>100 Point Scale</u>
4	A	90-100
3	B	80-89
2	C	70-79
1	D	60-69
0	F	59 & below

\* The additional weight of 1.0 is given for all DUAL ENROLLMENT and ADVANCED PLACEMENT courses. The additional weight of 0.5 is given for all HONORS courses. The added weight for these higher level courses is assigned to letter grades "A", "B", "C", and "D" and then averaged. An "F" grade receives no credit. In addition, students passing the AP Exam may receive college credit. A passing grade is determined by the individual college or university. Dual Enrollment courses passed with a "C" or higher earn Community College credit. Transfer students will be unable to transfer weighted credit for Honors, Advanced Placement, or Weighted Dual Enrollment courses that are not offered at Hardee Senior High School.

**Incomplete Grades** – Neither 9-weeks grades nor semester grades can be recorded as an **Incomplete (I)**. In situations that require extended student absences, parents should immediately initiate a meeting with the Assistant Principal for Curriculum to determine the best course of action and establish a time line for work to be made up. Until the work is made up, any missing grades will be recorded as zeros and will be included in the calculation of quarter/semester grades. If the work is made up within the required time frame, a grade edit will be made to reflect the newly submitted work.

**Advanced Placement (AP) Exams** – Students are required to take the AP exam for any AP course in which they are enrolled. Students who fail to complete the course or sit for the end of

the year AP exam will receive only regular weight. Additionally, students failing to sit for the required exam will have to reimburse the school for the cost of the AP exam.

### **EARLY EXIT**

Any student wishing to exit school prior to the spring graduation date must first petition the Assistant Principal for Curriculum (APC) in writing. The petition must be submitted prior to the last day of the first nine weeks of school during the students' senior year. He or she must meet all graduation requirements by the end of the first semester of their senior year. Upon receiving written notification from the student, the APC will schedule an appointment to discuss the early exit with the parent, student, and guidance counselor.

### **DUAL ENROLLMENT TEXTBOOKS**

Students participating in the DE program are provided textbooks for their approved courses at no cost to the students. Students who drop courses from the approved schedule on or after August 1<sup>st</sup> will be responsible for purchasing any textbooks from the dropped course that cannot be returned for a refund. Students who add courses from the approved schedule on or after August 1<sup>st</sup> may not receive their required textbooks for added classes by the start date of classes. In those cases, it is the responsibility of the student to inform the course instructor and make arrangements with the instructor as needed. Students are required to return college textbooks to Hardee High School at the end of each semester. The student will be responsible for reimbursing the school for all costs relating to damaged/loss books.

### **GRADUATION**

Students must meet the requirements of the Hardee County School Board to participate in the graduation ceremony. Students must have earned all the credit requirements of the State of Florida including a passing score on any required state assessment to receive a high school diploma. Students who wish to apply for an exception to the state assessment rule must complete a Waiver Application (available in the guidance office) by the deadline date specified on the Waiver Application.

Students who complete the 18-credit graduation track at the conclusion of their third year in high school may graduate high school one year early. Students who meet all graduation requirements on the 18-credit track will participate in the commencement ceremony that is held when they complete their coursework at the end of their 3<sup>rd</sup> year.

Additionally, students who meet early exit requirements previously discussed may graduate at the end of semester one. Early exit students will be permitted to participate in the next scheduled graduation practice and ceremony after meeting all of their graduation requirements. **It is the early-exit student's responsibility to contact the school's Assistant Principal for Curriculum no later than March 1st should they desire to participate in any graduate activities, including the graduation ceremony that is held in May.**

Once a student meets all graduation requirements for any designated track and officially graduates, they are no longer considered a student at Hardee High School and may not participate as a high school student in any student activities, athletic programs, etc.

### **LATIN HONORS CRITERIA**

Students who meet the following weighted GPA standards at the end of their senior year will graduate with Latin Honors distinction:

Summa Cum Laude	4.400 or above
Magna Cum Laude	4.210-4.399
Cum Laude	4.000-4.209

## **COMMUNITY SERVICE HOURS**

Under the Florida Bright Futures Program guidelines, qualifying students are required to earn a minimum number of community service hours (depending upon the scholarship level). Students may earn volunteer service hours beginning in their freshman year. Volunteer hours can be earned through various school clubs, work with non-profit organizations, and/or community service events, in which students have not been compensated for their time. Community service verification forms are available for pick up in the guidance office before/after school, at lunch, or between classes. Completed forms are to be turned in to the guidance registrar in order for them to be entered into the system.

## **LOCKS AND LOCKERS**

All lockers made available for students use on the school premises, including outside lockers and those located in classroom/locker room areas are property of the school district. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or for purposes that are forbidden by state law or school rules. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. When students terminate the use of their assigned locker, they are expected to empty it, remove all materials and leave the locker in the same condition in which they were found. A student may not change a locker without permission from the office. Sharing lockers is prohibited. Student-owned padlocks will not be permitted. A locker may be rented from the main office secretary during the first week of school prior to the start of classes each day and during lunch periods for \$3.00 per year. Locks will be returned to the secretary in the front office when a student withdraws or at the end of the school year.

## **PASSES**

When classes are in session, students should not be out of class, except on teacher direction. All students out of class after the bell are to have a pass signed by a staff member. Teachers are instructed to avoid excusing students from class unless it is a necessity.

## **SEARCH AND SEIZURE**

The search of a student's person or property shall be based on a reasonable suspicion that the student has in their possession any item of an illicit or illegal nature, stolen property, or other such contraband that he/she are forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. Building administrators shall have the authority to examine, or cause to be examined, a student's person or property.

Use of metal detectors to minimize the risk of weapons on our campus is determined to be desirable technique for campus security. No student or teacher should be subject to the dangers inherent in firearms or other weapons carried into our campus by any other person.

Handheld metal detectors may be used at random without cause at times to be determined by the campus principal. The selection of students to be subjected to the detection process as part of a random sweep shall be determined totally by chance and that no bias as to gender, religion or race entered into the selection.

In the event that the detector indicates that dense metal is present on or about the student's person, the employee shall request the student to indicate what metal is causing the alert. The student will remove the item for inspection. If the student then clears the inspection process without setting off the alarm then the inspection shall be terminated. If however the item cannot be safely removed, the offending metal or, having been ordered to do so, fails, then the continuation of the alarm from the detector shall constitute full probable cause to conduct a pat-down search or "frisk" the student sufficiently to locate a weapon if one is present.

In our efforts to maintain a safe and secure learning environment, the administration may coordinate with law enforcement agencies to conduct K-9 drug dog searches of classrooms, lockers and other areas as deemed necessary.

### **ELECTION OF THE HOMECOMING QUEEN & KING AND COURT/and PROM QUEEN & KING**

To run for Homecoming/Prom Queen, King, or any of the court members you must meet the following requirements:

1. You must have a 3.0 overall weighted GPA.
2. You must have NO office referrals resulting in Out of School Suspension from the previous year or year to date.
3. You must meet the minimum credit hours for appropriate grade.
4. You must be a senior female to run for Homecoming/Prom Queen and a senior male to run for Homecoming/Prom King.
5. You must be a first time applicant for Homecoming Queen/King if running for that position.
6. You must have no criminal record.

*\*Final interpretation of eligibility will rest with school administration.*

Homecoming and Prom campaign rules and regulations will be reviewed with candidates who meet the criteria for participation outlined above. The following campaign efforts will be permitted:

7. 1 sign (no larger than a standard poster board) to be placed at a designated location in the commons area no more than 3 days prior to the first day of student voting.
8. Any other campaign efforts/initiatives must be approved in advance by the appropriate sponsor:

Homecoming: See the Student Council Sponsor

Prom: See the Jr. Class Sponsor

***\*NOTE:*** No soliciting of votes with gifts of any kind (example – food, candy, toys, etc.) will be permitted.

### **SEMESTER EXAMS**

If a student knows of an excusable conflict in advance of an exam date, arrangements for the exam should be made through the designated Assistant Principal. In instances where the absence is unexpected, if the absence is excused, the attendance office will notify the teacher so arrangements can be made for the student to make-up the course exam. Unexcused absences will result in an "F" grade for the exam.

