

# **NWES**

**Master  
Builders**

**Building  
Relationships,  
Strong Foundations, &  
Bright Futures**

**2020-2021  
Student Handbook**





## **North Wauchula Elementary School**

1120 North Florida Avenue  
Wauchula, Florida 33873  
Phone (863) 773-2183 Fax (863) 773-3514



*Jessica Gray – Principal*

*Tamara Taylor-Camilo – Assistant Principal*

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Dear Parents/Guardians and Students,

Welcome to the 2020-2021 school year. The faculty and staff join me in saying we are happy to have you as a part of the North Wauchula Elementary School family. At NWES, we believe that you are our partners in educating your child. Together, we can create a rigorous educational program that will provide countless opportunities for children to grow physically, socially, and intellectually. Building upon a foundation of trust and collaboration, we can create an environment of high expectations, along with high levels of success.

At North Wauchula Elementary School, we strive to empower and inspire all students for success. This is our mission, and provides the framework for major decisions relating to operating policy. The faculty and staff at NWES provides all students a high quality education, in a nurturing and creative environment.

The following guide is an outline of the policies and procedures at NWES. I recommend that parents and students review the contents together. If after reviewing the information with your child you have questions that remain unanswered, please call the school office. We believe that open communication between the home and school is the key to success in school.

North Wauchula Elementary School parents are valued partners in the important job of educating the children of our community. We look forward to working with you, and celebrating with you, as your child grows and develops. With your partnership, we are certain to be headed in the right direction.

Sincerely,

Jessica K. Gray

Principal

## DISTRICT VISION AND MISSION

### Vision

To empower and inspire  
all students for success

### Mission

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

## ARRIVAL AT SCHOOL

School hours are 7:30 AM to 2:00 PM. Students should not be on school grounds before 7:00 AM, since supervision is not provided before that time. Parents who transport their children are to drop them off at the drop-off area located in front of the school. The area is clearly marked with college signs. To drop off or pick-up, pull up to the next available sign. Please go slowly and drive in the right lane, as this area does get congested with both vehicular and pedestrian traffic. If you must park, please find a designated parking spot in the main parking lot and walk to the crosswalk located on the north side (to the left as you face the school building) of the driveway to cross safely.

When students arrive at school each morning, they should go directly to the cafeteria if eating breakfast. If not, they can go to their designated pod assignment. Students will line up when directed by the teacher or tutor on duty. When the 7:30 bell rings, they will go to their classroom in an orderly fashion.

## DISMISSAL

The dismissal schedule is as follows:

**1:55** All bus riders will be dismissed.

**2:00** All car riders/walkers/bike riders will be dismissed.

All daycare vans, Kindergarten, 1<sup>st</sup> grade, and their older siblings will be picked up from the front of the school at 2:00.

All 2<sup>nd</sup> grade through 5<sup>th</sup> graders (who are NOT riding with a kindergarten or 1<sup>st</sup> grade student) will be picked up from the bus loop at 2:05.

Please remember that the car riders are not dismissed until 2:00 each afternoon. You will not be able to pull into the bus loop, until all buses have pulled out at 2:05. If you are waiting for buses to leave, you will need to pull off onto the grassed area on either side of the road.

### NOTE:

- Supervision is **not** provided after 2:30 PM
- Parents are not to park in the loading area.
- Students are not permitted back in the building after dismissal.

## RAINY DAY DISMISSAL

Parents should tell their children what to do when school dismisses in bad weather. If your child is a walker, please establish a plan for your child and document it on your child's Rainy Day Dismissal Form. Rainy day forms should be completed and returned to your child's teacher during the first few days of school. If your child's rainy day plan is altered at any point in the school year, please notify your child's teacher. The teacher will dismiss your child according to your directions on that form, unless they receive written notice from you stating otherwise. All other dismissals may experience a minor delay, but will proceed as normal.

## RULE ON TARDINESS

Instructional time begins at 7:30 AM. It is very important that your child be prompt to the classroom, so that he/she will not miss valuable instruction.

If your child arrives at school after 7:35 AM, he/she must sign in at the front office and receive a tardy pass before being allowed to go to his/her class.

