



THE SCHOOL BOARD OF HARDEE COUNTY

Bob Shayman, Superintendent

P. O. Box 1678 – 1009 North 6th Avenue • Wauchula, FL 33873

(863) 773-9058 • FAX (863) 773-0069

Dear Students & Parents,

Welcome to the 2016-17 school year! To help your child be successful, it is important that you and your child are aware of the school district's policies and procedures as well as academic and behavioral expectations. These policies and procedures are designed to establish a positive learning environment and to help acquaint you with your child's school.

This parent guide provides a wealth of information related to our school district that will assist you and your child throughout the school year. There are sections on educational curriculum, attendance expectations, and student behavior along with helpful resources such as school dress codes, safety and security, and testing dates. The information in this parent guide has been carefully prepared to help you become an active participant in your child's school and to assume a vital role in your child's education.

We are extremely fortunate to have the caliber of students, faculty, and staff that make up the Hardee County School District. Our students and their future are our greatest concern and the information included in this parent guide allows our personnel to do their jobs to the best of their ability. The school district's enforcement of its policies and code of student behavior provides you assurance that we will provide your child a world-class education in a safe and secure environment.

We encourage each and every student and parent to review the contents of this parent guide and to work with school staff for the betterment of their child and the Hardee County School District.

Sincerely,

Bob Shayman,
Superintendent of Schools

School Board

District 1

Paul Samuels

District 2

Mildred Smith

District 3

Teresa Crawford

District 4

Garry McWhorter

District 5

Thomas Trevino

DISTRICT VISION STATEMENT

“Building learning partnerships with home, school and community to ensure personal academic excellence.”

HARDEE DISTRICT SCHOOLS' VISION:

**Building learning partnerships with the
home, school, and community
to ensure
personal and academic excellence.**

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

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

*Sherri Albritton, Ed.; Director of Student Academic
Services & Federal Programs
Office Address: 230 South Florida Avenue, Wauchula, FL
33873
Phone Number: 863-767-0662
E-mail: salbritton@hardee.k12.fl.us*

*Teresa Hall; Director of Exceptional Student Education
Office Address: 200 South Florida Avenue, Wauchula, FL
33873
Phone Number: 863-767-0662
E-mail: thall@hardee.k12.fl.us*

Hardee District School Board Annual Notification of Nondiscrimination

Hardee District School Board offers the following career and technical programs, including career academies wherein students may earn industry certification:

Administrative Office Specialist
Agricultural Biotechnology
Agricultural Technology
Automotive Technology
Child Development
Construction Technology
Culinary Arts
Nursing Assistant

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

**STUDENT ENROLLMENT INFORMATION
FLORIDA'S IMMUNIZATION REQUIREMENTS**

Requirements

Prior to entry, attendance or transfer to preschools, schools (K-12), licensed childcare facilities, and family daycare homes, each child shall have on file a *Florida Certification of Immunization*, DH 680 Form (see Section IV), documenting the following vaccinations:

A. Public/Non-Public Schools K-12:

Four or five doses of diphtheria, tetanus, and pertussis vaccine (DTaP)

Four or five doses of polio vaccine

Two doses of measles, mumps, and rubella vaccine (MMR)

Three doses of hepatitis B vaccine (Hep B)

One dose of varicella vaccine for grades 9-12

Two doses of varicella vaccine for kindergarten and grades one through eight

B. Public/Non-Public Pre-K (age-appropriate doses as indicated):

Diphtheria, tetanus, and pertussis vaccine (DTaP)

Polio vaccine

Measles vaccine

Mumps vaccine

Rubella vaccine

Hepatitis B vaccine (Hep B)

Varicella vaccine

Haemophilus influenzae type b (Hib) vaccine

C. Public/Non-Public Schools Seventh Grade:

In addition to all other compulsory school immunizations, children entering, attending, or transferring to the seventh grade in Florida schools are required to complete the following:

One dose of tetanus-diphtheria-pertussis vaccine (Tdap) in grades seven through twelve. An updated DH 680 form to include Tdap must be obtained for submission to the school.

FLORIDA KIDCARE

Through Florida KidCare, the state of Florida offers health insurance for children from birth through age 18, even if one or both parents are working. It includes four different parts. When you apply for the insurance, Florida KidCare will check which part your child may qualify for based on age and family income.

- MEDIKIDS: children ages 1 through 4.
- HEALTHY KIDS: children ages 5 through 18.
- CHILDREN'S MEDICAL SERVICES NETWORK: children birth through 18 who have special health care needs.
- MEDICAID: children birth through 18. A child who has other health insurance may still qualify for Medicaid.

Some of the services Florida KidCare covers are:

- Doctor visits
- Check-ups and shots
- Hospital
- Surgery
- Prescriptions
- Emergencies
- Vision and hearing
- Dental
- Mental health

There are several ways to apply for Florida KidCare:

- If you applied for Florida KidCare before, call **1-888-540-5437** to update your information by telephone, or
- Apply Online: <http://www.floridakidcare.org/>

DISTRICT ELEMENTARY ATTENDANCE POLICY

- 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. This note must be brought to the classroom teacher within five days after an absence or it will be recorded as unexcused.
- 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 calendar month 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 may be counted as half-day absence if checked out before 11:00 a.m. or checked into school after 11:00 a.m.
- Check with your school site for the opening time. Students will be marked tardy after this time
- 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 excused 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.

HARDEE JUNIOR HIGH SCHOOL ATTENDANCE POLICY

We, the administration, faculty, and staff of Hardee Junior High School, believe that regular attendance is essential for success in school. Valuable material is presented in the classroom, and transmitting the material through make-up work is seldom equivalent to presence in the classroom. The goal of our policy is to encourage and reward high attendance. Through the cooperation of school personnel, parents, and students themselves, we believe this goal will be realized. The Florida legislature requires that students attend school until age 16.

EXCUSED ABSENCES

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

1. Personal illness (doctor's note required)
2. Dental appointment (doctor's note required)

3. Court Appearance (bailiff's signature or other appropriate documentation)
4. School related activity (permission slip with signature of sponsor)
5. Funeral/bereavement (funeral notice, mass card or other documentation)
6. Suspension from school (notification by dean or attendance office)
7. Pre-arranged absence (signature of administrator in charge of attendance)
8. Family emergency (proper verification)

THE PROPER DOCUMENTATION MUST BE PROVIDED WITHIN FIVE (5) SCHOOL DAYS OF THE STUDENT'S RETURN.

- It is the student's responsibility to make arrangements with teachers for "make-up" work. Any "make-up" work not completed and returned in a timely manner will have a serious effect on the child's average for that grading period.
- After a total of fifteen (15) or more absences, a letter will be sent from the school notifying the parents that a physician's note will be required in order to receive an excused absence for any further absences due to illness.
- Extended absences for personal reasons require that a student make arrangements by bringing a written request from his parent or guardian to the Attendance Office and having a Special Excuse form approved by the Principal and signed by all the student's teachers. In most cases, the principal will give approval for the student to "make-up" any missing work, but the absence will be unexcused unless otherwise approved by the principal or designee. The student must make pre-arrangements for class work with each teacher at least two days prior to the expected absence. If a student will be absent for an extended period of time, the Guidance Office should be contacted. Arrangements should be made for withdrawal from school. The student will reenroll upon his/her return.
- Students requiring an extended absence due to medical reasons may be able to receive educational services from a medical homebound teacher if a physician requires that the student be out of school for more than three weeks due to medical reasons. A medical homebound form can be requested by going to the Guidance Office.

SCHOOL-SPONSORED ABSENCES: Absences due to school-sponsored activities are excused if the following conditions are met. The student must obtain a signed school-sponsored activity slip and have each teacher's signature for each class he/she will miss. The student must then return the completed slip to the sponsor at least three days prior to the activity. An Emergency Care Card must be on file for students to participate in school sponsored activities.

PRE-ARRANGED ABSENCES must be requested at least 5 days in advance of the expected absence. Students are to arrange to complete all assignments and all course content missed. Pre-arranged absences must be approved by administration and may be approved for such events such as educational trips, necessary family trips, and school sponsored activities. Emergencies will be dealt with on an individual basis by the administration.

UNEXCUSED ABSENCES

An absence for which there is no documentation or which occurs for any reason other than those mentioned above (see EXCUSED ABSENCES) will be considered an unexcused absence. STUDENTS WILL BE ALLOWED NO MORE THAN SIX (6) UNEXCUSED ABSENCES PER CLASS PERIOD DURING THE 18 WEEK SEMESTER.

1. A note from a parent does NOT excuse an absence. However, parent's notes will be kept in the student's file and will be taken into consideration by the attendance committee.
2. Signing out of school does NOT excuse an absence unless the reason for signing out is documented and occurs for one of the reasons listed above (see EXCUSED ABSENCES).

NON-ATTENDANCE INTERVENTION PROCEDURES For cases of non-enrollment, a designated school representative shall give written notice, in person or by mail, to the parent or guardian which requires enrollment or attendance of the student within three (3) days after the date of the notice. If this requirement is not met, the Superintendent shall take steps to bring criminal prosecution against the parent or guardian.