## **SCHOOL SUPPLIES**

Organization is one of the keys to success. The 3-ring binder is an organizational tool HHS has implemented to help students maintain notes and school work in one place. HHS requires all students to have and maintain an organized 3-inch, 3-ring binder for their HHS courses. (Students may opt to use two 2-2½ inch binders, if they prefer). The work for each course should be secured in the binder and each course separated by a divider. Additionally, within the binder students should have a supply pouch with pens, pencils, highlighters, etc. At the end of each grading period, teachers will work with students to clean out items that are no longer needed for their class and students should retain those papers at home or discard them according to the teacher's direction. A student's binder(s) will be graded quarterly on a rotating basis in core content courses using a school-wide binder grading rubric.

Additionally, every student is expected to have a calendar/planner that they maintain throughout the year. Any other supplies needed for individual courses (such as lined paper, graph paper, rulers, writing journal, etc.) will be reviewed with students by their teachers during the school-wide open house and in the first days of the school year.

## **TOBACCO FREE POLICY**

No student, employee, volunteer, contractor, or school visitor is permitted to use tobacco products of any kind including e-cigarettes and vape devices;

- a. In any building, facility, or vehicle that is owned, leased, or rented by the school district.
- b. On any district-owned, leased, rented, or chartered grounds and property including all schools, district offices, athletic fields, practice fields, playgrounds, parking lots, administrative offices, maintenance or transportation areas.
- c. At any off-campus, school-sponsored event.

Note: The entire Comprehensive Tobacco Free policy, (rule 2.55) may be viewed on the Hardee County School Board web-site.

## **WITHDRAWAL FROM SCHOOL**

Should it be necessary for the student to withdraw from school during the year, they must bring their parents in to sign the proper documentation. Parents need to state the reason for withdrawal, the withdrawal date, and their destination so that transfers can be completed. Students must return all books and instructional materials checked out to them, and they must clear all financial obligations to the school.

## **ATTENDANCE POLICIES**

**Florida Statute 1003.26 places the responsibility on parents and legal guardians for school attendance of children.** It is essential that our children receive an education. Failure to attend school in a regular and timely fashion hinders the education process. Truancy and poor school performance have a direct relationship to juvenile delinquency and destructive behavior. A disproportionate percentage of juvenile crime occurs when juveniles should be in school. Parents and guardians must be responsible for sending their children to school.

A student who becomes 16 years of age is not subject to compulsory school attendance beyond the date they attain that age if the student files formal declaration of intent to terminate school enrollment. The declaration must be signed by the student and parent or guardian and must acknowledge that terminating school enrollment is likely to reduce the student's earning potential.



In compliance with Florida School Laws, the Hardee County School Board recognizes excused absences as those resulting from:

1. Personal illness of the student (medical evidence may be required by the principal).
2. Court appearance of the student (summons required).
3. Medical appointment of the student (medical statement may be required).
4. Religious holiday or religious instruction.
5. Death in the immediate family (Funeral or program notice from the service).
6. Approved school activity.
7. Traffic Accident (Official accident report).
8. Insurmountable problems (permission by principal may be required).

When a student is absent, a parent note must be submitted to the attendance office and the note MUST present a full explanation of the absence or the emergency and a working phone number for parent contact. Notes WILL NOT be honored without parent verification.

The parent note should be received by the school within ten days of the absence in order for it to be excused. Absences not documented in writing by the parent/guardian and not included in the excuses listed above shall be UNEXCUSED. If a student receives more than 15 unexcused absences in a class within one semester, they will be denied credit in that class for that semester, regardless of the grade earned. If a student is continually sick and repeatedly absent from school, the student must be under the supervision of a physician in order to receive an excuse from attendance. After 15 absences (excused or unexcused) in any 90-day period, students will be placed on "Medical Notes Only" status. Once placed on "Medical Notes Only" status, students will be required to submit a doctor's note or meet with the Assistant Principal for Attendance for all other absences for the remainder of the semester.

For any absence, it is the STUDENT'S responsibility to make up all work missed upon returning to school. The make-up work must be completed immediately, with one day allowed for each day absent, or a grade of zero will be recorded and will become part of the term average. Students will only be given 70% of the grade they earn on work they complete for unexcused absences.

Note: Each student arriving on campus must remain on campus until the end of the academic day, exceptions include students participating in SFSC courses, school-sponsored activities, or student checked out through the attendance office. Any student who leaves the school grounds or class without specific permission (skipping) will be disciplined accordingly.

#### **Long Term Illness:**

Students who are ill and will be absent for more than three days may request homework to be gathered for them. The student or parent may call the front office and request homework for the student. It will be available for pick-up 24 hours after the request is received by the front office clerk. After 15 absences due to illness (excused or unexcused) in any 90 calendar-day period, students will be placed on the "medical notes only" list. Students placed on this list remain on the list for the rest of the semester and must provide a physician's statement explaining any future absences.

#### **Pre-Arranged Absences:**

Students who are aware of an upcoming absence need to complete a pre-arranged absence form PRIOR to being absent. This pre-arranged absence form needs to be completed at least two days before being absent. The form can be picked up in the attendance office and needs to be signed by the Assistant Principal for Attendance prior to the date of absence. Pre-arranged absences that fall outside the approved guidelines for excused absences will require a mandatory parent conference with the school principal before the student leaves. The Assistant Principal for Attendance will determine if the absence is to be excused or unexcused. Whether excused or unexcused, absence(s) will not be considered a school-related absence unless the student is participating in a school sponsored activity. Emergencies will be handled on an individual basis. ALL pre-arranged absence forms will be verified through the Attendance Office. Students are to arrange to complete all assignments and all course content missed.

### Pre-arranged Absence Procedure:

9. Pick-up form from attendance office
10. Parent completes/sign
11. Assistant Principal for Attendance signature obtained
12. Have all classroom teachers sign
13. Turn in completed form to attendance

### **School-sponsored Activities:**

School-sponsored activities are not recorded as absences. Examples (but not limited to) of School Sponsored Activities are:

1. Approved curriculum related trips
2. District, regional or state contest, meeting or sporting event
3. School assemblies
4. Testing

All school-sponsored activities must be approved by the Assistant Principal for Attendance and presented to the teacher at least 2 days prior to the planned activity. The form should be signed in the following order:

14. Sponsor
15. Assistant Principal for Attendance
16. Parent
17. Teachers

In order for a student to participate in off-campus field trips, he/she must have a notarized (current year) Emergency Card on file with the school. All work missed due to on or off campus school related activities is to be made up prior to the activity unless otherwise arranged with teachers. It is the responsibility of the school sponsor to insure that signed school sponsored activity slips are on file in the attendance office. Before leaving for an off-campus field trip, the sponsor must obtain copies of each participating student's emergency card and travel with the emergency card copy. The sponsor is required to take attendance prior to departure from the school and send the list of actual participants to the attendance office. If a student participates in a school-related event and misses a class without receiving approval by the teacher, then the student's absence from that class will be handled as an unexcused absence.

Graduating seniors may be excused from classes during the final days of their last semester to participate in graduation exercises, rehearsals, etc. Seniors excused by the principal for these reasons will not be counted absent. They will have demonstrated course mastery by the fact that they have completed all graduation requirements.

### **Make-Up Work:**

Important Note: It is a student's responsibility to request make-up work from their teachers and to complete and turn in missed work.