In accordance with Hardee County School Board Policy, when the minutes a student is late equals a six hour school day, that day will be marked as an unexcused absence. After five unexcused absences in a thirty day period, the child is considered truant.

Please make an extra effort to see that your child is here at school before 7:35 AM, so that he/she will not be marked tardy.

### EARLY PICK-UP

Just as important as arriving on time is staying at school until the bell rings at 1:55 PM. Classroom instruction continues until that time, so your child will miss needed academic time if he/she is taken out of school early. Please try to make medical appointments during after-school hours.

For the protection of children, early release of a child may be granted only at the school office. Children are permitted to leave school only in the custody of a parent or an adult who submits verified authorization that matches the child's emergency card. Telephone calls to release students are discouraged. We cannot verify the validity of these requests.

### DISTRICT ELEMENTARY ATTENDANCE POLICY

Florida Statute 1003.21 requires that all students between the ages of 6 and 16 attend school 180 days a year, unless properly excused. Parents are encouraged to set the goal of regular attendance as a top priority. Students must be present in order to learn.

**Any student who has been absent from school must bring a note from a parent or guardian stating the cause of his absence.**

Please be certain that your note includes the date, full name of your child, and that it explains **exactly** why he/she was absent or tardy. This note must be brought to the office within five days after an absence or it will be recorded as unexcused. Excessive absences or tardiness without notification will be investigated.

**NOTE:** A **doctor's note** will be required for all absences over a total of 15. Students with a minimum of **5 unexcused absences within a 30 calendar day period** or 10 unexcused absences within a 90 day calendar period will be contacted by the Truancy Intervention Program to establish a parent conference to discuss the absenteeism. (F.S. 1003.26)

In the event of an extended absence of **15 days or more** due to illness, the student should contact the office to make arrangements for instruction from a teacher in the child's home.

Students will be counted as half-day absence if checked out before 11:00 a.m. or checked into school after 11:00 a.m.

### TYPES OF ABSENCE

**Excused** absences are days missed for personal illness, death of a member of the immediate family, special appointments, or emergencies approved by the school. Absence for head lice will be excused the day the student is sent home and the following day only. **Students will be responsible for making arrangements with teachers to make up work missed for absences.**

**Unexcused** absences are days missed for activities that can be arranged on days other than school days. These include avoidable absences such as shopping or pleasure trips, vacations, and truancy. Absence for head lice will be unexcused after the second day of notification of lice.

**Planned/non-emergency** absences are days planned in advance and missed for personal reasons. The parent or guardian must submit a written request to the principal or assistant principal at least two days in advance of the absence. These will be excused, if approved. The student will need to make arrangements with the teacher to complete the assignments that would be missed. These assignments will be given full credit if returned in the allotted time.

### **BREAKFAST AND LUNCH**

Healthy breakfasts and lunches are served each day at no charge for ALL students through the National School Lunch and School Breakfast Programs, called the Community Eligibility Provision (CEP).

Breakfast is served from 7:00-7:20 A.M.. Children planning to eat breakfast should go directly to the cafeteria as soon as they arrive.

Lunches are served between the hours of 10:30 A.M. and 12:30 P.M., depending upon the grade of your child.

### **VISITORS**

Parents are encouraged to visit the school. We are, however, very concerned for the safety of our students and the preservation of instruction; therefore, we ask **all visitors** to sign in with their ID at the office and receive a visitor's badge **before** visiting any classroom. Classroom visitations must be **pre-arranged** with the teacher. Items that need to be delivered to your child or your child's classroom need to be brought to the front office. The office staff will make arrangements to get the item(s) to the student.

#### **GATE ACCESS:**

1. Press call button
2. When answered, state your name and reason for visit.
3. Show your ID
4. Proceed to front office to sign in.

School staff may ask for photo identification. Visitors are assured that these safeguards are for the protection of all students.

### **PARENT/TEACHER CONFERENCES**

Each teacher will contact the parents or guardians of the students in their class during the first nine weeks for a "get to know you" conference. At that time the teacher will discuss classroom policies and procedures.

We also encourage parents to meet regularly with their child's teacher to monitor progress and maintain an open line of communication. To schedule a conference, please call the school office (773-2183) and inform the secretary of your availability and a meeting time will be set.