After five (5) unexcused absences in any thirty (30) calendar day period, or after ten (10) unexcused absences in any ninety (90) calendar day period, a verbal notice or notice sent by mail will require the parent or guardian to appear before an Attendance Child Study Team. The purpose of that meeting will be to discuss possible interventions that can be put in place to resolve the student's attendance problem.

If the parent or guardian refuses to participate in the remedial strategies discussed at the Attendance Child Study Team meeting because they believe they are unnecessary or inappropriate, the parent or guardian may appeal to the School Board. A hearing officer will make a recommendation for final action to the School Board. If the Board determines the strategies are appropriate and the parent or guardian still refuses to participate or cooperate, the Superintendent may seek criminal prosecution.

After fifteen (15) unexcused absences in any ninety (90) calendar day period, the Superintendent may choose to file a truancy petition in Circuit Court, or the student and their parent or guardian will be referred to the Truancy Arbitration Board. The Truancy Arbitration Board has the authority under Florida Law to:

1. File legal charges against the parent or guardian.
2. File legal charges against the student.
3. Refer the family for intervention services at the family's expense.

ATTENDANCE OFFICE is responsible for maintaining student records of attendance and issuing absentee slips. It is located in the administration building. No birthday cakes, cup cakes, etc. will be delivered to students attending Hardee Junior High.

SIGNING OUT PROCEDURES. When a student needs to sign out early, a person listed on the student's Emergency Care Card must sign them out from the attendance office. The person taking the student must be listed on the student's Emergency Care Card before permission will be granted for the student to leave with that individual. A photo ID is required to sign a student out of school.

PHONE CALLS Students will be allowed to use the telephone in the Attendance Office to call their parents or guardian if the time of a school activity has been changed without prior notice or a personal/ family emergency arises.

LOST AND FOUND Articles found at HJH will be turned in to the Attendance Office. If you lose something, please check there.

TARDINESS If a student arrives at school or homeroom after the tardy bell has rung, he/she is tardy. THE STUDENT MUST SIGN IN AT THE ATTENDANCE OFFICE. THE STUDENT WILL RECEIVE AN ADMIT SLIP FOR CLASS AT THAT TIME.

Students who are tardy to class during the school day will receive consequences as established by the school discipline handbook.

HARDEE SENIOR HIGH SCHOOL ATTENDANCE POLICY

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.

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.

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 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.

**Hardee District Schools
Policy Against Bullying, Including Cyberbullying, and Harassment**

The Hardee County School District expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The school district believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

A. The School District prohibits the bullying of any student or school employee:

1. During any school-related or sponsored educational activity conducted by HDS or on a HDS school bus;
2. Through the use data or software that is accessed through a computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.
3. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

While the District does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer. The principal/designee shall use all District Reporting Systems to log all reports and interventions.

- B. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the individual school student discipline plan.
- C. Student rights are explained in this policy as a citation and excerpt from the Hardee County School's Code of Student Conduct, Students, Rights and Responsibilities.
- D. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the HDS Student Code of Conduct.
- E. At the beginning of each school year, the school principal/designee and or appropriate area/district administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a

pupil through appropriate references in the Student Code of Conduct, Employee Handbooks, the school website, and/or through other reasonable means.

Reporting an act of bullying

- A. At each school, the principal/designee is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Student Code of Conduct.
- B. All District faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy to the principal/designee or appropriate district administrator. Failure to report will result in action(s) or discipline, consistent with the collective bargaining agreement provisions.
- C. Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.
- D. Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) in writing to a school official. Complaints should be filed as soon as possible after the alleged incident and noted on the specified data system, but must be filed within ninety (90) school days after the alleged incident (i.e., within 90 school days of the last act of alleged bullying). Failure on the part of the complainant to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.
- E. The principal of each school in the District shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and how this report will be acted upon.
- F. A school district employee, school volunteer, contractor, student, parent/ or other persons who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this District Policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within the HDS.
- G. Administrators/principal/designee(s) shall document in writing and/or via the specified data system all complaints regarding bullying, as with all infractions of the Code of Student Conduct, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
- H. Anonymous reports may be made to the school site or any School District office. Anonymous reports may also be made on the district website: hardee.k12.fl.us. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Administrators shall use the specified data system to log all reports and interventions.

ATHLETICS

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

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

Participation in Athletics

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

Student Eligibility Regarding Participation in Interscholastic and Intrascholastic Extracurricular Activities:

(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that:

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.

2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15(3)(h).

3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).

(b) Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in, a public school pursuant to s. 1006.15(3)(c)-(e) and (8), are subject to the district school board's code of student conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.

(c) The provisions of this subsection apply to interscholastic and intrascholastic extracurricular activities conducted by charter schools and private schools, as applicable, except that the charter school governing board, or equivalent private school authority, is responsible for the authority and responsibility otherwise provided to district school boards.

(2)(a) The Florida High School Athletic Association (FHSAA) continues to retain jurisdiction over the following provisions in s. 1006.20, which may not be implemented in a manner contrary to this section: membership in the FHSAA; recruiting prohibitions and violations; student medical evaluations; investigations; and sanctions for coaches; school eligibility and forfeiture of contests; student concussions or head injuries; the sports medical advisory committee; and the general operational provisions of the FHSAA.

RULE 2.55 COMPREHENSIVE TOBACCO-FREE POLICIES

Rational: The Hardee County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, parents, visitors, and school facilities. The School Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property, in district-owned vehicles or at school-related or school-sponsored events is detrimental to the health and safety of students, employees, and visitors. Smoking and other tobacco products are detrimental to health and a significant contributor to medical issues and death for both users and non-users. The School Board acknowledges that adult staff and visitors serve as role models for students and therefore seeks to promote a district that is tobacco-free. Thus, the purpose of this policy is to establish a school district-wide tobacco-free environment, provide notification to the public and to school district employees and students, provide education and resources to tobacco users, and to provide an explanation of the disciplinary action that will be taken with those that abuse this policy.

Application of Policy: This policy applies to students, employees, volunteers, parents, spectators, and visitors.

Definitions: For the purpose of this policy, the following definitions shall apply:

A. *At any time* is defined as during normal school and non-school hours: 24 hours a day, seven days a week, 365 days a year.

B. *Electronic cigarette (e-cigarette)* means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance and the use of inhalation of which stimulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarette, e-cigars, e-pipes, or any other product name or descriptor.

C. *Tobacco product* is any lighted or unlighted cigarettes, cigars, clove cigarette, blunts, bidis, pipes, hookah, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.

D. *Off-campus, school-sponsored event* means any event sponsored by the school or school district that is not on school property, including, but not limited to, sporting events, day camps, field trips, seminars, dances or theatrical productions.

Policy Statement: No student, employee, volunteer, contractor, or school visitor is permitted to use tobacco products of any kind or e-cigarettes.

A. In any building, facility, or vehicle that is owned, leased, or rented by the school district.

B. On any district-owned, leased, rented, or chartered grounds and property including all schools, district offices, athletic fields, practice fields, playgrounds, parking lots, administrative offices, maintenance or transportation areas.

C. At any off-campus, school-sponsored event.

Notification of Policy and Implementation: Appropriate signage will be posted in a manner and location on and surrounding all school district property that adequately notify employees, students, parents, visitors, and the public of this policy. Communication via announcements, memos, presentations, meetings and letters will also be utilized.

Tobacco Promotion and Sponsorship Prohibited: Tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Educational and Cessation Program: The school district will consult with Student Services, the Hardee County Health Department, the American Lung Association, and other appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school

environment, and to provide students and employees with information and access to support systems, tobacco use cessation programs, and services to encourage them to abstain from the use of tobacco products.

Responsibility of School Administrators:

- A. Communicate this policy verbally to students, employees, family members, volunteers, and visitors at school events through signage and school handbooks.
- B. Treat violators who are students or employees with disciplinary actions consistent with school district policies.
- C. Ensure that family members, volunteers, or visitors who violate the policy discontinue using the tobacco product or e-cigarette or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.
- D. The expectation of this prohibition will be enforced in contracts with outside groups who utilize school buildings and other facilities.

Disciplinary Actions for Student or Employee Violators

- A. *Students:* Consequences for students engaging in the prohibited behavior will be provided in accordance with the school's Code of Student Conduct.
- B. *Employees:* Consequences for employees who violate the tobacco use policy will be in accordance with the school district's Standards of Conduct.

Effective Date of Policy: This policy shall take effect in full on January 1, 2014

Policy Evaluation: This policy shall be assessed by the school district annually to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

Student Safety To and From School

School staff, parents, and students are all responsible for creating a culture of positive behavior. Parents and students must follow the school district's Student Code of Conduct.

▪ Parent Drivers and Teen Drivers:

- If you need to drive, follow these safety tips:
- When picking up children in the afternoon don't arrive too early and hinder the movement of traffic in the neighborhood around the school.
- Wait in a single line and leave enough room so an emergency response vehicle would be able to get through.
- Don't block driveways, mailboxes, disabled parking spaces, or fire hydrants, and don't park on lawns.
- Don't block access to or the view from side streets.
- Don't back out onto any street from the school parking lot or from a side street.
- Try to arrange your drop off/pickup time after the peak rush hour and use designated loading and unloading areas.
- Always heed signs and the directions of school and law enforcement officials.
- Always obey posted speed limits and other traffic laws.
- Act as you would want people to act if it were your neighborhood.
- Be patient and understand that walkers, bicyclists, and school buses are trying to exit the school, too.
- Always ensure that you and your passengers buckle up.