### **Excused Absence:**

For any excused absence, it is the STUDENT'S responsibility to make up all work missed upon returning to school. The make-up work must be completed immediately, with one day allowed for each day absent, or a grade of zero will be recorded and will become part of the term average. Upon consideration of the length of time missed and the nature of the make-up work, a teacher may use their discretion to extend the time period that a student has to complete make-up work. Work assigned prior to the absence is due the day the student returns to school. Tests will be taken at the discretion of the teacher with consideration of the nature of the absence.

**Unexcused Absence:**

Students must meet a minimum standard of attendance in order to receive course credit. Any student who misses more than 15 unexcused days from any one course in a given semester will be denied credit in that course, regardless of the grade earned.

For any unexcused absence, it is the STUDENT'S responsibility to make up all work missed upon returning to school. The make-up work must be completed immediately, with one day allowed for each day absent, or a grade of zero will be recorded and will become part of the term average. Upon consideration of the length of time missed and the nature of the make-up work, a teacher may use their discretion to extend the time period that a student has to complete make-up work. Students will only be given 70% of the grade they earn on work they complete for unexcused absences.

Work assigned prior to an absence is due the day the student returns to school. Tests will be taken at the discretion of the teacher with consideration of the nature and length of the absence.

Students, age 16 or older, will be withdrawn after ten (10) consecutive days for non-attendance. If a student is absent 10 consecutive days due to extenuating circumstances, it is the parent's responsibility to contact the school to inform them of the extenuating circumstances and request their child not be withdrawn from school.

**Tardiness:**

Tardy is defined as reporting for class after the tardy bell has finished ringing without a proper pass for being late.

**TARDIES – First Period**

Students who arrive to school after the first period tardy bell has rung will report directly to the attendance office for a pass. The attendance office will issue a pass to the student which will indicate if the student should be marked absent (specifying excused or unexcused) or tardy to first period. The pass from the attendance office will include the time the student left the attendance office so that teachers may monitor if students loitered before making their way to the classroom.

*\*The student must be present at least 50% of the class period to be marked present for that class period.*

**TARDIES – After First Period**

After first period, if a student is up to 5 minutes late to class, the teacher will issue a verbal warning to the student for his/her first two tardies. Upon the third tardy to class, the teacher will assign the student to a lunch detention at the CatTrap. At any time, if a student is more than 5 minutes late to class, the teacher should send the student to the office with a discipline referral for "being out of area." Teachers should use their professional judgment and common sense in the handling of unexpected legitimate delays-(such as bathroom emergencies) that a student may encounter.

*\*The student must be present at least 50% of the class period to be marked present for that class period.*

**Checking Out of School:**

Students should only leave school for the following reasons: Medical appointment, court appearance, funeral, or family emergency. Because presence in class is so important, parents and students are expected to make dental and medical appointments after school whenever possible. If a student must sign out to leave school during the school day, he/she must sign out at the attendance office.

Students who drive and intend to sign out during the school day must bring to Attendance a written parent note that states the date and reason for the student to check out early and includes a

working telephone number so the parent can be contacted to verify the note. In order to confirm the authenticity of the note, the contact number on the note must match the student's emergency card information.

A parent phone call to the attendance office is not sufficient for the school to release a student. If a parent needs to check their student out of school, they must come into the Attendance Office and provide identification that matches the student's emergency card. The attendance office secretary is required to verify that the person checking the student out is on the student's emergency card before they can release the student from school. Students will not be called out of class until the parent arrives and the attendance secretary has had the opportunity to verify the parent identification with the emergency card. When a parent checks a student out of school early, it does not automatically constitute an excused absence – As with any other absence, a parent note must still be submitted. The note will then be reviewed and the absence determined as excused or unexcused. A parent may submit the written note at the time they check the student out of school.

A student who becomes ill during the school day should get a pass from his/her teacher and report to the nurse. Should the nurse decide to send a student home, a parent should be contacted. A student who leaves without authority from the nurse or an administrator will receive disciplinary consequences. It is imperative that students have updated emergency cards on file in order to expedite the school's ability to reach a parent/guardian.

If a student checks out of school after attendance has been taken in a class, and the early checkout causes the student to miss more than 50% of the time in that class period, then the student's attendance will be adjusted to reflect that the student was absent from that class period.

## **DISCIPLINE POLICIES**

The Mission of the Hardee County School District is to provide all students a high-quality education in a nurturing and creative environment to develop responsible citizens. To accomplish this, it is necessary that Hardee High School function as a non-hostile, disruption-free environment. Every attempt will be made by the administration and staff to take such steps as necessary to prevent the occurrence of misbehavior in every possible way.

Every group needs discipline if its members are going to work together. In our school, we too must have some form of discipline if we are to exist together as classmates and teammates, and if learning is to take place. The rules, policies and consequences contained herein apply to any HHS student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school, students, or staff.

## **BULLYING REPORTING PROCEDURE**

Bullying or harassment of any student or employee at Hardee Senior High School will not be tolerated. Employees, students, parents, and visitors are encouraged to report suspected incidents of bullying or harassment to the administration either verbally or in writing. Anonymous reports may be called in to the school Deans' Office or submitted online on the Hardee School District website.

## **Cyber-bullying Policy**

**Note: The cyberbullying policy may be viewed on the Hardee Senior High School website.**

## **ID BADGES**

School issued ID badges must be carried with students at all times during the school day. A student is required to immediately produce the badge at the request of any staff or faculty member. 1<sup>st</sup> Period teachers will issue a temporary ID badge to students who failed to bring their ID to school.

- 1<sup>st</sup> Offense – Temporary ID issued
- 2<sup>nd</sup> Offense – Temporary ID issued
- 3<sup>rd</sup> Offense – Temporary ID issued
- 4<sup>th</sup> Offense – Temporary ID issued and a lunch detention assigned by teacher. After the 4<sup>th</sup> offense, the process then starts over.

Failure of a student to produce their ID badge (or Temporary ID) when requested after 1<sup>st</sup> period will result in a detention assignment or discipline referral depending on number of previous infractions to the I.D. badge rule.

The condition of a student's ID badge must be maintained in order for the ID badge to be considered legitimate. The condition of ID badges should be maintained in such a way that the school name, student name, swipe stripes, student picture, and ID number are easily readable and are not defaced. If the condition of the ID badge does not meet these requirements, it is the student's responsibility to purchase a replacement badge in order to become compliant, and failure to do so will result in a disciplinary referral.

A replacement ID badge will cost the student \$5.00 and can be purchased in the Media Center before school and during lunch.

New ID badges will be made available to all students who need replacements at the start of the second semester, at no cost.

### **SATURDAY WORK DETAIL**

Saturday Work Detail is one level of action that the Dean's office may take in providing consequences to students for behavior/rule infractions. Saturday Work Detail will run on various Saturdays throughout the school year from 8:30 a.m. to 10:30 a.m. and will be supervised by a designated school employee. Students will not be permitted to participate in the Saturday Work Detail if they arrive late or out of dress code. Failure to meet these conditions will result in students being marked ABSENT, which will result in further discipline consequences. Students assigned to Saturday Work Detail must provide their own transportation to and from school and are required to follow all school rules/policies. Participating students who drive themselves should park in the student parking lot. Students who do not drive must be dropped off and picked up on time in the front of the campus. Upon arrival, students should report to the Student Block in the Central Commons Area. Activities involved in a student's Saturday Work Detail include school beautification and clean up, and thus students should wear appropriate attire for this type of work. In addition, it is recommended that students use sunscreen and wear a hat as most activities will take place outdoors. A student's failure to participate in an assigned Saturday Work Detail will result in a more serious level of consequences that may include in-school suspension (ACE) or out of school suspension.

All school rules and behavior expectations, including dress code apply to students who participate in a Saturday Work Detail.

### **GUIDELINES FOR SUSPENSION**

The principal or his designee may suspend students for up to ten (10) school days provided that each suspension and the reasons for it are reported immediately by telephone and in writing, and delivered personally or by mail to the parents and to the Superintendent. The length and conditions of the suspension may vary depending on the seriousness of the misconduct and the student's record.