### **SCHOOL ADVISORY COUNCIL**

Parents are encouraged to participate in the School Advisory Council (SAC). The purpose of this group is to actively involve parents, community members, and business partners in making decisions concerning the progress of our school programs. Three to four meetings are held during the school year. Written notification will go home to voting members. Please contact the front office for meeting times.

### **PARENT TEACHER ORGANIZATION**

All parents and other interested persons are encouraged to join the North Wauchula Elementary School PTO. Membership materials will be sent home early in the school year. The PTO participates in and sponsors programs and activities to benefit students and faculty. Meetings are held at various times during the year



## SCHOOL VOLUNTEERS

Volunteers are an invaluable resource to our school. Families will be given opportunities to contribute to the education of their children in many ways. Special events, parties, etc. are some of the opportunities you will find to be involved in your child's classroom. If you are chaperoning a field trip, other arrangements must be made for children not in that grade level, as the duty of the chaperone is to supervise students in the group the field trip is for. There are also many school wide needs where volunteers will be greatly appreciated.

Volunteer opportunities are posted regularly on the school website. Together we can make this a successful school year.

**NOTE:** If you are interested in being a volunteer at North Wauchula Elementary, a Volunteer Application must be submitted *annually* and processed so that you can be added to our school's volunteer list. Volunteer applications must be submitted *at least one week prior* to your first volunteer date. Once the application is processed, you will receive a NWES Volunteer Orientation brochure, which will provide you with additional information to help you in being a successful volunteer.

## TRAFFIC IN SCHOOL ZONES

Parents and guardians are expected to obey all traffic signs on and around school grounds. Do not block driveways, streets or bus loading zones. Especially important is maintaining the 20 mph speed limit within our school zone.

## TRANSPORTATION

### Walkers/Bike Riders

All walkers crossing highways or streets should cross at points where school guards are posted. They should obey police and crossing guards at all times.

Bicycle riders under the age of 16 must wear a helmet according to state statute. A bicycle rack is located on campus for students to park bicycles. Students should provide locks for securing their individual bicycles.

Bicycle registration forms are available in the front office. This form will be used if vandalism or theft should occur. Students should walk their bicycles while on campus.

No skates or skateboards will be allowed on school grounds.

### Bus Students

Children may ride only assigned buses. If a parent or guardian wishes his/her child to vary from this policy, he/she **must contact the district transportation department for permission to change buses. This must be done well in advance of the child boarding the bus.** Children will not be permitted to board a bus without a transportation slip approved by the district transportation department.

Students who ride the bus must obey the rules posted in the bus. Failure to obey the bus rules or the driver could result in an accident. The principal or his designee may suspend any student transported to or from school at public expense from the privilege of riding the bus, giving notice in writing to the student, parent or guardian and to the superintendent within twenty-four (24) hours. If a pupil has been suspended from riding a school bus, it is still the parent's or guardian's responsibility to see that the student attends school regularly, unless he is suspended from both the bus and school in the same action. The principal's authority to suspend a student from bus transportation is Florida Statute 1006.09. If you have any questions concerning bussing, please contact the transportation office at 773-4754.

## **SAFETY DRILLS**

Safety of students is a priority at North Wauchula Elementary School. At least one safety drill is practiced each month.

Loud claxon horns announce a fire drill. At the teacher's direction, students will file out of the building quickly and quietly. Students are to line up in assigned areas and quietly return to their classrooms when the all-clear signal is given. Other emergency drills, such as tornado and lockdown drills, will be scheduled throughout the year.

## **SCHOOL PROPERTY**

Students are responsible for the proper care of school property. Students who purposefully destroy school property must pay restitution. Payment may be in cash or by serving community service on the school campus during or after school hours. If required to serve, after school transportation will be the responsibility of the parent/guardian. Accidental property damage will result in similar consequences as a purposeful act.

## **TEXTBOOKS AND LIBRARY BOOKS**

Textbooks and library books are furnished free to students by the taxpayers of the State of Florida, and students are responsible for taking proper care of books issued or checked out to them. Books lost or damaged beyond use shall be paid for by the student's parents or guardian in accordance with Florida Statute 1006.42, according to the book's age and condition when issued.