▪ Riders in Cars, SUVs, and Trucks:

- Drivers and passengers in cars, SUVs, and trucks must always use appropriate safety restraints. Anyone transporting children needs a child safety seat, booster seat, or safety belt, depending on children's sizes and ages.
- Preschool age children should always be restrained properly in a secured child safety restraint system, such as a rear-facing infant seat, rear-facing convertible seat, forward-facing convertible seat, or forward-facing-only seat appropriate to their age and weight range.
- All children who have outgrown child safety seats should be properly restrained in booster seats until they are at least 8 years old, unless they are at least 4' 9" tall.
- The backseat is the safest place in a crash. Children age 12 and under should ride properly restrained in back. Infants riding in rear-facing seats must NEVER be placed in front of an air bag.

▪ **School Bus Riders:**

- 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/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/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.
- Children may ride only their assigned bus. If a parent/guardian wishes for their child to vary from policy, he/she must contact the district transportation department for permission to ride a different bus. Special permission will only be granted in case of emergency, and is limited to space available. This must be done well in advance of the child boarding the bus. Children will not be permitted to board a bus other than their own unless they have a form approved by the district transportation department.
- For questions concerning your child's bus, please contact the transportation office at 773-4754.
- School officials, bus operators, parents, and students themselves are all responsible for ensuring that school bus riders follow these safety tips:

At the bus stop:

- Students and parents are responsible for safety and proper student behavior going to and from the stop and while waiting for the bus.
- Students must stand off the roadway while waiting.
- Students must respect other people's property.
- Students must not push, shove, or engage in horseplay.
- Parents should supervise children at the stop if possible.
- Students must arrive at the bus stop at least five minutes prior to the scheduled pickup time.
- Students must wait for and get off the bus only at approved stop locations.

During loading and unloading:

- Always stay away from the 12 foot "danger zone" around the bus, except when you are directed by the driver to get on or off the bus.
- NEVER pick up an object that you drop under or near the bus. Ask the driver for help.
- Always be sure the driver can see you.
- Make sure clothing and backpacks have no loose drawstrings or long straps that could catch in the handrail or bus door.
- When you see the bus coming, stand at the stop and wait for the bus to come to a complete stop.
- Always wait for the driver to signal that it is safe to cross the road and/or load into the bus.
- When crossing a traffic lane, always look left, right, then left again; cross only if approaching traffic has stopped.
- Never walk behind the bus.
- Only board your assigned bus, unless other arrangements are approved by your school.

During the bus ride:

- Always follow the driver's directions.
- Never distract the driver from driving unless there is immediate danger to you or others.

- Remain seated and keep the aisles clear.
- Eating, drinking, and chewing gum are prohibited.
- Never bring unsafe or unauthorized items into the bus.
- Always wear your seat belt when one is available.
- Always keep your arms, legs, and head inside the bus.
- Always show respect for your fellow students.
- Keep conversation at a reasonable level and remain quiet at railroad crossings. The Student Code of Conduct applies in the bus as well as in the classroom

Tips for Walking and Biking Safely:

▪ Walking and biking to and from school can be a great way to get exercise, interact with your children, and teach them lifelong traffic safety skills. Know your child’s abilities and remember your child’s limitations. Children under 10 years of age are developmentally limited when it comes to judging speed and distance accurately.

▪ **Walking**

- **Teach, practice, and remind children to:**
- Walk with an adult or responsible older child at all times.
- Children under 10 years old should cross the street only with an adult.
- Walk on the sidewalk if there is one.
- Walk facing the traffic, as far from the road/traffic as possible, if no sidewalk is available.
- Use traffic signals and marked crosswalks if available.
- Stop at the curb or edge of the road and look left, right and left for traffic before crossing the street.
- Walk; don’t run.
- Give drivers time to see you before crossing the street.
- Keep looking for cars while you are crossing.
- Wear white clothing or reflectors when walking in the dark or in low light.

Students are not to arrive at school more than 30 minutes prior to the first bell of the school day. Supervision is not provided until this time. In addition, supervision is provided 30 minutes after students are dismissed from school each day.

- All walkers crossing highways or streets are to cross at points where school guards are posted.
- Obey police and crossing guards at all times!
- Bicycle riders are to wear a helmet according to state statute. A bicycle rack will be located on campus for students to park bicycles. Students are to provide locks for securing their individual bicycles.
- No skateboards will be allowed on school grounds.

▪ **Biking:**

- Bicycles are vehicles and riders must follow Florida Traffic Laws.
- Teach, practice, and remind children to:
 - Always wear a helmet that is properly fitted.
 - Whenever possible, ride with an adult or responsible older student.
 - Always obey all traffic signs and signals.
 - Ride on the right side of the road or trail in a single file (one bicycle behind another).
 - Ride in the same direction as other vehicles.
 - Go straight across railroad tracks.
 - Always use proper hand signals when turning and stopping.
 - Yield to pedestrians and alert them with a bicycle bell or your voice when passing.

▪ **Protecting Children from Sexual Offenders and Predators:**

▪ Florida has the strongest laws in the country to protect its youthful citizens from being abducted. However, parents and children themselves are the first line of defense. Talk to your children about following these rules:

- Stay away from any unfamiliar person who is trying to trick you or force you to go with him or her.
- Let your parents and other trusted adults know about any suspicious persons or situations.
- Learn to describe people and vehicles.
- Know where to run and how to forcibly resist capture.
- Scream to be seen and to scare a stranger away.
- Stay with a buddy, a group, or parents at the bus stop.
- Report anyone hanging around or passing by regularly.
- Accept a ride only from someone approved by the school.
- Walk or bike only along a route that your parents or the school has determined is safe.
- Lock the door and never tell callers you are home alone.

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.**

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.

RAINY DAY SCHEDULE

- 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. All other dismissals may experience a minor delay, but will proceed as normal.

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.
- **BE SURE THAT A PHONE NUMBER FOR CONTACTING THE PARENT IS AVAILABLE TO THE SCHOOL. IF THE INFORMATION ON THE EMERGENCY CARD CHANGES AT ANY POINT DURING THE YEAR, PLEASE INFORM THE SCHOOL OFFICE STAFF.**

MEDICATION

Florida Law permits the school to administer medication only under the following conditions:

- You, or someone chosen by you, may come to school and give the medication to your child.
- You may get a copy of the Authorization for Medication form from your child's school and take it to your child's physician, medical provider, the Health Department or a walk-in clinic. This form must be filled out and signed by the doctor/mid-level practitioner and by you. Once completed, return this form to your child's school. Medication may be given at school only when an Authorization for Medication is on file!
- You may choose to discuss with your doctor/mid-level practitioner a schedule for giving medication outside of school hours.

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 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.

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 white eggs lice lay which adhere to strands of hair.

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.

SCHOOL FOOD SERVICE

Hardee District Schools Food Service Program will be continuing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) that began in February 2015.

Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at no charge for ALL students. All schools in the Hardee County School System are CEP eligible schools and all students enrolled in Hardee County District Schools will have the opportunity to avail themselves of Breakfast and Lunch at no charge.

PARENT ORIENTATION

There will be an Open House within the first few weeks of school. After a general meeting, parents will be invited to their child's classroom. At this time the teacher will discuss classroom policies and procedures.

PARENT TEACHER ORGANIZATION

All parents and other interested persons are encouraged to join the school P.T.O. Membership materials will be sent home early in the school year. The P.T.O. 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 and parties are some of the opportunities you will find to be involved in your child's classroom. There are also many school-wide needs where volunteers will be greatly appreciated. You are very important to us and are always welcome. Together we can make this a successful school year. Check with the assistant principal at your school regarding the volunteer district policy.

SCHOOL ADVISORY COUNCILS

School Advisory Councils (SAC) assist the district and school with the development of the District Improvement and Assistance and Intervention Plan and School Improvement Plan. See your school site administrator if you are interested in participating.

VISITORS

Parents are encouraged to visit the school. We are, however, very concerned for the safety of our students; therefore, we ask all visitors to sign in at the office and receive a visitor's badge before visiting any classroom. Classroom visitations should be pre-arranged with the teacher.

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 the proper habits in becoming young ladies and gentlemen. Please consult your individual school's Dress Code Policy for further details.

Hardee Junior High School

"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.