Students in grades 9-12 who are placed on out-of-school suspension will be allowed to make up missed work after returning from the suspension. He/she will be given only 70% of the grade they earn on the make-up work. While suspended, a student may not participate in or attend any school-sponsored activity.

Schools may develop systems of in-school suspension which are assigned by the principal or his/her designee. In-school suspension will consist of supervised isolation for the length of the school day (or some portion thereof). Students will be allowed to complete work through assignments provided by the student's teacher(s).

**Alternative Classroom Environment (ACE):**

Ace is Hardee Senior High School's in-school suspension program. The student does not have a choice in OSS or ACE. If assigned ACE, THE STUDENT MUST SERVE. If dismissed from ACE, on return to school, uncompleted ACE time will be served. Students assigned to ACE may not participate in a school-sponsored or extra-curricular activity the day or days they are assigned to alternative classroom instruction.

**GUIDELINES FOR EXPULSION**

Florida Statutes and School Board Policy define expulsion as the removal of the right and obligation of a student to attend school for a period of time not to exceed the remainder of that term or school year and one additional year of attendance [Florida Statute 228.041 (26) and School Board Policy 5.34].

Expulsion or dismissal procedures are as follows. A written statement of charges shall be delivered personally or by certified mail to the parent(s) within five business days. Notification shall be complete at the time of personal service.

An expulsion hearing with the School Board, or its appointed hearing officer, will be scheduled at the earliest possible date, and parents will be notified as to the place and time of hearing. The student and school officials shall present evidence and call witnesses to clarify the facts. The student may also use the services of legal counsel at no expense to the School Board. The School Board will review the findings and will then adopt an order. The order will be delivered in writing to the parent or guardian. The student's identity will remain confidential within the provisions of statute unless the student's parent or guardian requests a public hearing.

Expulsion hearings are conducted under Section 120.57, Florida Statutes. Except for good cause, factual matters alleged in the recommendation for expulsion but not denied in the request for hearing shall be presumed admitted. Failure to raise a particular defense will be considered a waiver of such defense. The Model Rules of Procedure, Florida Administrative Code, Chapter 28-5, shall govern such proceedings.

All parties shall have an opportunity to present evidence and argument on all issues, to conduct cross-examination, to submit rebuttal evidence and to be represented by an attorney.

The School Board shall accurately and completely preserve all testimony in the proceeding by tape recording. On the request of any party, the School Board shall make a full/partial transcript available at actual cost. If either party desires a court reporter, he/she shall make arrangements for such court reporter and bear the expense. The School Board will provide interpreter services if such need arises.

A party who is adversely affected by final School Board action is entitled to judicial review. All proceeding for review shall be instituted by filing a petitioning with the Second District Court of

Appeal, and the review proceedings shall be conducted in accordance with the Florida Rules of Appellate Procedure.

**AHERA  
Asbestos Hazard Response Act**

Dear Parent,

In 1986, Congress passed the Asbestos Hazard Response Act (AHERA), The law required all schools, kindergarten through twelfth grade, to be inspected for asbestos-containing materials. Hardee County School Board contracted with PSI to bring our schools into compliance with the AHERA regulations, PSI in the nation's largest and most experienced environmental engineering and analytical testing firm specializing in asbestos.

The objectives of our contract with the consulting firm were to:

18. Sample, analyze and quantify asbestos-containing materials in our schools.
19. Determine any potential for exposure of building occupants to asbestos fibers.
20. Provide recommendations for corrective actions.
21. Establish priority *levels for abatement* activities.
22. Provide estimates for removal and replacement of asbestos-containing materials.

Our schools were inspected, in accordance with the law, by EPA accredited PSI inspectors. We are happy to report that we have cleared all friable asbestos from our district. The only asbestos remaining is floor tile which has been removed in many areas. We are happy to report there is no dangerous asbestos in any area.

If you have any questions, please feel free to contact the Asbestos Management/Planner, at 863-735-2055. A copy of the Management Plan is on file for your review at the school administration office.

**Hardee School District  
Code of Student Conduct  
State Defined Incidents**

For all incidents that result in the recording of a student discipline referral to the deans' office, an attempt will be made to notify a parent at a number listed on the student's emergency card.

**A. THREAT OR INTIMIDATION (TRE) - (instilling fear in others)** A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent – an intention that the threat is heard or seen by the person who is the object of the threat, (2) fear – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. F.S. 784.011

<b>First Offense</b>	<b>Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Three (3) Days OSS and Parent Conference</b>
<b>Third Offense</b>	<b>Up to Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion</b>

**B. BATTERY (BAT)** - (physical attack/harm) The physical force of violence by an individual against another. (To distinguish from Fighting, report to an incident as Battery only when the force or violence is carried out against a person who is not fighting back.) F.S. 784.03

<b>First Offense</b>	<b>Up to Ten (10) Days OSS and Parent Conference</b>
<b>Second Offense</b>	<b>Up to Ten (10) Days OSS Recommendation to Superintendent for Expulsion</b>

**C. FIGHTING (FIT)** - (mutual combat, mutual altercation) When two or more persons mutually participate in use of force of physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention.

<b>First Offense</b>	<b>Up to Five (5) Days Ace or OSS and Parent Conference</b>
<b>Second Offense</b>	<b>Ten (10) Days OSS</b>
<b>Third Offense</b>	<b>Ten (10) Days OSS with possible Recommendation to Superintendent for Expulsion</b>

\*Instigator will receive harsher punishment if determination can be made.

**D. HARASSMENT (HAR)** - 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 benefits, 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.

<b>First Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days OSS</b>
<b>Third Offense</b>	<b>Up to Five (5) Days OSS</b>

**E. UNSUBSTANTIATED HARASSMENT (UHR)** - After a complete investigation and follow up of a reported incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.)

<b>First Offense</b>	<b>Up to One (1) Day of ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days of ACE</b>
<b>Third Offense</b>	<b>Up to Five (5) Days of ACE</b>

**F. SEXUAL HARASSMENT (SXH) - (undesired sexual behavior)** Unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. An incident when one person demands sexual favor from another under the threat of physical harm or adverse consequence.

<b>First Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days OSS</b>
<b>Third Offense</b>	<b>Up to Five (5) Days OSS</b>



**G. SEXUAL BATTERY (SXB) – (attempted or actual)** Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.

**First Offense - Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion and Referral to Law Enforcement**

**H. SEX OFFENSES (SXO) - Lewd Behavior/Indecent Exposure** - This includes sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes indecent exposure (exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place).

**First Offense - Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion and Referral to Law Enforcement**

**I. OBSCENITY** - Conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness; such as phone calls or other communication, unlawful manufacture, publishing, selling, buying or possessing obscene materials, such as literature or photos.

<b>First Offense</b>	<b>Up to three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to five (5) Days ACE</b>
<b>Third Offense</b>	<b>Up to five (5) Days OSS</b>

**J. WEAPONS POSSESSION (WPO) – (possession of firearms and other instruments which can cause harm)** Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.) F.S. 790.115 and 810.095

**First Offense - Ten (10) Days OSS, Recommendation to Superintendent for Expulsion, Referral to Law Enforcement (with confiscation)**

**K. OTHER WEAPONS** - Possession, use or intention of use of any instrument or object to inflict harm on another person, or to intimidate any person. Included in this category are all types of knives, chains, pipes, razor blades or similar instrument with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils, pens), nunchucks, brass knuckles, Chinese stars, billy clubs, tear gas gun, electrical weapons or device (stun gun) BB or pellet gun, air soft BB guns, explosives or propellants. Possession of any type of knife (including a pocket or pen knife) is included here.

<b>First Offense</b>	<b>Up to Five (5) Days OSS (with confiscation)</b>
<b>Second Offense</b>	<b>Up to Ten (10) Days OSS with Confiscation and Possible Recommendation to Superintendent for Expulsion</b>

**L. DANGEROUS OBJECTS** - Mace, pepper spray, cigarette lighters, and other objects used in a threatening or intimidating way, or used to cause a disruption as determined by the Principal or his designee.