## **MEDIA CENTER**

The media center can be an exciting place, and we encourage children to use it. In addition to their regular class time visit, students may visit the library from 7:00 until 7:30 AM, and any time their teacher gives permission during the school day.

## **PHYSICAL EDUCATION**

During Physical Education, our students are expected to:

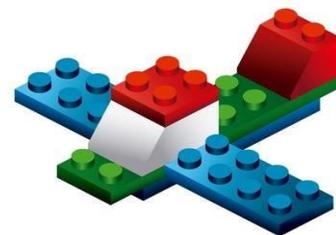
1. Practice good sportsmanship.
2. Practice safety.
3. Remain in the designated area.
4. Follow the instructions of the coach.
5. Participate in all activities unless excused by physician or a note from home.

Extended non-participation will require a note from the doctor.

## **DRESS CODE**

We feel that students should take pride in their grooming and general appearance by selecting appropriate dress for school in order that they may develop proper and acceptable habits.

- Sleeveless shirts and blouses must be at least two inches on the shoulder (muscle shirts, tank tops, or halters will not be permitted).
- Garments which are sexually suggestive, vulgar, or display drug related wording or graphics are prohibited.
- Clothing which provokes, or may tend to provoke violence or disruption in the school shall not be worn.
- Pants must fit at the waist.
- The length of shorts should be in good taste for an educational setting.
- For the safety of students, all shoes should be secured to the foot by a strap or a heel.
- Shoes should have a hard sole and skate shoes are not allowed.
- No head coverings will be allowed inside the building. Hats and sunglasses will be allowed outside only.



## GRADE REPORTS

Grades will be assigned as follows:

### Kindergarten and Grade 1

Language Arts\* and Mathematics

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Less than 60%

\*Language Arts Grades are comprised of Reading (50%), Writing (25%), Grammar (10%), Spelling (10%), and Handwriting (5%).

Social Studies, Science and Conduct

E	More than Satisfactory
S	Satisfactory
N	Inconsistent
U	Unacceptable

### Grades 2 Through 5

Language Arts\*, Mathematics, Science, and Social Studies

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Less than 60%

\*Language Arts Grades are comprised of Reading (50%), Writing (25%), Grammar (10%), Spelling (10%), and Handwriting (5%).

Conduct

E	More than Satisfactory
S	Satisfactory
N	Inconsistent
U	Unacceptable

Parents will be sent a Progress Report at the mid-point of each grading period. If at any point your child is not demonstrating satisfactory progress, please feel free to call and set up an appointment with his/her teacher as soon as possible.

A Report Card will be sent to parents after the end of each nine-week grading period. The report card should be signed by the parent or guardian and returned to the classroom teacher no later than three (3) days after it is issued.

Grades can be accessed online at any time using the Focus Parent Portal (<https://focus.hardee.k12.fl.us>). Parents are strongly encouraged to register for use of this site by visiting the district website ([www.hardee.k12.fl.us](http://www.hardee.k12.fl.us)), and accessing the registration link from the parent page. This site has also been provided as a link on the NWES website.

## AWARDS

A Cool Cat awards assembly will be held each nine weeks. During this event students who meet the following criteria will be recognized as a Cool Cat:

- Has good behavior
- Assumes responsibility
- Demonstrates a positive attitude
- Outstanding academic effort
- Is considerate of others

Also, a PAW (Positively Awesome Worker) award is given in recognition of the improvement a child has shown during a nine week period, in one of the core areas, or citizenship.

Each nine weeks, Perfect Attendance rewards will be presented to those students who have been enrolled, present, and on time to NWES for 45 days. Half day absences will disqualify a student from receiving Perfect Attendance. Honor Roll awards will also be given and student names will be listed in the Herald Advocate.

### PICTURE USAGE

There will be pictures taken throughout the year for the newspaper, Facebook, our school's yearbook, and web site. Please let your wishes be known for use of your child's pictures by completing the Picture Usage Agreement found in the Welcome Packet issued at the beginning of the school year.