REQUIRED SCHOOL ATTIRE FOR ALL STUDENTS AT HARDEE JUNIOR HIGH SCHOOL DURING THE WILL BE:

Shirt Requirements:

1. Shirts may be worn out over the waistline or tucked in. Shirt size shall not be more than “1” size larger than the student’s measured size.
2. The following shirts are the only allowable shirts to be worn by students at Hardee Junior High School:
 - a. Hardee Junior High spirit t-shirts (short- or long-sleeved) in orange, gray, royal blue, and navy blue. Shirts will be available for purchase in the administration building or school store. Additionally, “Hardee Wildcats” or “Wildcats” t-shirts in orange, gray, royal blue, or navy blue may be worn. These are available from outside vendors. Hardee Junior High athletic or club t-shirts in orange, gray, or royal and navy blue. These club/athletic t-shirts must have HJH printed somewhere on the front. Club and athletic t-shirts will be sold through the club sponsor or coach.
 - b. Polo shirts (short- or long-sleeved, maximum of 4 buttons) in orange, gray, royal blue, or navy blue. Girls may wear polo shirts with cap sleeves. Polo shirts must be free of any screen prints, logos, or emblems. Parents are encouraged to purchase polo shirts from retail stores; however, the “Dress for Success” attire should be strictly adhered to. Remember, the approved colors are orange, gray, royal blue, and navy blue. The polo shirts may have HJH (or Hardee) spirit emblems embroidered or screen-printed over the heart, otherwise, the shirts should be free of any other screen prints, logos, or emblems.

Pants/Shorts/Skirt Requirements:

1. Pants must be fastened and worn at the natural waistline for boys and at the hips for girls. Pants, shorts, skirts, and skorts waist size shall not be more than “1” size larger than the student’s measured size. Pants, slacks, and shorts cannot be excessively baggy in fit. Undergarments (boxers, briefs, or shorts, or panties) should not be visible at any time. They should be no longer in length than the heels of the shoes.
2. Skirts, shorts, and skorts shall be no shorter than one inch above the knee, with no slits.
3. Pants, shorts, skorts, and skirts must be free from rips and tears. Pajama bottoms of any kind cannot be worn to school.

Winter/Cold Weather Policy:

The following outerwear articles of clothing are allowed and may be worn all day without removal:

1. Zip-up (or button-up) coats, jackets, sweaters, or hoodies in any color are allowed. These items should be free of any inflammatory print or design.
2. Pull-over sweatshirts and sweaters in any color are allowed. These items should be free of inflammatory print or design.
3. Long- or short-sleeved solid colored t-shirts in solid royal blue, navy blue, orange, or gray may be worn underneath “dress for success” t-shirts or polo shirts. These undershirts should be tucked and should not extend below the outer t-shirt or polo shirt.
4. All outerwear items must be free of rips or tears, and must fit within one size of the student’s measured size.

Other “Dress for Success” Requirements:

1. Shoes shall be worn at all times.
2. Students should not wear any clothing, jewelry, buttons, or any other items, words, phrases, symbols, pictures 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, visors, and caps are not to be worn in the buildings.
4. Extremes in dress or grooming that cause undue attention or cause disruptive influences are not allowed. Body piercings (other than ears) are not allowed.

The Following are NOT Allowed at School:

- Bandanas of any color or style, shower caps, nylon caps, hair nets, and skull caps
- Hair rollers
- Chain wallets, dog collars, spiked wrist bands, or neck bands
- Unbuckled belts, overalls, or suspenders
- Sweatpants of any kind
- Pajamas or sleepwear
- Leggings of any kind
- Bicycling, stretch or spandex pants or shorts
- Excessively short or tight clothing
- Bedroom slippers, or skate shoes of any kind
- Bare feet
- Gang related items of any kind

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 HJH “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. Students entering later in the school year will have a one-week grace period for purchasing “Dress for Success” attire. Spirit t-shirts will be available at the time of registration.

If necessary, disciplinary action will be taken to encourage compliance with the “Dress for Success” attire plan. Hardee Junior High will strive to achieve full compliance. 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.

Violation of any part of the “Dress for Success” Attire Plan will result in the following:

1. First offense – phone call to parents. A change of clothing will have to be brought to the student; otherwise, the student will remain in the ACE (Alternative Classroom Environment) classroom until they are in compliance.
2. Further violations will result in ACE, Saturday School/Work Detail, or eventually OSS. In order to remain in a regular classroom setting, students must be in compliance with the HJH “Dress for Success” attire plan.

NOTE: *The administration reserves the right to determine what constitutes inappropriate dress.*

DRESS FOR SUCCESS ATTIRE PLAN FOR HARDEE HIGH SCHOOL

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 also 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, heeys 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.

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 is disposed of. All sweaters, coats, gloves, caps, etc. should be labeled with the child's name. Remind your child(ren) not to bring valuables from home, because they may be lost.

DOGS/PETS

Please do not allow your dog to follow you to school. Dogs found on the school grounds may be removed by animal control at the owner's expense. Efforts will be made to contact the dog's owner before officials are called (unless the dog has become a chronic problem or endangers the children). Check with school administration regarding the district policy of having animals on campus.

STUDENT CODE OF CONDUCT GUIDE

- 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.
- Note: Copies of the Code of Student Conduct are available in the school offices. This document includes guidelines for suspension, expulsion, and discipline for disabled students.

LAW OFFICIALS

Please check with your school site administration regarding the protocol of interviewing students by law enforcement officials (police, sheriff, federal agent, and Department of Children and Families).

STUDENT SEARCH

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 is 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.

PROCEDURE FOR ADDRESSING STUDENT COMPLAINTS

- Step 1: If a student, currently enrolled in Hardee County Schools, has a complaint, based on an alleged discrimination on the basis of race, sex, national origin, disability, marital status, religion, and age, 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.

Hardee County School Board Rule 2.43 NON-DISCRIMINATION

(1) 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:

(1) 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.

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.

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, speech impairments, language impairments, 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 documented 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.

TEACHER QUALIFICATIONS

Teachers are certified according to State Board Rules. Teachers are highly qualified according to federal guidelines. Paraprofessionals are highly qualified when they complete two years of college courses from an accredited college or receive a passing score on the ParaPro test. Qualification information is available at each school site and the Personnel Office at 773-9058.

PARENTS RIGHT TO KNOW

The School Board of Hardee County is committed to providing information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the NCLB highly qualified criteria. Please be assured that the School Board of Hardee County is dedicated to providing the students of our County with a quality education. The information regarding the qualifications of your child's teacher and/or the classroom paraprofessional may be obtained from the school principal.

SCHOOL INFORMATION

ELEMENTARY:

The intent of the third-grade progression statute is to ensure that students have the necessary reading skills to be successful in grade 4 and beyond, where the rigors of reading in the content areas increase. According to section 1008.25(5), Florida Statutes (F.S.), to be promoted to fourth grade, a third-grade student must score a Level 2 or above on the statewide Florida Standards Assessment – English Language Arts (FSAELA). The following plan describes several ways for students who do not meet this standard initially to be promoted to fourth grade.

If a student does not demonstrate proficiency on the statewide FSA-ELA, they may attend the district Summer Reading Camp provided to ensure they receive additional instruction to catch up with their peers. There is also statutory language that prohibits the statewide FSA-ELA from being the sole determiner of promotion and states that additional evaluations, portfolio reviews and assessments are available to the child to assist parents and the school district in knowing when a child is reading at or above grade level and ready for grade promotion. Some third graders who score Level 1 on the statewide FSA-ELA can be exempted from the retention requirement and

be promoted to fourth grade. This is called a good cause exemption. Good cause exemptions are only given to the following students:

- **Students who demonstrate an acceptable level of performance on a state-approved alternative standardized reading or English Language Arts assessment approved by the State Board of Education;**
- **Students who demonstrate, through a student portfolio, that he or she is performing at least at Level 2 on the statewide standardized assessment;**
- Limited English Proficient (LEP) students who have had less than two years of instruction in an English for Speakers of Other Languages (ESOL) program;
- Students with disabilities whose Individual Educational Plan (IEP) indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board of Education rule;
- Students with disabilities who participate in the statewide standardized assessment and whose IEP or 504 Plan reflects that the student has received intensive remediation in reading and English Language Arts for more than two years, but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2 or grade 3;
- Students who have received intensive reading intervention for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, grade 2 or grade 3 for a total of two years. A student may not be retained more than once in grade 3.
- Students who have received intensive remediation in reading and English Language Arts for two or more years, but who still have a deficiency in reading and have already been retained in kindergarten, grade 1, grade 2 or grade 3 for a total of two years.

The two good cause exemptions that most frequently apply are noted in **bold** print and are described in more detail below.

Alternative Standardized Reading Assessment: An alternative standardized reading assessment is another opportunity given to students to demonstrate mastery of the state standards. Under section 1008.25(6), F. S. (Eliminating Social Promotion), students who score a Level 1 on the grade 3 statewide FSA-ELA may be promoted to fourth grade if the student demonstrates through an alternative standardized reading assessment that they are reading on grade level as evidenced by mastery of the state standards (45 percent or above on SAT10, 50 percent or above on the Iowa Test of Basic Skills (ITBS), or 50 percent or above on the TerraNova). These assessments have been approved by the State Board of Education as alternative standardized reading assessments which may be used for good cause exemption.