<b>First Offense</b>	<b>Up to Five (5) Days ACE (with confiscation)</b>
<b>Second Offense</b>	<b>Up to Three (3) Days OSS (with confiscation)</b>
<b>Third Offense</b>	<b>UP to Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion</b>

**M. ALCOHOL (ALC) - (possession, use, or sale)** Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

**First Offense - Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion and Referral to Law Enforcement. The Expulsion may be reduced to Ten (10) Days OSS if the parent and student agree to alcohol screening for the student at parent's expense. A report must be received by the Principal that attests to the occurrence of the screening. This option will be available only one (1) time during a student's enrollment in the Hardee County School System, Grades 6-12.**

**N. DRUG USE/POSSESSION-EXCLUDING ALCOHOL DRU- (illegal drug possession or use)-** The use or possession of any drug, narcotic, or controlled substance or any substance when used for hallucinogenic purposes. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

**First Offense - Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion and Referral to Law Enforcement. The Expulsion may be reduced to Ten (10) Days OSS if the parent and student agree to drug screening for the student at parent's expense. A report must be received by the Principal that attests to the occurrence of the screening. This option will be available only one (1) time during a student's enrollment in the Hardee County School System, Grades 6-12.**

**O. DRUG SALE/DISTRIBUTION-EXCLUDING ALCOHOL DRD - (illegal sale or distribution of drugs)** The manufacture, cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug.

**First Offense - Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion and Referral to Law Enforcement.**

**P. POSSESSION/USE OF TOBACCO (TBC) -** Any possession or use of any type of tobacco product or representative of such. This includes e-cigarettes and vape devices. (Items will be confiscated.)

<b>First Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to Two (2) Days OSS</b>
<b>Third Offense</b>	<b>Up to Five (5) Days OSS</b>

**Q. BOMB THREATS (DOC)**

**Any Offense - Ten (10) Days OSS with Recommendation to Superintendent for Expulsion and Referral to Law Enforcement.**

**R. FELONIES** - Students charged with a felony on property other than public school property and shown to have an adverse impact on the educational program, discipline, or welfare in the school. Should the student enter a plea of no contest or be adjudicated guilty, he/she will be recommended to the superintendent for expulsion. F.S 232.26:2

**First Offense - Parent Conference and Possible OSS until Court of Jurisdiction determines guilt or innocence or dismissal of charge. (If adjudicated of the felony, the Student will be recommended to the Superintendent for Expulsion). F.S. 1001.5**

**S. EXTORTION** - Obtaining something of value through use of threat or use of force.

<b>First Offense</b>	<b>Up to Five (5) Days OSS</b>
<b>Second Offense</b>	<b>Up to Ten (10) Days OSS</b>
<b>Third Offense</b>	<b>Ten (10) Days OSS and Recommendation to Superintendent for Expulsion</b>

**T. VANDALISM (VAN)** - Willfully destroying public property or property of others. Parents will be responsible for restitution.

UNDER \$50 VALUE:

<b>First Offense</b>	<b>Restitution, Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Restitution, Five (5) Days OSS</b>
<b>Third Offense</b>	<b>Restitution, Ten (10) Days OSS, and Referral to Law Enforcement</b>

AT OR OVER \$50 VALUE:

<b>First Offense</b>	<b>Restitution, Five (5) Days OSS, and Referral to Law Enforcement</b>
<b>Second Offense</b>	<b>Restitution, Ten (10) Days OSS, and Referral to Law Enforcement</b>

**U. LARCENY/THEFT (STL)** - To knowingly obtain, use or endeavor to obtain or use the property of another either permanently or temporarily. FS 812.014

UNDER \$50 VALUE:

<b>First Offense</b>	<b>Parent Notification, Restitution and Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Parent Notification, Restitution and Up to Five (5) Days OSS</b>
<b>Third Offense</b>	<b>Parent Notification, Restitution and Up to Ten (10) Days OSS, and Referral to Law Enforcement</b>

AT OR OVER \$50 VALUE:

<b>First Offense</b>	<b>Parent Notification, Restitution and Up to Ten (10) Days OSS and Referral to Law Enforcement</b>
<b>Second Offense</b>	<b>Parent Notification, Restitution and Up to Ten (10) Days OSS with Recommendation to Superintendent for Expulsion and Referral to Law Enforcement</b>

**V. FALSE FIRE ALARMS (DOC)** - Unjustified activation of a fire alarm system. F.S. 806.101

**First Offense** Ten (10) Days OSS with Referral to Law Enforcement  
**Second Offense** Ten (10) Days OSS with Recommendation to Superintendent for Expulsion and Referral to Law Enforcement

**W. FIREWORKS (WPO)** - Possession and/or igniting fireworks, firecrackers, or other explosive or noisemaking devices.

**First Offense** Up to Three (3) Days ACE/OSS  
**Second Offense** Up to Five (5) Days OSS  
**Third Offense** Up to Ten (10) Days OSS

**X. ARSON (ARS)** - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**First Offense** Ten (10) Days OSS, Parent Conference and Referral to Law Enforcement  
**Second Offense** Ten (10) Days OSS, Referral to Law Enforcement and Referral to Superintendent for Expulsion

**Y. BATTERY ON SCHOOL EMPLOYEE (BAT)** - The physical use of force or violence by an individual against a school district employee. F.S. 784.03, 784.081

**First Offense** Ten (10) Days OSS and Recommendation to Superintendent for Expulsion

**Z. BREAKING & ENTERING/BURGLARY (BRK)** - The unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.

**First Offense** Ten (10) Days OSS, parent conference, and Referral to Law Enforcement  
**Second Offense** Ten (10) Days OSS with Referral to Law Enforcement agency and Recommendation to Superintendent for Expulsion

**AA. DISRUPTION ON CAMPUS (DOC)** - (major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. This does not include defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.

**First Offense** Up to Five (5) Days OSS  
**Second Offense** Up to Ten (10) Days OSS and Possible Referral to Law Enforcement

**BB. FORGERY (OMC)** - Students' falsely making, altering, or counterfeiting documents intended for school use. This includes students signing parents and/or school personnel names to notes, report cards, permission forms, etc. This also includes students signing or writing notes for friends.

**First Offense** Two (2) days ACE  
**Second Offense** Four (4) Days ACE  
**Third Offense** Five (5) Days OSS

**CC. GAMBLING (OMC)** - Any participation in games of chance for money and/or other things of value.

<b>First Offense</b>	<b>Student/Administrator Conference</b>
<b>Second Offense</b>	<b>One Day ACE</b>
<b>Third Offense</b>	<b>Two Days ACE</b>

**DD. OBSCENITY/VULGARITY TO EMPLOYEES (SXO)** - Directing obscene or vulgar language to school district employees or volunteers on or off school property.

<b>First Offense</b>	<b>Up to Five (5) Days ACE or OSS</b>
<b>Second Offense</b>	<b>Up to Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion</b>

**EE. ROBBERY (ROB)** - Obtaining something of value through the use of threat or force.

<b>First Offense</b>	<b>Up to Five (5) Days ACE or OSS</b>
<b>Second Offense</b>	<b>Up to Ten (10) Days OSS</b>
<b>Third Offense</b>	<b>Up to Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion</b>

**FF. TRESPASSING (TRS)** - To enter or remain on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator, or designee of the facility, campus or function.

**First Offense** - **Possible Referral to Law Enforcement**

**GG. VERBAL ASSAULT TO AN EMPLOYEE (TRE)** - Seriously threatening to inflict injury and having the ability to do so. No physical contact is necessary. FS 784.011, 784.081

<b>First Offense</b>	<b>Ten (10) Days OSS</b>
<b>Second Offense</b>	<b>Ten (10) Days OSS with Recommendation to Superintendent for Expulsion</b>

**HH. BULLYING (BUL)** - The incident is bullying if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonable interfere with the individual's school performance or participation.