### STUDENT ACTIVITIES

Our school offers a variety of activities and incentives to encourage students to strive for excellence in areas of interest. These activities include but are not limited to:

- Battle of the Books
- Book Clubs
- Book Skirmish
- Chess Club
- Chorus
- K-Kids
- National Elementary Honor Society
- PAC (Positive Actions Club)
- Running Club
- Safety Patrol
- Student Council

### FIELD TRIPS

Field trips are planned by individual classroom teachers as enrichment to the educational program. Field trips must include instructionally

based activities and be pre-approved by the principal. Permission slips **MUST BE SIGNED AND RETURNED** to school prior to each trip. Children who do not meet the deadlines for permission may not be eligible to go. In addition, students must demonstrate proper behavior and the ability to follow directions to be eligible to attend field trips.

**NOTE:** Students **will not** be able to attend field trips without a **notarized emergency card** on file in the office prior to the day of the trip.

### TELEPHONE USE

The school telephone may be used by students in the case of an emergency only. Students are permitted to have cell phones, but phones must remain turned off. Students are not permitted to use their phones without prior approval from a staff member.

**NOTE:** Any long distance call made from North Wauchula Elementary School, including calls charged to a credit card or to a third party phone, must be cleared either through the office manager or through the administration.

### DOGS/PETS

Please do not allow your dog to follow you to school. You will be held responsible if your dog bites anyone. Dogs found on the school grounds may be removed by animal control at the owner's expense.

### LOST AND FOUND

Any article found by a student should be turned in to the office. These articles may be reclaimed by the owner at any time. Any article not reclaimed in a reasonable length of time will be disposed of. All sweaters, coats, gloves, caps, etc. should be labeled with the child's name. Remind your children not to bring valuables from home, because they may be lost.

## SCHOOL INSURANCE

School insurance is not required, however, it is recommended. Two types of insurance are available. One covers the student during school hours. The other covers the student twenty-four hours a day. Both cover a one year period. Information is available on the school website or upon request.

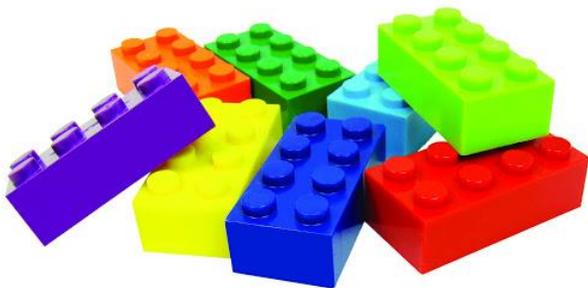
## HEALTH SCREENINGS

Florida Law 81-18 requires that parents or guardians be informed at the beginning of each school year that children in schools will receive non-invasive screenings during the year. Such screenings and examinations will be for vision, hearing, height, weight, head lice, etc. These screenings are visual checks for any health problems the child may have. Should we find any problems; parents will be notified at once.

Invasive screenings, such as immunizations, tuberculin tests, etc. will **always** require prior written permission from parents or guardians before they are accomplished.

## HEAD LICE

If a child is found to have head lice, he/she will be sent home or removed from the classroom. The child will not be permitted to return until his/her hair is free of lice and nits. If a student has nits only, he/she will be permitted to complete the school day. Before being readmitted to the classroom, however, the student must be free of nits. Nits are the eggs lice lay, which adhere to strands of hair.



## COMMUNICABLE DISEASES

Any child suspected of having a communicable disease shall immediately be excluded from school and may not return to school until the disease has completely subsided and/or the child presents a written statement by a physician or the health department that he/she is free of communicable diseases and may return to school. If the child is to be out of school for an extended length of time, notify the guidance counselor so the child can receive services by our teacher of the homebound.

## ILLNESS OR INJURY

If a student becomes ill or injured at school, he/she should notify his teacher or the duty teacher, who will make arrangements for the necessary care.

The school has responsibility for first aid only. In case of illness, the child will be cared for until the parent arrives or he/she is returned to class. In case of major injuries, first aid will be administered and the parent will be immediately notified.

