

Hardee Senior High School

*Parent Information
Packet*

2019 – 2020 School Year

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.

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.

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:

1. Pick-up form from attendance office
2. Parent completes/sign

3. Assistant Principal for Attendance signature obtained
4. Have all classroom teachers sign
5. 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:

- 1 Sponsor
- 2 Assistant Principal for Attendance
- 3 Parent
- 4 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. 1st Period teachers will issue a temporary ID badge to students who failed to bring their ID to school.

1st Offense – Temporary ID issued

2nd Offense – Temporary ID issued

3rd Offense – Temporary ID issued

4th Offense – Temporary ID issued and a lunch detention assigned by teacher. After the 4th offense, the process then starts over.

Failure of a student to produce their ID badge (or Temporary ID) when requested after 1st 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.

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 st period w/5 minute announcements
9:26 – 9:31	Passing Period
9:31 – 11:13	2 nd period (Even Day) / 3 rd period (Odd Day)
11:13 – 11:18	Passing Period
11:18 - 1:30	4 th period (Even Day) / 5 th 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 6th period (Even Day) / 7th 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 1st period

9:22 – 9:27 Passing Period

9:27 – 10:16 2nd period

10:16 – 10:21 Passing Period

10:21 – 11:10 3rd period

11:10 – 11:15 Passing Period

11:15 - 12:40 4th 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 5th period

1:34 – 1:39 Passing Period

1:39 – 2:28 6th period

2:28 – 2:33	Passing Period
2:33 – 3:22	7 th 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.

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 **3rd 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.

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 1st 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 1st 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.

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:

1. 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.
2. Any other campaign efforts/initiatives must be approved in advance by the appropriate sponsor:
 - o Homecoming: See the Student Council Sponsor
 - o Prom: See the Jr. Class Sponsor

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

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.

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.