Student Portfolio - Under section 1008.25(6), F. S. (Eliminating Social Promotion), students who score a Level 1 on the grade 3 statewide FSA-ELA may be promoted to fourth grade if the student demonstrates through a student portfolio that he or she is reading on grade level as evidenced by mastery of the state standards. The portfolio is an alternative means for students to demonstrate proficiency of third-grade skills. To be accepted as meeting the portfolio option for demonstrating mastery of the required reading skills, the student portfolio must

- Be selected by the student's teacher;
- Be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom;
- **Include evidence that the benchmarks assessed by the grade 3 statewide standardized assessment have been met. This includes multiple choice items and passages that are approximately 60 percent literary text and 40 percent information text that are between 100-700 words with an average of**

500 words. Such evidence could include chapter or unit tests from the district's/school's adopted core reading curriculum that are aligned with the third grade reading standards or teacher-prepared assessments that are aligned with the third grade reading standards;

- **Be an organized collection of evidence of the student's mastery of the third-grade English language arts standards that are assessed by the grade 3 statewide standardized assessment. For each benchmark, there must be at least three examples of mastery as demonstrated by a grade of 70 percent or above; and**
- Be signed by the teacher and the principal as an accurate assessment of the required reading skills.

Grading

- There are two methods used to communicate a student's progress with parents. Parent contact is made the first nine weeks. Report cards are sent home every nine weeks. Grading is based on the philosophy that children grow and develop at different rates.
- Conference Alert/Progress Report - Parents shall receive a conference alert if there are concerns about the student's social/academic/developmental progress. Notification shall be documented by the classroom teacher. The school will be responsible for maintaining documentation of parent notification. However, the failure to advise the parent of the student's academic progress shall not be grounds for modifying a student's grade(s).

Records and Reports

- Student Records - A record of all promotions, retentions, administrative placements, or other types of special placement is considered Category "A" information and shall be recorded in the student's educational record according to the procedures specified by the Hardee County School Board Records Policy.
- Reporting to Parents - Student performance and progress shall be reported to parents through periodic progress reports; conference alerts and academic warnings; and standardized, State, and District assessments. Teachers will often initiate conferences, and, at their request, parents shall be provided the opportunity for a conference with school personnel. A written report of each student's progress in reading, writing, and math shall be distributed to the parent/legal guardian annually.
- If during the second semester, it becomes evident that a student is in danger of being retained, a parent/teacher conference should be held as early as possible but no later than the end of the third nine-weeks grading period. For those parents who are unable to attend a conference, or for whom phone contact has been impossible, written notification of the possible retention **MUST** be sent home, and reasonable attempts to schedule a conference must be made and documented. Parents will be afforded the opportunity for a parent-teacher conference at a mutually agreed time upon their request. Retention shall not occur without a notice for a parent-teacher conference.

JUNIOR HIGH:

The purpose of junior high school is to extend each student's literacy and study skills far enough to be able to master the academic challenges of high school. The most important indicator of whether your child is making adequate

progress toward that goal is whether he is reading and writing on grade level. Elementary schools teach students to read fluently. Junior high school students learn how to understand what they read and use it to solve problems and draw conclusions. In every subject your junior high school child must be able to read well. All core courses require the ability to comprehend passages from textbooks, the internet and other sources. To succeed in junior high school, a student needs to understand textbooks, articles, poetry, essays, stories, novels, and technical descriptions of how things work. He has to build and draw on a much larger vocabulary, find data, summarize what he's read, figure out how to perform a task, and analyze different points of view about the same topic. Every junior high school teacher must teach his students the vocabulary of his subject area, how to utilize the source materials, and how to outline, take notes, figure out what's most important, and be able to explain what has been learned.

Your junior high school child should...

- Read a minimum of 25 books per year, including fiction and non-fiction books.
- Learn to organize his daily work and schedule his study time.

- Take useful notes and then use his notes to study from.
- Write clearly and at length about what he has learned in all his subjects.
- Conduct research both in the media center and on-line.

How to stay on top of what’s happening in school...

- Attend open houses. Meet the teachers. Ask for an outline of what will be covered in each course.
- Dump out the backpack every day to see what the school is sending home.
- Ask to see your child’s “Planner,” a tool for keeping track of assignments.
- Read the school newsletter.
- Visit the school’s website.
- Attend meetings of the School Advisory Council.

All middle school students must complete one course in career and education planning to be completed in 6th, 7th, or 8th grade. This course must result in a completed personalized academic and career plan for the student; must emphasize technology or the application of technology in career fields; and, beginning in the 2014-2015 academic year, must include information from the Department of Economic Opportunity’s economic security report as described in s. 445.07. The required personalized academic and career plan must inform students of high school graduation requirements, high school assessment and college entrance test requirements, Florida Bright Futures Scholarship Program requirements, state university and Florida College System institution admission requirements, and programs through which a high school student can earn college credit, including Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, dual enrollment, career academy and career-themed course opportunities, and courses that lead to national industry certification.

**HIGH SCHOOL
Diploma Requirements and Designations
For 9th grade cohort 2016-2017**

What are the diploma options?

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

What are the state assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 ELA (or ACT/SAT concordant score)
- Algebra I end-of-course (EOC) or a comparative score on the Postsecondary Education Readiness Test (P.E.R.T.)
- Students must participate in the EOC assessments and the results constitute 30 percent of the final course grade. These assessments are in the following subjects:
Algebra I
Biology I
Geometry
U.S. History
Algebra II (if enrolled)

What is the credit acceleration program (CAP)?

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Algebra I

- Geometry
- U.S. History
- Biology I
- Algebra II

What are the requirements for the 24-credit standard diploma option?

- 4 Credits English Language Arts (ELA)
ELA I, II III, IV
ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and dual enrollment courses may satisfy this requirement
- 4 Credits Mathematics
One of which must be Algebra I and one of which must be Geometry
Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)
- 3 Credits Science
One of which must be Biology I, two of which must be equally rigorous science courses
Two of the three required credits must have a laboratory component.
An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)
An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I)
- 3 Credits Social Studies
1 credit in World History
1 credit in U.S. History
.5credit in U.S. Government
.5credit in Economics with Financial Literacy
- 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts
- 1 Credit Physical Education: To include the integration of health
- 8 Elective Credits
- 1 Online Course
- Students must earn a 2.0 grade point average on a 4.0 scale.

GRADUATION

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

LATIN HONORS CRITERIA

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

Summa Cum Laude

4.400 or above

Magna Cum Laude

4.210-4.399

Cum Laude

GRADE 1-12 GRADING SCALE

<u>Grade</u>	<u>Definition</u>	<u>Percent</u>
A	Superior Progress	90 - 100
B	Above Average Progress	80 - 89
C	Average Progress	70 - 79
D	Below Average Progress	60 - 69
F	Failure	0 - 59
I	Incomplete	
S	Satisfactory	
N	Needs to Improve	
U	Unsatisfactory	

Please refer to the “Student Handbook” provided by your child’s school or call the school office for additional information. For your convenience, contact persons and phone numbers are listed on the last page of this document.

KINDERGARTEN GRADING SCALE

<u>Grade</u>	<u>Grade</u>	<u>Percent</u>
E=Excellent	A	90 – 100
S=Satisfactory	B	80 – 89
N=Needs Improvement	C	70 – 79
U=Unsatisfactory	D	60 – 69
	F	0 – 59

Check with the administration at your school for information on accessing student grades online.

ASSESSMENT INFORMATION & SCHEDULE

Glossary of Assessment Terms

The following glossary includes definitions of assessment terms and explanations of acronyms used throughout this template.

Acronym/Term	Definition
ACCESS for ELLs	Assessing Comprehension and Communication in English State-to-State (ACCESS) for English
Accommodation	Per Rule 6A-1.0943, F.A.C., "Accommodations are defined as adjustments to the presentation of the statewide standardized assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a statewide standardized assessment to include amount of time for administration, settings for administration of a
CBT	Computer-Based Test
Diagnostic	Assessments that measure students' understanding of a subject area or skills base, which allow teachers and educators to evaluate student learning, focusing on strengths and areas
District Window	The selected dates within the statewide window during which a district will administer a given
District-Required	Assessments required by the school district for students in a specific grade or course.
ELA	English Language Arts
EOC	End-of-Course
Evaluative	Assessments that measure student proficiency at selected intervals in order to compare change
FAIR	Florida Assessments for Instruction in Reading
FLKRS	Florida Kindergarten Readiness Screener
Formative	Formative assessments are the formal and informal ways that teachers and students gather and respond to evidence of student learning. Formative assessments are part of teaching in the classroom. Formative assessments will not result in a score that will appear on a student's report card, but they serve the greater purpose of informing both students and teachers on
FSA	Florida Standards Assessments
FSAA	Florida Standards Alternate Assessment

Interim	Assessments administered on a smaller scale (i.e., school or district) with results that can be used at the classroom level or aggregated at the school- or district-level. Depending on the design, interim assessments can be used to predict a student's ability to succeed on a
NAEP	National Assessment of Educational Progress
NGSSS	Next Generation Sunshine State Standards
PBT	Paper-Based Test
Progress Monitoring	Process used to determine whether a student's academic performance is improving, at what rate it is improving, and how effective instruction has been
PSAT/NMSQT	Preliminary SAT/National Merit Scholarship Qualifying Test
Summative	Assessments that evaluate student mastery of Florida's academic standards at or near the
Statewide, Standardized	All assessments required by s. 1008.22 , Florida Statutes (F.S.)
Statewide Window	The range of dates during which districts and/or schools may choose to administer a given
Testing Time	The amount of time individual students are each given to respond to test items on each test

Test, Type, and Purpose/Use

Test	Type	Purpose/Required Use	Statutory Authority/Required Use
ACCESS for ELLs	Diagnostic	Measure English language acquisition of ELLs	s. 1003.56, F.S.
Alternate ACCESS for ELLs	Diagnostic	Measure English language acquisition of ELLs with significant cognitive disabilities	Rule 6A-6.0902, F.A.C. Rule
FAIR	Diagnostic/Progress Monitoring	Provides general estimate of students' reading ability/monitors students'	s. 1008.25(4), F.S.