**NOTE:** Be sure that a phone number or some way of contacting the parent is available to the front office. **If the information on the emergency card changes at any point during the year, please inform the front office immediately.**

## 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 child 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, may come to 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 Dept. 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 this form to your child's school. Medication may be given at school only when an Authorization for Medication is on file.

Medication must be delivered personally by the parent/guardian to the School Health Team in the original bottle. **Students may not bring medicine to school themselves in any form.**

### CHARACTER EDUCATION

A character education program will be on-going throughout the year. Its goal will be to assist your child in developing into a responsible, productive member of society.

### CAFETERIA

#### PROCEDURES:

1. Use an inside voice once seated
2. Use good table manners
3. Be respectful
4. Keep hands and feet to self
5. Stay seated

#### CONSEQUENCES:

1. Warning
2. Silent Lunch
3. Loss of recess time
4. Referral to office

#### **NOTE:**

Glass containers or carbonated drinks are not allowed in the cafeteria.

### IDENTIFICATION OF EXCEPTIONAL STUDENTS

The Hardee County School District actively seeks to locate exceptional students and maintains information on those students screened and identified as exceptional. The term "exceptional student" includes students with intellectual disabilities, the speech and language impaired, the deaf and hard of hearing, visual impairments, emotional/behavioral disabilities, autism spectrum disorders, physical impairments, learning disabilities and other health impairments.

Information gathered may include the student's social, emotional, physical, psychological, academic, and communication behaviors and abilities.

Information is collected through screening programs, check lists, teacher observations, standardized tests and from such individuals as parents, guardians, teachers, psychologists, audiologists, social workers, physicians, other professional personnel and the child himself/herself.

Information is used to assist in the development of appropriate educational programs for exceptional students and for reports to the state and federal agencies.

Students are screened periodically for vision, hearing, speech and academic achievement as the initial step in the process of identifying those students with suspected exceptionalities. If your child is experiencing problems academically, interventions will be initiated with results of those interventions documents and conferences with parents scheduled to discuss progress of the child and plan accordingly.

Exceptional Student Education Reports will be destroyed five (5) years after the student graduates (or its equivalent in time). Parents or guardians may contact the school and receive an official copy of these records prior to destruction.

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 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.

**STUDENT RECORDS MAINTAINED BY THE SCHOOL SYSTEM**

The FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 grants parents and/or students, over the age of eighteen (18) years, the right to inspect/review, to challenge and to control the release of personally identifiable information contained in education records.

**EDUCATION RECORDS**

A permanent cumulative education record is maintained for each student from entrance into school through the twelfth grade or its equivalent. The school which initially enrolls a student is responsible for establishing the record. Each school principal has the legal responsibility for maintaining the record.

Educational records are those records, documents, and other materials which contain information directly related to the student and which are maintained by an educational institution or agency. Information contained in the record is classified as follows:

Category A: Permanent educational importance which is retained indefinitely. This information includes the student's full name, location and dates of last school attended, days present, days absent, date of enrollment and withdrawal, courses taken, achievement record, graduation date and requirements.

Category B: Temporary information of clear education importance which will be periodically corrected and/or eliminated as prescribed by law. This information includes but is not limited to health information, test scores, honors/activities, disciplinary records, exceptional student records, driver education certificates and correspondences from external agencies.

**NON-DISCRIMINATION**

The Hardee County School Board adheres to a policy of non-discrimination in educational programs, activities, benefits, and employment practices and strives affirmatively to provide equal opportunity for all as required by the following:

No person shall, on the basis of race, national origin, sex, handicap, color, religion, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity, or in any employment conditions or practices of the Hardee County School Board.

*General Statutory Authority: 120.52, 120.53, 120.54, 120.55, 230.220, 230.23, 228.2001, 230.22(2), 230.23(17) F.S. Specific Statutory Authority: Title VI of the Civil Rights Act 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1967; Sec. 228.2001, 228.041, 228.2001, 230.23(5); 230.23005(11) F. S.; 34CFR200.43(c), P.L. 201-44 Code of Federal Register*



## **PROCEDURE FOR ADDRESSING STUDENT COMPLAINTS**

Step 1: If a student, currently enrolled in the Hardee County District, has a complaint, based on an alleged discrimination of the basis of race, sex, national origin, marital status, or handicap, the student has the right to voice this complaint to the school principal.