<b>First Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days OSS</b>
<b>Third Offense</b>	<b>Up to Ten (10) Days OSS</b>

**II. UNSUBSTANTIATED BULLYING (UBL)** - After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.)

<b>First Offense</b>	<b>Up to One (1) Day of ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days of ACE</b>
<b>Third Offense</b>	<b>Up to Five (5) Days of ACE</b>

**JJ. OTHER MAJOR INCIDENTS NOT DEFINED (OMC)** - Any major incident resulting in a disciplinary action not classified previously, including but not limited to bribery, fraud, embezzlement, forgery, gambling, extortion/blackmail, stolen property or driving under the influence.

**Locally Defined Incidents  
(Office Managed Behaviors)**

**1. DEFIANCE OF AUTHORITY (ZDA) (INSUBORDINATION)** - Refusing to obey directions given by an authority.

<b>First Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to Five (5) Days ACE</b>
<b>Third Offense</b>	<b>Up to Five (5) Days OSS</b>

**2. ABUSIVE BEHAVIOR/HORSEPLAY (ZAB)** - Rough, rowdy play, play fighting, poking, bumping, or bothering someone that stops with verbal intervention with no physical harm.

<b>First Offense</b>	<b>Up to One (1) Day ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Third Offense</b>	<b>Up to Three (3) Days OSS</b>

**3. ABUSE OF SCHOOL PROPERTY (ZAP)** - Any damage or cause to be damaged to any dwelling, structure, or conveyance, whether occupied or not, or its contents, including lawn.

<b>First Offense</b>	<b>Up to One (1) Day ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Third Offense</b>	<b>Up to Three (3) Days OSS</b>

**4. BUS MISCONDUCT (ZBS)** - School Bus Drivers have the authority to control students during the time they are on the school bus and shall require order and good behavior by students being transported as outlined in Florida Statute 1006.10. Any offense committed by a student on a county-owned or contracted bus, or at a bus stop, shall be punished in the same manner as if the offense had been committed at the student's assigned school. Bus infractions are considered to be serious and students engaging in such activities can expect to face the following consequences.

**CATEGORY A** – includes bus misconduct that is a violation of bus safety rules including, but not limited to, walking while bus is in motion; putting hands, head, and arms out of window; excessive noise; and failure to obey driver.

<b>First Offense</b>	<b>Warning</b>
<b>Second Offense</b>	<b>Written Assignment, Seat Assignment, or Short Term Suspension</b>
<b>Third Offense</b>	<b>Three (3) Days Bus Suspension</b>
<b>Fourth Offense</b>	<b>Five (5) or more Days Bus Suspension</b>

**CATEGORY B** – includes more serious misbehavior such as fighting, creating a dangerous situation, misuse of safety devices, disrespect, obscene language, threats, etc. These infractions may result in discipline consequences listed in the student handbook and may include the

consequences for bus misconduct listed in Category A, a temporary revocation of student's bus privileges, or other actions applicable as per Florida Statute 1006.10 (7).

**5. PLAGARISM** - To use the ideas or writings of another without permission or citation.

<b>First Offense</b>	<b>Up to One Day (1) of ACE and a Zero (0) on the assignment</b>
<b>Second Offense</b>	<b>Up to Three (3) Days of ACE and a Zero (0) on the assignment</b>
<b>Third Offense</b>	<b>Five Days (5) ACE and a Zero (0) on the assignment</b>

**6. USE OF DISPARAGING OR DEMEANING LANGUAGE (ZDL)** - Words which are spoken solely to harass or injure other people, such as name calling, racial slurs, or derogatory statements.

<b>First Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to Five (5) Days OSS</b>
<b>Third Offense</b>	<b>Up to Ten (10) Days OSS</b>

**7. DISRESPECT TO STAFF (ZDR)** - Disrespectful language or action directed toward school district employees.

<b>First Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to Five (5) Days ACE</b>
<b>Third Offense</b>	<b>Up to Five (5) Days OSS</b>

**8. GENERAL DISRUPTION-CONDUCT OR SPEECH (ZDB)** - Conduct or speech (verbal, written, or symbolic), which materially and substantially disrupts the orderly educational process including but not limited to classroom work, school activities, school functions and violations of teacher's classroom rules. The use of objects such as electronic communication devices (beepers, pagers, cellular phones), laser pointers, radios, cameras, or other recreational devices will constitute a violation under this section. (Items will be confiscated and returned to parent.)

<b>First Offense</b>	<b>Up to Three (3) Day ACE/Confiscated</b>
<b>Second Offense</b>	<b>Up to Five (5) Days ACE/Confiscated</b>
<b>Third Offense</b>	<b>Up to Five (5) Days OSS</b>

**9. GANG ACTIVITY (ZDA)** - Display of gang signs, graffiti, paraphernalia, colors, etc.

<b>First Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days OSS</b>
<b>Third Offense</b>	<b>Up to Ten (10) Days OSS</b>

**10. IMPROPER DRESS (ZID)** - Students wearing clothing that does not comply with the HHS Dress for Success policy as adopted by the Hardee County School Board.

<b>First Offense</b>	<b>Warning w/Immediate Correction OR ACE</b>
<b>Second Offense</b>	<b>Saturday Work Detail</b>
<b>Third Offense</b>	<b>Up to One (1) Day ACE</b>

**11. LYING (ZLY)** - making untrue statements with the intent to deceive and/or cause harm.

<b>First Offense</b>	<b>Up to One (1) Day ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Third Offense</b>	<b>Up to Three (3) Days OSS</b>

**12. MATCHES/LIGHTERS (ZML)** - Possession of, Use of, or displaying of, fire igniting materials in a non-threatening manner.

<b>First Offense</b>	<b>Confiscation and Warning</b>
<b>Second Offense</b>	<b>Confiscation and up to one (1) Day ACE</b>
<b>Third Offense</b>	<b>Confiscation and up to three (3) Days ACE</b>

**13. MINOR CONFRONTATION/ INCITING A FIGHT (ZMC)** - Verbal or physical actions where no physical injury occurs, including verbal confrontations and tussles.

<b>First Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days OSS</b>
<b>Third Offense</b>	<b>Up to Ten (10) Days OSS</b>

**14. MISUSE OF EMERGENCY EQUIPMENT (ZME)** - Unjustified activation of a fire extinguisher.

<b>First Offense</b>	<b>Up to Three (3) Days ACE or OSS and Possible Referral to Law Enforcement</b>
<b>Second Offense</b>	<b>Up to Five (5) Days OSS and Referral to Law Enforcement</b>
<b>Third Offense</b>	<b>Up to Ten (10) Days OSS with Referral to Law Enforcement</b>

**15. NOT IN ASSIGNED AREA (ZAS)** - Misuse of classroom pass or skipping class.

<b>First Offense</b>	<b>Saturday Work Detail</b>
<b>Second Offense</b>	<b>Up to One (1) Day of ACE</b>
<b>Third Offense</b>	<b>Up to Three (3) Days ACE</b>

**16. LEAVING SCHOOL WITHOUT PERMISSION** - Leaving campus without signing out in the attendance office or receiving permission from school staff.

<b>First Offense</b>	<b>Up to One (1) Days ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Third Offense</b>	<b>Up to Five (5) Days ACE</b>

**17. UNAUTHORIZED USE OF CELL PHONE OR UNAUTHORIZED OBJECT (ZUO)** - Students using cell phones during class time without permission will be sent to the Dean's office for discipline. This also includes video - taping incidents without permission on the campus of HHS.