FLKRS	Diagnostic/Progress Monitoring	Determine readiness for kindergarten	s. 1002.69(1),
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Test	Type	Purpose/Required Use	Statutory
FSA	Summative	Purpose: Measure student achievement of standards (Florida Standards, Next Standards) Required uses: third grade retention; school standard diploma; EOC assessments grade; school grades; school improvement differentiated accountability; teacher designation; federal reporting; Credit school improvement plans; school, district, reporting	s. 1008.22, F.S. Rule 1.09422, F.A.C. Rule 1.0943, F.A.C. Rule 1.09432, F.A.C. Rule 1.094223, F.A.C s. 1008.25, F.S. Rule 6A-1.094221, F.A.C. Rule 6A-1.094222, F.A.C. s. 1003.4156, F.S. s. 1003.4282, F.S. s. 1008.34, F.S. Rule 6A-1.09981, F.A.C. s. 1008.341, F.S. Rule 6A-1.099822, F.A.C. s. 1008.33, F.S. Rule 6A-1.099811, F.A.C. s. 1012.34, F.S. s. 1002.38, F.S.
FSAA	Summative		
NGSSS EOC	Summative		
Statewide Science Assessment	Summative		
NAEP	Evaluative	Measure student performance for comparison among state and national	s. 1008.22, F.S.
PreACT	Summative	Inform course placement	s. 1007.35, F.S.
PSAT/NMSQT	Summative	Inform course placement	s. 1007.35, F.S.

Required Statewide Assessments

The following assessments are required for students as indicated in the Students to Be Tested column.

Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
FLKRS	Kindergarten	August–October, 2016	Aug 10-Sept 22, 2016	PBT	N/A – Classroom Observation During Instruction	One week after the final date of instruction
FSAA—Datafolio	Students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations	September 2016, November 2016, and February 2017	September 2016, November 2016, and February 2017	PBT/CBT ¹ (based on IEP)	Varies/Untimed	June 2017

FSA Algebra 1, Geometry, and Algebra 2 EOC assessments	Students enrolled in associated courses	September 12–23, 2016	September 12–13, 2016	CBT ¹	180 minutes ²	October 2016
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	September 12–23, 2016	September 12–13, 2016	CBT ¹	160 minutes ³	October 2016
FSA Algebra 1, Geometry, and Algebra 2 EOC assessments	Students enrolled in associated courses	November 28–December 16, 2016	November 29–30, 2016	CBT ¹	180 minutes ²	January 2017
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	November 28–December 16, 2016	November 29–30, 2016	CBT ¹	160 minutes ³	January 2017
FSA ELA – Writing	Grades 4–7	February 27–March 3, 2017	February 27–March 3, 2017	PBT	120 minutes	June 2017
FSA ELA – Writing	Grades 8–10	February 27–March 10, 2017	February 27–March 10, 2017	CBT ¹	120 minutes	June 2017
FSAA— Performance Task	Students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations	February 27–April 28, 2017	February 27–April 28, 2017	PBT/CBT ¹ (based on IEP)	Varies/Untimed	June 2017
FSA ELA – Reading	Grade 3	March 27–April 7, 2017	March 27–31, 2017	PBT	Grades 4–5 Reading: 160 minutes Grades 6–8 Reading: 170 minutes Grades 9–10 Reading: 180 minutes	May 2017

FSA Mathematics	Grades 3–8	April 10–May 12, 2017	April 10 - May 12, 2017	CBT1	Grades 3–5 Mathematics: 160 Minutes Grades 6–8 Mathematics: 180 minutes	June 2017
FSA Algebra 1, Geometry, and Algebra 2 EOC assessments	Students enrolled in associated courses	April 17–May 12, 2017	April 17 - May 12, 2017	CBT1	180 minutes ²	June 2017
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	April 17–May 19, 2017	Biology/US History - May 8 - 12, 2017 Civics - May 1 - 19, 2017	CBT1	160 minutes ³	June 2017
NGSSS Statewide Science Assessment	Grades 5 and 8	May 1–5, 2017	May 1–5, 2017	PBT	160 minutes	May 2017
FSA Algebra 1, Geometry, and Algebra 2 EOC assessments	Students enrolled in associated courses	July 10–21, 2017	July 17–18, 2017	CBT1	180 minutes ²	August 2017
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	July 10–21, 2017	July 17-18, 2017	CBT1	160 minutes ³	August 2017

¹ Paper-based accommodations (e.g., regular print, large print, braille, one-item-per-page) for computer-based tests are available to eligible students if indicated as an accommodation on an IEP or Section 504 plan.

² Any student taking an FSA EOC assessment who has not completed the session by the end of the allotted time may continue working up to half the length of a typical school day.

³ Any student taking an NGSSS EOC assessment who has not completed the session by the end of the allotted time may continue working; however, testing must be completed within the same school day.

Statewide Assessments for SELECT Students

Assessment	Applicable Students ⁴	Statewide Window	District Window	Mode	Testing Time	Results Expected
FAIR	Grades 3–12	Assessment Period (AP) 1: First day of school– November 4,	August 10- November 4, 2016	CBT ¹	45 minutes	1 week after

NGSSS Algebra 1 Retake EOC		September 12–23, 2016	September 12–13, 2016	CBT ¹	160 minutes ³	October 2016
PreACT	Grade 10	September–December 2016	N/A	PBT	150 minutes	Approximately 2 weeks after testing
FCAT 2.0 Reading Retake		October 10–21, 2016	October 17 - 19, 2016	CBT ¹	Up to a typical school day	November 2016
ELA Grade 10 Retake – Writing		October 10–21, 2016	October 17 - 19, 2016	CBT ¹	120 minutes ²	January 2017
ELA Grade 10 Retake – Reading		October 10–28, 2016	October 17 - 19, 2016	CBT ¹	180 minutes ²	January 2017
PSAT/NMSQT	Grade 10	October 15 and 19, 2016	N/A	PBT	165 minutes	January 2017
FAIR	Grades 3–12	AP 2: November 7, 2016 – February 10, 2017	November 7, 2016 - February 10, 2017	CBT ¹	45 minutes	1 week after
PSAT/NMSQT	Grade 10	November 2, 2016	November 2, 2016	PBT	165 minutes	January 2017
NGSSS Algebra 1 Retake EOC		November 28–December 16,	November 29 - 30, 2016	CBT ¹	160 minutes ³	January 2017
ACCESS for ELLs 2.0	Grades K–12 currently classified as ELL with “LY” code	January 30–March 24, 2017	January 30–March 24, 2017	PBT	Kindergarten: 45 minutes Grades 1–12: 105–245 minutes (varies by grade-level/tier)	May 2017
Alternate ACCESS for ELLs	Grades 1–12 with significant cognitive disabilities and currently classified as ELL with “LY” code	January 30–March 24, 2017	January 30–March 24, 2017	PBT	80 minutes	May 2017

NAEP	Grades 4 and 8 Reading, Mathematics, Writing, Civics, Geography, U.S. History	January 30– March 10, 2017	February 1, 2017	PBT and CBT ¹	90 minutes	Statewide results provided Fall 2017
FAIR	Grades 3–12	AP 3: February 13– June 9, 2017	February 13– May 25, 2017	CBT ¹	45 minutes	1 week after
ELA Grade 10 Retake – Writing		February 27– March 10, 2017	March 3, 2017	CBT ¹	120 minutes ²	June 2017
ELA Grade 10 Retake – Reading		March 27–April 7, 2017	March 28 - 29, 2017	CBT ¹	180 minutes ²	June 2017
FSA Algebra 1 EOC		March 27–April 7, 2017	April 4 - 5, 2017	CBT ¹	180 minutes ²	June 2017
NGSSS Algebra 1 Retake EOC		March 27–April 7, 2017	March 27, 2017	CBT ¹	160 minutes ³	June 2017
FCAT 2.0 Reading Retake		March 27–April 7, 2017	March 28 - 29, 2017	CBT ¹	Up to a typical school day	May 2017
NGSSS Algebra 1 Retake EOC		July 10–21, 2017	July 17 - 18, 2017	CBT ¹	160 minutes ³	August 2017

¹ Paper-based accommodations (e.g., regular print, large print, braille, one-item-per-page) for computer-based tests are available to eligible students if indicated as an accommodation on an IEP or Section 504 plan.

² Any student taking an FSA ELA Retake or EOC assessment who has not completed the session by the end of the allotted time may continue working up to half the length of a typical school day.