Step 2: The student may appeal to the Superintendent, or his/her designee, if not satisfied with the decision in Step 1. The superintendent, or his/her designee, will hear the complaint, investigate the facts, and render a decision as to the proper disposition of the complaint. This decision will be final unless the student wishes to proceed to Step 3.

Step 3: The student may appeal to the School Board by requesting in writing that the superintendent place the appeal on the agenda for the next Board meeting. The Board, after hearing the facts, shall take whatever action is deemed appropriate. The decision of the Board is final.

## **POLICY AGAINST SEXUAL HARASSMENT OR OTHER FORMS OF HARASSMENT PROHIBITED BY LAW**

A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal

harassment by any of its employees, students, volunteers or agents.

B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

\*For more information contact your school administration or Teresa Hall, District Equity contact at 863-767-0662.

## **LAW OFFICIALS**

Release of Student to Law Enforcement Officials: Students may be released into the custody of law enforcement officials (police, sheriff, federal agent, Division of Youth Services, Social and Economic Services, etc.) only if (1) the officer has properly identified himself and (2) the officer has filled out the Release of Student to Law Enforcement Officials form.

## **STUDENT SEARCH AND SEIZURE**

Locker and Personal Search (Including Vehicles Parked in the School's Parking Lots): Lockers are the property of the School Board of Hardee County and are subject to search or inspection at any time by school personnel (Florida Statute 1006.09). The school personnel may also remove any of the contents which may be stolen, unauthorized, or illegal. Students and their vehicle may be searched if:

- (1) school officials have reason to believe that the health and safety of that student or any other student are in jeopardy,
- (2) the pupil is told of the reasons for the search, or
- (3) the student gives his consent to be searched. If the student refuses to be searched, he will be

removed to an area away from the other students and law enforcement officials will be called to conduct the search.

### CORPORAL PUNISHMENT

Administrators and teachers (with authorization from the administration) are authorized by Florida Statute 1003.32 the right to administer corporal punishment.

**NOTE:** If parents or guardians do not approve of their child receiving corporal punishment, this fact must be **put in writing** and given to the principal **annually**.

### HARDEE COUNTY SCHOOLS STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES AND CODE OF STUDENT CONDUCT

The fundamental objective for the Hardee County Public School System is to help develop each student's potential to the fullest. This development applies not only to his learning activities but also to his interaction with other people. It follows then, that the student's conduct has a very large effect upon his progress in every facet of his life.

The purpose of this document is to assist students, parents and school administrators in developing and maintaining an understanding of our local Code of Student Conduct relative to the rights and responsibilities of students, the grounds for disciplinary action and the procedures to be followed in response to acts requiring discipline, including corporal punishment.

Each student, parent, teacher and school administrator should read and understand this document so that we, collectively, can insure the daily development of a better atmosphere in the Hardee County Schools.

### Section 1 RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students, of course, have all the rights of any citizen of the United States of America. Their rights are guaranteed in the Constitution and shall not be abridged.

Rights, however, are accompanied with very grave responsibilities based almost entirely on respect for others, as well as for oneself. For example, no student has the right to interfere with the education of his fellow students. He/she must respect himself/herself enough to respect others.

We must base all our statements concerning student conduct on one major idea -- RESPECT. It is the responsibility of each student to respect the right of all those involved in the process of education. Accompanying responsibilities follow the exercise of rights. Equal in value among these are the following:

- Respect for Oneself,
- Respect for Individual Dignity,
- Respect for the Property of Others and
- Respect for Others and Their Rights.



## Section 2 CODE OF STUDENT CONDUCT

- Each student will show respect and courtesy to all faculty, staff, and other students. Any insubordination or disrespect displayed by a student will not be tolerated.
- All students will respect school buildings and their contents. Defacing or destroying school property will not be allowed.
- All students are expected to observe the safety rules while on the playground or school property. Fighting or physical contact will not be tolerated.
- No weapons of any kind are allowed on school grounds. This includes toy knives, guns, swords, etc..
- Use of any offensive language or gestures will not be allowed.
- Students are expected to dress in a manner appropriate for school. Articles of clothing, which distract the learning process, are not allowed. See your school site's dress code policy for further details.
- All students are expected to observe and practice high standards. Cheating or stealing will not be tolerated.