<b>First Offense</b>	<b>Warning</b>
<b>Second Offense</b>	<b>Confiscation until end of the day and Lunch Detention</b>
<b>Third Offense</b>	<b>Confiscation with parent pick-up, and Saturday Work Detail.</b>
<b>Fourth Offense</b>	<b>Confiscation with parent pick-up and one day of ACE.</b>

**18. USE OF PROFANITY/SWEARING (ZPF)** -The use of profane words or actions or swearing.

<b>First Offense</b>	<b>Up to One (1) Day ACE</b>
<b>Second Offense</b>	<b>Up to Three (3) Days ACE</b>
<b>Third Offense</b>	<b>Up to Five (5) Days ACE</b>
<b>Fourth Offense</b>	<b>Up to Five (5) Days OSS</b>



**19. USE OF PROFANITY/SWEARING TO EMPLOYEES (ZDR)** - Directing profanity, swearing or disparaging language to school district employees or volunteers on or off school property.

<b>First Offense</b>	<b>Up to Five (5) Days OSS</b>
<b>Second Offense</b>	<b>Up to Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion</b>

**20. MISUSE OF AUTOMOBILES (ZTV)** - Driving on school property carelessly without due caution so as to endanger persons or property. Violations may result in law enforcement involvement as well as school consequences outlined below. In addition, students who use their automobiles to leave campus without permission or properly signing out in the Attendance Office can lose their driving privileges. This includes the transportation of other students from school property/off campus without permission, which may result in more severe discipline consequences.

**MAJOR TRAFFIC VIOLATION** - Immediate probability of harm to property or person.

<b>First Offense</b>	<b>Up to one (1) Saturday Work Detail</b>
<b>Second Offense</b>	<b>Up to Ten (10) Days Suspension of Driving Privileges</b>
<b>Third Offense</b>	<b>Possible Loss of Driving Privileges for up to 1 semester (18 weeks).</b>

**MINOR TRAFFIC VIOLATION** - includes not displaying parking permits, parking in non-designated spots, etc.

<b>First Offense</b>	<b>Warning</b>
<b>Second Offense</b>	<b>Up to one (1) Saturday Work Detail</b>
<b>Third Offense</b>	<b>Up to Ten (10) Days Suspension of Driving Privileges</b>

\*Any student's vehicle found to be in an unsafe condition, (bald tires, leaking fuel, etc.) may be banned from parking on school grounds until the unsafe condition is corrected. Parking permits can be refused or revoked at any time by the school administration.

**21. RULES VIOLATION (ZRV)** - Failure to follow school or classroom rules.

<b>First Offense</b>	<b>Up to one (1) Day ACE or Saturday Work Detail</b>
<b>Second Offense</b>	<b>Up to three (3) Days of ACE</b>
<b>Third Offense</b>	<b>Up to five (5) Days of ACE</b>

**22. PUBLIC DISPLAY OF AFFECTION (ZIB)** - School is not the proper place for students to demonstrate affection for one another. Kissing, hugging, etc. are activities prohibited during school hours. Violators are to be sent to the office. Handholding is acceptable.

<b>First Offense</b>	<b>Warning</b>
<b>Second Offense</b>	<b>One (1) Day ACE</b>
<b>Third Offense</b>	<b>Two (2) Days ACE</b>

**23. MISUSE OF THE INTERNET (ZIP)** - See page 4 for examples of unacceptable uses of the network. The punishment will depend on the severity and frequency of abuse.

<b>Minimum Penalty</b>	<b>ACE Time</b>
<b>Maximum Penalty</b>	<b>OSS Time and Possible Referral to Law Enforcement</b>

**24. MISUSE OF HARDEE COUNTY SCHOOL BOARD NETWORK (ZIP)** - Unauthorized access or possession of the access code is a violation of school board policy and is considered a third (3<sup>rd</sup>) degree felony.

**First Offense**                      **Five (5) Days OSS and Possible Referral to Law Enforcement.**  
**Second Offense**                    **Ten (10) Days OSS and Possible Referral to Law Enforcement.**

**25. FAILURE TO SERVE Lunch Detention, Saturday Work Detail, ACE, or OSS** will result in further discipline action. In the event that a student has earned an excessive number of lunch detentions, those detentions will be converted to a higher level of discipline consequence.

**26. DISORDERLY CONDUCT** - Causing a significant disruption to the peace and order of the school or a school related activity. This may occur within a classroom, or at any school function that takes place on or off school board property. Disorderly conduct may include but is not limited to the following types of behavior: behavior that a school administrator determines significantly disrupted the functions of employees, students, or others involved in school activities; behavior that posed a significant threat to the safety and welfare of others; or behavior that significantly interfered with the educational process or school related function/activity.

**First Offense**                      **Up to 3 Days OSS**  
**Second Offense**                    **Up to 5 Days OSS**  
**Third Offense**                      **Up to 10 Days OSS with Possible Recommendation for PCA**

## **Teacher Managed Behaviors**

Problem behavior which violates expectations and rules, but not serious enough to warrant an office discipline referral.

**Copying/Cheating** – participates in using, copying, or providing another student with any test answers or answer keys or another person’s work representing it to be their own.

**First Offense**                      **Classroom intervention**  
**Second Offense**                    **Classroom intervention**  
**Third Offense**                      **Classroom intervention**  
**Fourth Offense**                    **Discipline Referral**  
**ID Badge Violation** – Unable to produce current ID badge after first (1<sup>st</sup>) period when requested.

**First Offense**                      **Cat Trap Lunch Detention (assigned by teacher and temporary ID issued)**  
**Second Offense**                    **Cat Trap Lunch Detention (assigned by teacher and temporary ID issued)**  
**Third Offense**                      **Cat Trap Lunch Detention (assigned by teacher and temporary ID issued)**  
**Fourth Offense**                    **Discipline Referral written and Saturday Work Detail Assigned by Dean**

1<sup>st</sup> period ID badge procedures: The classroom teacher will issue a student three (3) temporary ID badges, with a CatTrap assigned for the 4<sup>th</sup> issuance of a temporary ID. That process then repeats itself.

**Tardy** – Reporting to class after the tardy bell has finished ringing without a proper pass for being late.

<b>First Offense</b>	<b>Warning (given by teacher)</b>
<b>Second Offense</b>	<b>Warning (given by teacher)</b>
<b>Third Offense</b>	<b>Cat Trap Lunch Detention (given by teacher and each offense thereafter until the end of the semester)</b>

### **SUBSTITUTE PUNISHMENT**

If the situation arises that the punishment does not adequately address the offense, the Principal or Assistant Principal may choose to adjust the severity of the punishment. Pioneer Career Academy is a school for students that serve as an alternative to out-of-school suspension or expulsion. Placement at Pioneer Career Academy may result from those violations that list expulsion or out-of-school suspension as possible resultant measure. If a Student becomes a chronic discipline problem the discipline assigned for future offenses may be more severe than what is normally dictated by strict interpretation of the policy. The implementation of a behavior/academic contract may be used as a prior step to referral to PCA.

## **Dress For Success Attire Plan**

Throughout life, many responsibilities dictate appropriate attire and appearance. Clothing which affords modesty and good taste in pursuit of learning is encouraged. Students' dress and appearance should fall within the limits of cleanliness, good grooming, and proper taste. Several items of clothing currently in fashion have their place in the area of recreation, but are out of place in the classroom.

The school's implementation of a dress code will help prepare students for dress requirements many will face when they enter the workforce. Students are expected to wear their clothing and manage their appearance in a manner that does not disrupt teaching or distract from the educational process, promote vulgarity, violence or gang activity, depict weapons, advertise illegal substances (including alcohol, tobacco, and drugs), or express double meanings. Educators, parents, and students alike feel that students should take pride in their grooming and general appearance by selecting appropriate dress for school

### **THE REQUIRED SCHOOL ATTIRE FOR ALL STUDENTS AT HARDEE SENIOR HIGH SCHOOL DURING THE 2019-2020 SCHOOL YEAR WILL BE AS FOLLOWS:**

#### **I. General Clothing Requirements:**

The following clothing may be worn by students at Hardee Senior High School:

- a. Approved Hardee Senior High athletic or school club clothing or hats.
- b. College or Trade/Technical School clothing or hats. Such clothing may not contain graphics or language that can be interpreted as offensive or inappropriate for high school as determined by the school principal or his/her designee (Assistant Principals, Deans).