³ Any student taking an NGSSS EOC assessment who has not completed the session by the end of the allotted time may continue working; however, testing must be completed within the same school day.

⁴ If indicated, “applicable students” relates to the sub-group(s) of students who *may* take that assessment; it does not indicate that all students throughout the state in that sub-group will take that assessment. Assessments for which no applicable student group is listed are available to students as needed but are not limited to any specific sub-group.

⁵ The FSA Algebra 1 EOC Assessment is only offered as a separate Retake assessment during the Spring administration; students retaking the FSA Algebra 1 EOC in Fall, Winter, or Summer participate in the regular EOC administration.

NEXT GENERATION SUNSHINE STATE STANDARDS

Florida Next Generation Sunshine State Standards can be found at <http://www.cpalms.org/Public/http://www.floridastudents.org/#>

Florida Course Descriptions are located at <http://www.fldoe.org/policy/articulation/ccd/2015-2016-course-directory.stml>

See your school guidance counselor for more information.

FLORIDA STATE STANDARDS

The Florida State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects (“the Standards”) are the culmination of an extended, broad-based effort to fulfill the charge issued by the states to create the next generation of K–12 standards in order to help ensure that all students are college and career ready in literacy no later than the end of high school.

http://www.flstandards.org/resources/parents_families.aspx

ACCOMMODATIONS

FSA and FCAT/FCAT 2.0/NGSSS EOC ASSESSMENT ACCOMMODATIONS Frequently Asked Questions

Do all students with disabilities take FSA assessments?

Any student with a disability participates in the statewide assessment program by taking the FSA with or without accommodations unless the student meets criteria for participation in the Florida Alternate Assessment. An exemption from participation in a statewide assessment may be requested for an extraordinary circumstance or condition per Section 1008.212, Florida

Statutes, or for medical complexity per s.1008.22 (9),F.S. All determinations regarding participation in the statewide assessment program must be documented in the student’s IEP or Section 504 plan.

Which students are eligible for accommodations on FSA assessments?

A student with a disability is eligible to receive accommodations on FSA assessments if the IEP team or Section 504 plan team determines and documents that the student requires allowable accommodations during instruction, as well as for participation in statewide standardized assessments. The IEP team or the Section 504 plan team should determine which accommodations the student needs, if any. This information must be documented in the student’s IEP or Section 504 plan. The accommodations are then used regularly in the classroom for daily academic work and assessments. In accordance with testing guidelines, these same accommodations if proven successful in the classroom and if allowable may be used during the administration of statewide assessments.

What accommodations are allowed on FSA assessments?

The following table provides details about the features and accommodations that are available for the FSA and FCAT/FCAT 2.0/EOC assessments. Additional accommodations that may be provided are included in the categories of flexible presentation, flexible responding, flexible setting, flexible scheduling, and assistive devices/tools. Allowable accommodations are listed in the test administration manuals published by the Florida Department of Education Bureau of K-12 Student Assessment.

	FSA Test Delivery System (AIR)	FCAT/FCAT 2.0/NGSS EOC TestNav 8 (Pearson)
Computer-Based Features Available to All Students	<ul style="list-style-type: none"> • Enlarge Print Size • Zoom • Color Contrast <ul style="list-style-type: none"> - Black Text on White - Black Text on Blue - Black Text on Light Blue - Black Text on Magenta - Yellow Text on Blue - White Text on Black • Line Reader • Highlighter • Notepad • Answer Choice Eliminator 	<ul style="list-style-type: none"> • Increase Text Size • Zoom • Magnifier • Color Contrast <ul style="list-style-type: none"> - Black Text on Cream - Black Text on Light Blue - Black Text on Light Magenta - White Text on Black - Light Blue Text on Dark Blue • Line Reader • Highlighter • Notepad • Answer Choice Eliminator
Computer-Based Accommodations	<ul style="list-style-type: none"> • Text-to-Speech (TTS) • Masking 	<ul style="list-style-type: none"> • Text-to-Speech (TTS) • Masking
Passage Booklet Accommodations (for computer-based tests)	<ul style="list-style-type: none"> • Regular Print Writing Passage Booklet • Large Print Writing Passage Booklet • Regular Print Reading Passage Booklet • Large Print Reading Passage Booklet 	<ul style="list-style-type: none"> • Regular Print Reading Passage Booklet
Paper-Based Accommodations	<ul style="list-style-type: none"> • Regular Print • Large Print • Contracted Braille • Uncontracted Braille • One-Item-Per-Page 	<ul style="list-style-type: none"> • Regular Print • Large Print • Contracted Braille • Uncontracted Braille • One-Item-Per-Page

Can a student with a disability receive an FSA waiver?

Yes. Per s. 1008.22(3) (c) 2 and 3 and s. 1003.4282(11) (e), a student with a disability may request a waiver of assessment results for the purpose of receiving a course grade or a standard diploma. The student must have participated in the assessment at least once and must meet all other waiver criteria.

Alternate Assessment for Students with Significant Cognitive Disabilities

All Florida students participate in the state’s assessment and accountability system. The Florida Standards Alternate Assessment (FSAA) is designed for students whose participation in the general statewide assessment program (Florida Standards Assessments, Statewide Science Assessment, Next Generation Sunshine State Standards End-of-Course Assessments) is not appropriate, even with accommodations. The FSAA measures student academic performance on the Access Points (FS-AP) in Language Arts, Mathematics, and Science. Access Points reflect the essence or core intent of the standards that apply to all students in the same grade, but at reduced levels of complexity. Student performance is assessed at three levels of complexity. Students'

achievement is reported through performance levels described as emergent, achieved and commended. Access Points are academic expectations written specifically for students with significant cognitive disabilities. It is expected that only students with the most significant cognitive disabilities who are eligible under IDEA will participate in the FSAA.

Florida Virtual School On-Line Instruction

An agreement between Hardee County Schools and Florida Virtual School provides on-line instruction for those students seeking credit toward high school graduation. Course credits and grades earned through FLVS are based upon successful completion of the course. More information can be found at www.flvs.net

MyDistrictVirtual Instruction Program

Eligible students have the option of participating in a full-time virtual education program. Virtual Education is provided through contracts with approved state providers. If you would like enrollment information, contact the Director of Curriculum at 863-773-9058.

If you are interested in participating in this instructional option, please contact your school guidance counselor to fully discuss this option for your student. You may also visit <http://www.nefec.org/virtual/> if you have questions about the district's virtual programs.

PARENT INVOLVEMENT ACTIVITIES

Information regarding parent involvement opportunities will be sent from each school.

Planned Activities

Open House, Individual Conferences, Volunteer Organizations, Grandparents' Day, Parent Night, School Lunch Week, Family Literacy Night

Counseling

Each elementary school has a guidance counselor on staff. Call your individual school if you need to schedule an appointment to meet with your child's guidance counselor.

Remedial Services

Remedial services will be available at each school. Call your child's school for information on these programs.

Parenting and Adult Education

Parenting classes and adult education classes are offered by Adult Education which can be reached at 773-3173.

Educational Choices

Please contact The Hardee County School Board office at 773-9058 for information regarding educational choices for your child.

SCHOOL IMPROVEMENT PLANS AND THE DISTRICT IMPROVEMENT AND ASSISTANCE PLAN

School Improvement Plans and the District Improvement and Assistance Plan are available at <https://www.flsiponline.com/> and in the school's front office. Parental input can be made by calling the school principal or assistant principal. Copies are available upon request by calling the school office.

PARENT INVOLVEMENT PLANS

The District (LEA) Parent Involvement Plan is available at

http://hardee.k12.fl.us/webfiles/Departments/Federal_Programs/District%20PIP%2014%2015.pdf

School level Parent Involvement Plans are located on each school's website and in the school's front office. Parental input can be made by calling the school principal or assistant principal. Copies are available upon request by calling the school office.

FACTS.org

FACTS.org is now part of the new Florida Virtual Campus. You can access information there that was previously available from FACTS.org. <https://www.flvc.org/>

LINKS FOR PARENTS

Homework and Academic

- Florida Standards: <http://www.floridastudents.org/#>
- FCAT Explorer- <http://www.fcatexplorer.com> This site contains FCAT practice items for students.
- Florida Achieves- <http://www.florida-achieves.com/> This site contains FCAT practice items for students.
- Big Chalk - <http://www.proquestk12.com/> This site contains online field trips, classroom radio, homework help, and features are all geared for elementary through high school students and their parents. No ads.
- Core Knowledge Foundation - <http://www.coreknowledge.org> "Dedicated to excellence and fairness in early education" The Core Knowledge Foundation serves as "The hub of a growing network of Core Knowledge schools."
- Learning Network - <http://www.nytimes.com/learning> "Offering the most profound resources and fostering the most active community for teachers, students and parents."
- Super Kids- <http://www.superkids.com> This site contains a math section that you can create practice sheets for your child, games that they can play to practice skills and much more.
- The Florida Tutor Network- <http://www.flutornetwork.com/> The Florida Tutor Network is a similarly designed site with the same features and is offered by the Florida Department of Education to students attending schools in the Panhandle Area Educational Consortium (PAEC), North East Florida Educational Consortium (NEFEC), and Heartland Educational Consortium (HEC).