The Code of Student Conduct is a separate document, which outlines minimum consequences for certain infractions. This document includes guidelines for suspension, expulsion, and discipline for disabled students. It is offered to students and parents in the belief that full knowledge of school rules and regulations helps avoid accidental violations and promotes good school citizenship. This document is available to parents in the school office.

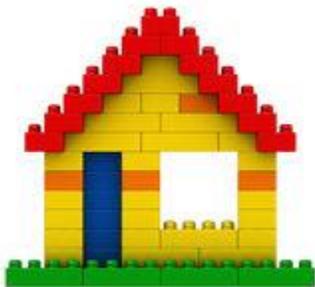
## THE FOLLOWING STATEMENTS OF RIGHTS AND RESPONSIBILITIES APPLY TO AND SHOULD BE UNDERSTOOD BY ALL STUDENTS, PARENTS, AND SCHOOL PERSONNEL

1. Attendance: All children of school age in Florida have the right to attend public school. **At the same time, each student, between the ages of 6 and 16, has the legal responsibility to attend school when not ill or prevented by any other major circumstance.** This responsibility extends to the student's parents, who according to Florida Statute 1003.24, "...shall be responsible for such child's attendance as required by law".
2. Respect for Persons and Property: Students have the constitutional right of property. That right, however, is balanced by the school's responsibility to protect the health, welfare, and safety of all its students. The student has the responsibility not to carry or conceal any prohibited material. The student also has the responsibility to accept the consequences for the contents stored within his locker. Finally, students and lockers are subject to reasonable search.
3. Knowledge and Observation of Rules of Conduct: Students have the right and responsibility to know and observe all school rules, as stated in the student handbooks of the various school centers. They have the responsibility to accept the consequences that come with violations of these rules.
4. The Right to Learn: Each student has the right to learn as much as he/she is capable of learning -- free from interruption by those who take this right lightly. He/she has the responsibility to exercise this right to the fullest extent, learning all that he/she can, preparing himself/herself for a full life.

5. Free Speech and Student Publications: One of the school's important rules is to provide effective avenues through which students may freely express themselves on a wide range of subjects, including the stating of opinions on issues. Students have the responsibility to adhere to student handbook guidelines and school policies regarding the posting of material on bulletin boards or wall areas designated for use by students and student organizations. They must also accept the responsibility for the effect that posting, publishing or distributing this literature might have on normal school activities. Students have the responsibility to refrain from posting or otherwise distributing libelous and/or obscene materials, to obtain full information on the topics about which they write, and to observe the normal rules of responsible journalism.

Principals may suppress or recall literature which they consider primarily commercial in nature or material which could endanger the orderly operation of the school.

6. The Right to Assemble: The right to peaceful assembly is guaranteed in the Constitution. It is not acceptable, however, to damage property, to disrupt scheduled activities, or to endanger substantially and directly the physical health or safety or others. Students also have the responsibility to plan for, seek approval of and conduct those activities which are consistent with the education objectives of the school.



7. Participation in School Programs and Activities: Each student has the right to participate in school programs and activities regardless of race, sex, color, creed or political belief. This includes both curricular and extra-curricular programs and activities. The responsibility is his, however, to enter into and to participate in each program and activity in such a way as to enrich classes and activities through cooperative and constructive behavior.

8. Pledge of Allegiance: 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.

### IMPORTANT DOCUMENTS ON THE DISTRICT WEBSITE

The following documents can be reviewed on the Hardee County School District website at [www.hardee.k12.fl.us](http://www.hardee.k12.fl.us) :

- Anti-Bullying and Harassment Policy (Including Cyber-Bullying)
- FERPA
- Financial Reports
- McKay Scholarship Information
- Parent's Right to Know
- Pupil Progression Policy
- School Improvement Plan
- School Accountability Report
- School Report Card

See the District Parent Handbook distributed to each student at the beginning of the school year for additional information and for a report regarding the Asbestos Hazard Response Act.

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