

Hardee Senior High School
Parent Information Packet
2016 – 2017 School Year

DRESS FOR SUCCESS ATTIRE PLAN

A student's dress and appearance should not cause disruption, distract from the educational process, or create a health or safety concern for themselves or others. Faculty, parents, and students alike feel that students should take pride in their grooming and general appearance by selecting appropriate dress for school.

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 REQUIRED SCHOOL ATTIRE FOR ALL STUDENTS AT HARDEE SENIOR HIGH SCHOOL DURING THE 2016-2017 SCHOOL YEAR WILL BE AS FOLLOWS:

General Clothing Requirements:

1. The following clothing may be worn by students at Hardee Senior High School:
 - a. Approved Hardee Senior High athletic, or club clothing and college apparel. No other graphics or text on clothing will be allowed. Clothing may not contain graphics or language that can be interpreted as offensive or inappropriate for school.
 - b. Athletic clothing promoting athletic teams. Such clothing may not contain graphics or language that can be interpreted as offensive or inappropriate for school.
 - c. Clothing that promotes the armed services (Army, Navy, Air Force, Marines, Coast Guard).
 - d. All clothing must be free from rips and tears that expose bare skin.

Shirt Requirements:

1. Shirts may be worn out over the waistline or tucked in. Shirt size shall not be more than "1" size larger or smaller than the student's measured size and must be no lower than 2 inches from the inner aspect of the collar bone (below the neck).
2. Shirts in any color. Shirts may have designer logos or emblems, but must be small enough to be covered by the students' ID badge. (Aeropostale, American Eagle, Hollister, Nautica, ect..).
3. Button-up shirts are allowed with no more than the top 2 buttons unbuttoned. The 2-inch rule from #1 above will apply.
4. Shirts may have cap, short, or long sleeves.
5. Spaghetti and tank top shirts are prohibited unless an outer garment is worn over the top.

Pants/Shorts/Skirt/Dress Requirements:

1. Pants must be fastened and worn as designed (not 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.
2. Skirts, dresses, shorts, and skorts shall be no shorter than two inches above the knee.
3. 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). Spaghetti and tank top dresses are prohibited unless an outer garment is also worn over the dress.
4. Pajama bottoms of any kind cannot be worn to school.

Other “Dress for Success” Requirements:

1. Shoes shall be worn at all times.
2. Students should not wear any 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.
3. Sunglasses, hats, caps and all other head coverings are not to be worn in the buildings. Hats may be plain (without graphics or text), school, college, armed forces, or sports team related.
4. Extremes in dress or grooming that cause undue attention or cause disruptive influences are not allowed. Body/facial piercing (other than ears) are examples of extreme dress and grooming and are not allowed. Covering facial piercing with a band-aid or any other material is **NOT** allowed.
5. Students must wear their ID card on the front of the body above the waist at ALL times during school hours except in certain classes where safety would be an issue.
6. Undergarments are not to be visible.

THE FOLLOWING ARE NOT ALLOWED AT SCHOOL:

- “Tall” tees
- Bandanas of any color or style, shower caps
- Tank or spaghetti-strapped tops
- Hair rollers
- Hooded garments
- Strapless tops or dresses
- Chain wallets, dog collars, spiked wrist bands or neck bands
- Unbuckled belts
- No writing or graphics on any clothing, including pants/sweatpants, (except jackets - jackets by definition button or zip all the way up the front of the garment)
- Pajamas or sleepwear
- Excessively revealing clothing

- Bedroom slippers, heelys or skate shoes
- Bare feet
- Gang related items of any kind
- Clothing turned inside-out

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. Prior to 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. 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.

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).

Parental notes **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.

Written notice stating the reason for the student's absence must be brought to school by the student to the attendance office. **This 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 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, student's 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 administration for all other absences for the remainder of the semester.

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.

If a student must sign out to leave school during the school day, he/she **must** sign out at the attendance office. Identification for a person checking a student out will be required. This person must be listed on the school records as a person authorized to check him/her out. The clerk will verify the validity of the absence. **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 as outlined in a previous paragraph. 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. Because presence in class is so important, parents and students are expected to make dental and medical appointments **after** school.

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.**

PRE-ARRANGED ABSENCES

Students who are aware of an extended 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 school principal 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 school principal 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. 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:

- **Pick-up form from attendance office**
- **Parent completes/sign**
- **Principal's signature obtained**
- **Have all classroom teachers sign**
- **Turn in completed form to attendance**

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 school year and must provide a physician's statement explaining any future absences.

SCHOOL SPONSORED ACTIVITIES

School-sponsored activities are not recorded as absences. Examples (but not limited to) of **SCHOOL RELATED ACTIVITIES** are:

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

All school-sponsored activities must be approved by an administrator 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. School Principal
3. Parent
4. Teachers

All work is to be made up prior to the activity unless otherwise arranged with teachers. It is the responsibility of the student to insure that signed school sponsored activity slips are on file in the attendance office. It is mandatory that the sponsor take attendance prior to departure 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.

TARDY

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

Teachers will mark students tardy who enter class up to **five (5)** minutes after the tardy bell rings. If students enter class after the first five (5) minutes, students will be referred by their teacher to the Dean's office for discipline action as a result of being out of area. If the student misses more than 60% of the class period, the student will be marked absent from class. **(Exception: students arriving to school during first period after the tardy bell has rung, must sign in with the Attendance Office to be properly passed on to class.) Students missing more than 20 minutes of first period class time will be considered absent from that class.**

Within a semester, upon a student's third (**3rd**) tardy to class, and each tardy thereafter, a lunch detention will be assigned to the student by the classroom teacher.