Parent Info

- Florida Department of Education- <http://www.fldoe.org>
- Bureau of Family, Community, Outreach
- <http://www.fldoe.org/schools/family-community/index.stml> Parent resources regarding school involvement.
- Florida School Choice-<http://www.floridaschoolchoice.org/>. Information regarding school choices in Florida.
- K-20 Courses for Students-
- <http://www.fldoe.org/policy/articulation/ccd/2015-2016-course-directory.stml> Information regarding the courses of students in grades K-20.
- Resources for Parents from the Dept. of Education
<http://www.fldoe.org/academics/standards/just-read-fl/parents.stml>
- National Coalition For Parent Involvement In Education (NCPiE) - <http://www.ncpie.org> An advocacy group "Dedicated to developing effective family/school partnerships in schools throughout America."
- National Parent/Teacher Association - <http://www.pta.org> "Largest volunteer association in the United States working exclusively on behalf of children and youth."
- National Parenting Center - <http://www.tnpc.com> Provides parents with guidance from renowned child-rearing authorities.
- These sites offer parents and teachers resources for limiting student access to inappropriate web sites:
<http://www.netnanny.com>
<http://www.cyberpatrol.com>

Library

- American Library Association - <http://www.ala.org> "The oldest, largest and most influential library association in the world."

Family Sites

- Bright Futures Scholarship - <http://www.floridastudentfinancialaid.org> Beginning with 2002 graduates, students apply for a Bright Futures Scholarship by submitting a completed Florida Financial Aid Application during their last year in high school. Seniors may now apply online.
- FACTS - <https://www.flvc.org/> Florida Academic Counseling and Tracking for Students. "FACTS.org is your central web resource for planning and managing your higher education experience."
- Family Education Network - <http://www.familyeducation.com> Articles how to inspire kids to love books, challenging gifted kids, child development, etc. Also, links to other helpful sites, information on test-taking, college planning, health and safety, learning disabilities, etc.
- Families and Work Institute - <http://www.familiesandwork.org> "A non-profit organization that addresses the changing nature of work and family life"
- Florida Department of Education: Next Generation Sunshine State Standards(NGSSS)-
<http://www.cpalms.org/Public/> and Florida Standards(FS)
<http://www.floridastudents.org/#> These are the official web sites of the required curriculum standards which must be taught by Florida educators.
- Princeton Review Online - <http://www.review.com> This site contains many tips designed to help individuals succeed in college and develop a career.
- Star Fall - www.starfall.com This site is a great reading site for K-2 students.
- Student Weather Site- www.weatherwizkids.com A free educational weather website for kids.

Miscellaneous

- Discovery Channel Online - <http://www.discovery.com> This is the Internet version of the notable educational cable TV channel.
- Drug Prevention Resource Center, Inc. - <http://www.drugpreventionresource.org> To increase awareness of problems associated with substance abuse through prevention and education to the community with a goal of reducing substance abuse.
- Head Start - <http://www.acf.hhs.gov/programs/ohs> Federally-funded nationwide children's programs.
- Healthy Kids - <http://www.healthykids.org> Healthy Kids a public/private partnership giving health insurance to Florida's children.
- "Keep Schools Safe" - <http://www.keepschoolssafe.org> This is the web site of the initiative of National Association of Attorneys General and the National School Boards Association to help curb school violence.
- P.B.S. Online - <http://www.pbs.org> This is the official web site of the Public Broadcasting System.
- Hardee County Schools - <http://www.hardee.k12.fl.us>
Information about the Hardee County School District and links to Hardee County schools.

ACCOUNTABILITY

The Florida School Grades Web page, <http://schoolgrades.fldoe.org/>, includes links to School Accountability Reports: School Grades. In addition, downloadable files on school and district performance outcomes, technical assistance guides, and additional resources on school performance are available.

STUDENT PROGRESSION

Information regarding student progression and the Hardee County Study Progression Plan is located at <http://hardee.k12.fl.us/pages/departments/student-academic-services.php>

STUDENTS RECORDS MAINTAINED BY THE SCHOOL

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.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Hardee School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Hardee School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Hardee School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hardee School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Florida Statute, Section 513, Public Law 93-380 (as amended), provides that an educational institution may, without authorization from parents, guardians, or eligible students, release "Directory Information." Directory information includes the following:

Student's name, address, telephone listing if not an unlisted number, date and place of birth, a major field of study, participation in officially recognized activities and sports, weight and height of

members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended by student, photographs in the school year book and similar information.

If any parent, guardian, or student above the age of 18 years objects to the release of such information, he/she shall make known the objections, in writing, to the Superintendent within the first 30 days of the school year. The School Board shall release directory information only after 30 days' public notice has been given.

AHERA: Asbestos Hazard Response Act

Dear Parent,

In 1986, Congress passed the Asbestos Hazard Response Act (AHERA). The law required all schools, kindergarten through twelfth grade, to be inspected for asbestos-containing materials.

Hardee County School Board contracted with PSI to bring our schools into compliance with the AHERA regulations, PSI is the nation's largest and most experienced environmental engineering and analytical testing firm specializing in asbestos.

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

1. Sample, analyze and quantify asbestos-containing materials in our schools.
2. Determine any potential for exposure of building occupants to asbestos fibers.
3. Provide recommendations for corrective actions.
4. Establish priority levels for abatement activities.
5. Provide estimates for removal and replacement of asbestos-containing materials.

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

If you have any questions, please feel free to contact the Asbestos Management Planner, at 863-773-9058. A copy of the Management Plan is on file for your review at the school administrative office.

FLORIDA PARENT SELF-ASSESSMENT CHECKLIST

This Parent Self-Assessment Checklist has been developed to help you, as parents, determine how involved you are in promoting a positive education for your child.

Focus on Attitude

- Parent stresses the importance of education and doing one's best in school.
- Parent expresses belief in the child's ability to be successful.
- Parent helps the child to set short and long term educational goals.
- Parent celebrates child's academic accomplishments.

Focus on Academics

- Parent supports reading with age appropriate home activities.
- Parent assures that home has a consistent time and place to do homework.
- Parent ensures that child has access to materials needed to complete assignments.
- Parent regularly discusses and asks to see work that the child is doing in school.
- Parent attends workshops on helping their children at home.

Focus on Behavior

- Parent monitors television viewing of child.
- Parent teaches and reinforces positive behaviors such as respect for self and others, hard work, and responsibility.
- Parent is aware of and enforces school behavioral expectations.

Focus on Building Responsibility

- Parent ensures that child has a regular routine.
- Parent encourages child to accept responsibility for his/her actions
- Parent ensures that child is in attendance and on time to school each day.

- Parent monitors and promotes child's participation in extracurricular and after-school activities.

Focus on School/Home Connections

- Parent communicates regularly with teacher in person, on the phone, by email or through writing.
- Parent prepares for and attends teacher conferences, Individualized Educational Plans, Academic Improvement Plans, or other individualized student meetings.
- Parent attends open house, science fairs, plays, musical events, class trips, sporting events, curriculum nights, or other school activities.
- Parent volunteers in the school setting when possible.

HARDEE COUNTY SCHOOLS

BOWLING GREEN ELEMENTARY

4530 South Church Street / Bowling Green, Florida 33834
Phone: 863-375-2288 Fax: 863-375-3501
School Website: <http://www.hardee.k12.fl.us/bge/>

NORTH WAUCHULA ELEMENTARY

1120 North Florida Avenue / Wauchula, Florida 33873
Phone: 863-773-2183 Fax: 863-773-3514
School Website: <https://www.hardee.k12.fl.us/nwe/>

WAUCHULA ELEMENTARY

400 South Florida Avenue / Wauchula, Florida 33873
Phone: 863-773-3141 Fax: 863-773-0416
School Website: <http://www.hardee.k12.fl.us/wes/>

ZOLFO SPRINGS ELEMENTARY

P.O. Box 807 / 3215 Schoolhouse Road / Zolfo Springs, Florida 33890
Phone: 863-735-1221 Fax: 863-735-1788
School Website: <http://www.hardee.k12.fl.us/zse/>

HARDEE JUNIOR HIGH

2401 U.S. 17 N. / Wauchula, Florida 33873
Phone: 863-773-3147 Fax: 863-773-3167
School Website: <http://www.hardee.k12.fl.us/hjh/>

HARDEE SENIOR HIGH

830 Altman Road / Wauchula, Florida 33873
Phone: 863-773-3181 Fax: 863-773-4390
School Website: <http://www.hardee.k12.fl.us/hhs/>

HILLTOP ELEMENTARY

2401 U.S. 17 N./ Wauchula, Florida 33873
Phone: 863-773-2750 Fax: 863-773-3167
School Website: <http://www.hardee.k12.fl.us/hes/>

PIONEER CARREER ACADEMY

P.O. Box 690 / 2630 Academy Drive / Zolfo Springs, Florida 33890
Phone: 863-735-2300 Fax: 863-735-2155
School Website: <http://www.hardee.k12.fl.us/pca/>

<http://www.hardee.k12.fl.us>