- c. Athletic clothing and hats promoting a specific athletic team(s). (For example, NIKE is not an athletic TEAM; the New York Yankees or the Georgia Bulldogs are examples of athletic TEAMS). Such clothing may not contain graphics or language that can be interpreted as offensive or inappropriate for high school as determined by the school principal or his/her designee.
- d. Clothing and hats that specifically promote a branch of the armed services (Army, Navy, Air Force, Marines, or Coast Guard). Such clothing may not contain graphics or language that can be interpreted as offensive or inappropriate for high school as determined by the school principal or his/her designee.
- e. **No graphics or messaging on any clothing or hats** beyond that described in sections a-d above will be allowed.
- f. All clothing must be free from rips and tears that expose bare skin. If clothing is ripped or torn and exposing bare skin, then the student is considered out of dress code regardless of the location of the rip or tear.

## II. **Shirt Requirements:**

- a. Shirts may be worn out over the waistline or tucked in. Shirt size shall not be more than one (1) size larger or smaller than the student's measured size and must be no lower than two (2) inches from the inner aspect of the collar bone (below the neck).
- b. Shirts in any color are acceptable. Shirts may have designer logos or emblems, but must be small enough to be covered by the students' ID badge. (Examples: Aeropostale, American Eagle, Hollister, Nautica, etc.).
- c. Button-up shirts are allowed with no more than the top 2 buttons unbuttoned. The 2-inch rule from #1 above will apply.
- d. Spaghetti, tank top, and muscle shirts are prohibited unless an outer garment is worn over the top.
- e. Strapless shirts are prohibited. Elastic collared shirts may not be worn if the shoulders are pulled down and the shirt is worn as a strapless garment.
- f. Hooded shirts are prohibited.
- g. Backless/halter shirts are prohibited.
- h. Clothing may not have rips or tears that expose bare skin. **\*Note – it does not matter where the rip or tear is located on the garment.**

## III. **Pants/Shorts/Skirt/Dress Requirements:**

- a. Pants must be fastened and worn as designed (not sagging / below the hips). Pants, shorts, skirts, and skorts cannot be baggy/oversize fit. They should be no longer in length than the heels of the shoes.

- b. Skirts, dresses, shorts, and skorts shall be no shorter than two inches above the knee.
- c. Dresses must also adhere to shirt neckline requirements and be no lower than two inches from the inner aspect of the collar bone (below the neck). No strapless dresses are permitted. Spaghetti and tank top dresses are prohibited unless an outer garment is also worn over the dress. Elastic collared dresses may not be worn if the shoulders are pulled down and the dress is worn as a strapless garment.
- d. Clothing may not have rips or tears that expose bare skin. **\*Note – it does not matter where the rip or tear is located on the garment.**

**IV. Coats/Jackets Requirements:**

- a. Coats/jackets by definition will button or zip all the way up the front of the garment. If you pull it over your head to put it on – it will not be considered a coat or jacket.
- b. Hooded coats/jackets are prohibited.
- c. Coats/jackets may have brand names displayed, however they may not contain graphics or language that can be interpreted as offensive or inappropriate for high school as determined by the school principal or his/her designee.

**V. Other “Dress for Success” Requirements:**

- a. Shoes shall be worn at all times.
- b. Sunglasses are permitted to be worn outside, but are not to be worn inside buildings.
- c. Hats may only be plain (without graphics or text), school, college, armed forces, or sports team related.
- d. Undergarments are not to be visible.

**VI. ADDITIONALLY, THE FOLLOWING ARE NOT ALLOWED AT SCHOOL:**

- a. Blankets
- b. Clothing that exposes the stomach
- c. “Tall” tees
- d. Shower caps
- e. Hair rollers
- f. Chain wallets, dog collars, spiked wrist bands or neck bands

- g. Unbuckled belts
- h. Pajamas or sleepwear
- i. Excessively revealing or transparent clothing
- j. Bedroom slippers, heelys or skate shoes
- k. Bare feet
- l. Gang related items of any kind
- m. Clothing turned inside-out
- n. Extremes in dress or grooming that cause undue attention or cause disruptive influences
- o. Clothing, jewelry, buttons, hats or any other items with words, phrases, symbols, pictures, patches or graphics which use indecent, swear, or suggestive words or are drug/alcohol or gang related.

We ask the cooperation of parents with our “Dress for Success” attire plan. It is our desire to create an environment that will serve the best interests of all students at the school.

Beginning with the first day of the school year, every student will be expected to comply with the HHS “Dress for Success” attire plan. No exceptions to the plan will be made for any student except for religious reasons. The parent must file a formal written request for exemption with the principal and provide documentation to support the request for exemption for religious reasons.

If necessary, disciplinary action will be taken to encourage compliance with the “Dress for Success” attire plan. Hardee Senior High will strive to achieve full compliance. We will resort to disciplinary action only when positive measures fail to ensure compliance. Upon initiating any disciplinary action against a student, parents will be contacted to solicit their cooperation and support of the “Dress for Success” attire plan. Disciplinary action will be initiated only after all means to secure support and cooperation have not succeeded. A progressive discipline approach, as indicated by the district and school comprehensive discipline plans, will be employed to encourage consistent compliance with the “Dress for Success” attire plan.

**NOTE:** The administration reserves the right to determine what inappropriate dress is. Administrators may make exceptions for some dress code requirements for school spirit activities. Students who are inappropriately dressed for school must change into appropriate clothing. Parent/guardian may be called and asked to bring to school appropriate clothing or take the student home to change. Time missed from class to get appropriate clothing will be unexcused.

## **Student Driver Regulations**

### **STUDENT DRIVERS**

All students wishing to drive to school, for the 2018-19 school year, must submit an application for a parking permit to the bookkeeper’s office, along with their drivers’ license, registration and proof of insurance. Students will take the completed application to the bookkeeper, along with a fee of \$10.00, to receive their permit.

Students will be issued a numbered parking hang tag which they must hang from the inside rearview mirror of the vehicle they park in the student parking lot on any given day. No student may purchase a parking permit for another student's vehicle

All unauthorized parking will result in a parking violation citation being issued. Other citations could include, wheels locked or vehicle being towed at owner's expense.

**Students wishing to park on campus must use designated student parking areas and adhere to the following regulations:**

1. All automobiles parked on school grounds must be registered with the school and must display the current parking permit.
2. Students must hold and show evidence of a valid operator's license and insurance coverage.
3. There will be a speeding limit of ten miles per hour on school grounds. Reckless driving on school grounds could lead to school discipline consequences, the issuance of a citation and/or revocation of driving privileges.
4. Students are not to be in vehicles or the parking lot during school hours without administrative approval.
5. Students are to roll up windows, lock vehicles, and leave the parking lot upon arrival at school.
6. Student vehicles are subject to search.
7. Parking regulations are strictly enforced. It is a privilege to park on school grounds. Suspension of driving privileges and/or suspension from school may occur when violations of these regulations occur.
8. All motor vehicles driven to school and operated on school property must conform to and meet all operational standards as specified by the Florida Statutes, i.e., mufflers window tinting, seat belts, etc.
9. The student drop-off and pick-up area is located in the front of the school. After school parent pick up is on the north end of the school on Rec Complex Drive.
10. Students shall not park or operate their vehicle in the staff parking lot, unless they are driving for the driver education class.

Parking permit applications may be obtained in the front office lobby. There will be no parking in or around the county recreation complex.

**ADDENDUM**

(Distributed as a separate document at open house)

- A. The Family Educational Rights and Privacy Act (FERPA)