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:

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.

CHECKING 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.

Students will be granted to leave school **ONLY** for the following reasons: Medical appointment, court appearance, funeral, or family emergency. Students who drive and intend to sign out during the school day must bring to Attendance a written parent note with 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. Parent telephone calls to Attendance are not acceptable unless caller can be positively identified. When parents wish to pick up their child during the school day, they must come into the Attendance Office and properly sign out their child. A photo ID must be presented by every person who wishes to check a student out of school. The attendance office must verify that the person checking the student out is on the student's emergency card before they can release a student from school. Students will not be called out of class until the parent arrives. **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. 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 60% 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.

Hardee High School has a closed campus policy during all lunches. Students will not be permitted to leave school during their lunch period unless they have one of the previously stated approved reasons for leaving. If the student is returning to school that same day, he/she will bring documentation of one of the previously stated approved reasons for leaving. Students without proper documentation can be referred to the Dean's Office for disciplinary action.

SATURDAY SCHOOL

A Saturday School option will be available for students who wish to avoid credit denial due to excessive unexcused absences. Saturday School classes will run on various Saturdays throughout the school year from 8:00 a.m. to 11:00 a.m. and will be supervised by a school employee. Students who have more than **6 unexcused absences** in a course will be denied credit unless they participate in a Saturday School Class as outlined below:

Upon a 7th unexcused absence – Participation in 1 Saturday School required

Upon a 10th unexcused absence – Participation in a 2nd Saturday School required

Upon a 13th unexcused absence – Participation in a 3rd Saturday School required

More than 15 unexcused absences from a class will result in denial of credit for the class.

ANY dual enrollment (DE) student who is referred to Saturday School due to excessive unexcused absences may not be able to participate in the DE program the following semester.

While attending a Saturday School Class, students will be required to work on course material and assignments provided to them by their teacher(s). While attending Saturday School, students must be in dress code and abide by all school rules and policies. **It is the student's responsibility to gather make-up work from his/her teachers so that they can have meaningful work to complete while participating in a Saturday School Class.** Students who do not bring prepared materials to the Saturday School Class will be assigned academic work by the supervising teacher. However, the regular classroom teachers will not be required to grade or include that miscellaneous work in determining the student's grade. As a reminder, the policy for make-up work states that a student will only be given 70% of the grade they earn on work they complete for unexcused absences.

Students who attend a Saturday School Class are required to stay for the entire three hour time period, and are required to work productively on academic work throughout the morning. Disruptions by a student during the Saturday School Class or failure of the student to work productively on course work will result in their dismissal/removal from the Saturday class.

In order for a student to be given credit for their time served in a Saturday School Class, they **MUST** be present and productive in the classroom for the entire 3-hour class period. Students who arrive late will not be permitted to enter, and will need to attend the class on a different Saturday. Students will be given reasonable breaks during the 3-hour class period. All school rules and behavior expectations apply to students who participate in a Saturday School Class.

DISCIPLINE POLICIES

The goal of Hardee Senior High School is to educate each child to the best of his or her ability. To reach this goal, it is necessary that the 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 HSHS 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 Dean's office.

CYBERBULLYING POLICY

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

ID BADGES

School issued ID badges must be worn by the students at all times on the front of the body above the waist. Teachers will issue a temporary ID badge during 1st period.

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- process then starts over.

Failure to properly display ID badge or Temporary ID 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 badge will cost the student \$5.00 and can be purchased in the library before school and during lunch.

New 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 at the north end of the campus. Upon arrival, students should report to the north end of the campus and gather in the breezeway

between the auditorium and gymnasium. Activities involved in a student's Saturday Work Detail include school beautification and clean up, and thus should wear appropriate attire for this type of work. In addition, it is recommended that students use sunscreen and 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 and will be assigned by the principal or his/her designee. In-school suspension will consist of supervised isolation for the length of the school day. 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.

HHS BLOCK DAY BELL SCHEDULE

8:25 – 8:30	Passing Period
8:30 – 9:26	1 st period
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 - 1:35	4 th period (Even Day) / 5 th period (Odd Day)
A Lunch	
11:18 – 11:48	Lunch
11:48 – 11:53	Passing Period
11:53 – 1:35	Class
B Lunch	
11:18 – 11:58	Class
11:58 – 12:28	Lunch
12:28 – 12:33	Passing Period
12:33 – 1:35	Class
C Lunch	
11:18 – 12:38	Class
12:38 – 1:08	Lunch
1:08 – 1:13	Passing Period
1:13 – 1:35	Class
1:35– 1:40	Passing Period
1:40 - 3:22	6 th period (Even Day) / 7 th period (Odd Day)
3:22	Dismissal Bell

HHS SKINNY DAY BELL SCHEDULE

8:25	Opening Bell
8:25 – 8:30	Passing Period
8:30 – 9:22	1 st period
9:22 – 9:27	Passing Period
9:27 – 10:16	2 nd period
10:16 – 10:21	Passing Period
10:21 – 11:10	3 rd 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	5 th period
1:34 – 1:39	Passing Period
1:39 – 2:28	6 th period
2:28 – 2:33	Passing Period
2:33 – 3:22	7 th period
3:22	Dismissal Bell

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, notify the principal in writing with your specific objections.**

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.

