

# 2024-2025 Hardee Senior High School

## Parent & Student Handbook

Dear Students and Parents:

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

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

### **School Administration**

Travis Tubbs, Principal

Heather Culverhouse, Assistant Principal

Randy Stowers, Assistant Principal

### **Deans Office**

Bryan Kemp, Dean of Students

Chrystal McDuffie, Dean of Students

Deputy Carree Williams, School Resource Officer

Deputy Bee Vue, School Resource Officer

### **Guidance**

Leigh Hays, Counselor, Students A-Ga

Jackie Dean, Counselor, Students Ge-O

Stacie Harpe, Counselor, Students P-Z

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

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

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

**Students Collective Commitment:**

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

**ALMA MATER**

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

*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:*

*Mary Farr, Director of Student Academic Services & Federal Programs*

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

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

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

OR

*Tamara Taylor-Camilo, Director of Exceptional Student Education*

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

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

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

## ADMINISTRATION

The administrators are available to all students and parents to assist or answer questions.

## PARENTS CAN HELP STUDENTS BE MORE SUCCESSFUL BY:

- Encouraging them to attend school daily and be on time.
- Identifying a specific time and place to study every day.
- Encouraging them to complete homework and school assignments in a thorough and timely manner.
- Communicating with teachers and staff before a problem arises.
- Fostering respect, integrity, and personal responsibility.
- Monitoring student technology use.

## PRINCIPAL'S UPDATES

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

**Step 1: Enter the number 81010 or 657-400-2102**

**Step 2: Text the message @8bch3f**

**\*note: standard text message rates apply.**

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

Don't have a mobile phone? Go to <http://rmd.at/8bch3f> on a desktop computer to sign up for email notifications.

Individual teachers may also set up a Remind group with each of their classes. Teachers will provide students the information needed to join their class Remind group. Students are expected to sign up for each of those Remind groups in order to receive important class reminders and information from their teachers. If a student does not have a personal phone, they are encouraged to sign up for class Remind groups using the phone of a parent/guardian who can then pass on important class information to the student.

## NURSE'S OFFICE

The duties of the nurse include personal consultations, first-aid to students, health instruction in cooperation with teachers, and prevention of communicable disease.

Effective July 1, 2022, **all** students must have a consent form on file to receive services from the clinic. Consent forms need to be renewed every school year. Forms are available in the "back to school" packets, in the front office, or the HHS website. Emergency situations will be addressed on an individual basis.

### Medication:

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

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

**OR**

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

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

Menstrual hygiene products are available in each school's clinic for students free of charge.

## **COUNSELOR'S OFFICE**

The goal of the guidance staff is to assist each pupil with the development of personal and social adjustment, educational exploration, occupational information, and college planning. Hardee counselors seek to help the student understand his/her own problem, and to aid him/her in working out a solution. Individual counseling is available at set hours by appointment, but in case of emergency, a student may see a counselor at any time.

### **Request a Meeting with Assigned Counselor:**

Students may request to see their counselor by completing an online appointment request. Students are not to leave during classroom time to make such a request. Counselors are always available for urgent circumstances. Student record information is available upon request from the guidance office.

It is important to remember that **a parent and their child's teachers are partners in helping students in the transition to adulthood.** The combined support of the student's counselor, teachers and parents is essential to helping students get on the right track to achieve his or her goals.

If a parent has a concern regarding their child's academic progress or behavior in a class, the parent should first contact the teacher directly through email or leave a phone message for the teacher by contacting the main office (773-3181).

If a parent would like to schedule an appointment to meet with one or more of their child's teachers, they should contact the guidance office to schedule a conference. A parent teacher conference will be scheduled by the guidance secretary and facilitated by the student's guidance counselor. Hardee High School does not provide for parents to attend or participate in a student's classes unless a need is specifically requested by the teacher and the appropriate guest speaker or volunteer form is completed in advance of the visit.

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

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

### Course changes may only occur:

- A. If the student is missing the prerequisite course for the scheduled class.
- B. If the teacher/counselor determines that the student is placed at an inappropriate level.  
Requests to move a student at the semester change from an honors level to regular, will not be considered unless a student's grade is below a "C" average.
- C. If the student has already successfully completed and received credit for a course.
- D. If there is a registration error confirmed by the counselor.
- E. If the student has previously failed the course under the current instructor. (Unless the course is only taught by this instructor.)

Teacher preference is not a valid reason for a schedule change. **Requests for course changes based on the above criteria must be made within the first three days of a term.** For any changes after three days, the students' grade average will transfer to the new course.

### WILDCAT ATHLETICS

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

#### Athletic Director

The athletic director is responsible for the administration of the school's athletic program. The athletic secretary can provide you with athletic participation forms and assist you with information regarding athletic eligibility.

#### Athletics-Program Eligibility Requirements

Any student who plans to participate in an athletic or extracurricular contest will be required to maintain a minimum grade point average. Students must maintain a cumulative unweighted 2.0 grade point average or higher on a 4.0 unweighted scale through the end of the previous semester. Athletes' GPAs are calculated at the end of each semester. Any athlete in credit denial because of attendance, whose GPA falls below a 2.0 will be ineligible for the entire next semester. Student's eligibility status will not change during the semester even if credit is reinstated.

#### HHS Sports Programs

	<b>Boys:</b>	<b>Girls:</b>
<b>Fall</b>	Cross Country Football Golf Swimming	Cross Country Volleyball Golf Swimming
<b>Winter</b>	Basketball Soccer	Basketball Soccer
<b>Spring</b>	Baseball Tennis Track Weightlifting	Softball Tennis Track Weightlifting

#### Participation in Athletics

Students in grades 9-12 who participate in athletics must maintain a cumulative unweighted GPA of a 2.0 or higher **and** keep all athletic paperwork current. A student must complete all required athletic paperwork **prior** to participating in tryouts or practices. **Participation in sports is a privilege, not a right.** Students may be removed from a team, or not allowed to participate in a sport at the coach's

discretion. Reasons for dismissal include but are not limited to: Discipline issues (on/off campus), poor attendance, poor academic work, or any other action that the head coach believes to warrant removal.

A student must be in attendance a minimum of one-half day on the day of competition or the day prior if the contest falls on a non-school day, unless documented (doctor's note, field trip, subpoena, etc.), to practice or participate in a contest on that day unless approved by the Principal or designee.

### **Sportsmanship**

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

### **School Spirit – Three Categories**

- **Courtesy**--towards school staff, fellow students, the officials of school athletic activities, and participants in school assemblies and pep rallies.
- **Pride**--in everything our school endeavors to accomplish and has already accomplished.
- **Sportsmanship**--the ability to win and lose gracefully. A loyal student supports his/her school and does the utmost to keep his/her scholastic and activity standards at the highest possible level.

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

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

#### **Current Clubs and Organizations**

AFJROTC, A-Team, Band, Cheerleading, Chess Club, Chorus, Culinary Arts Club, FBLA, FCA, FFA, H.O.S.A., Key Club, Leo Club, National Honor Society, STEM Club, Student Council, and Yearbook.

### **FIELD TRIPS**

Field trips provide opportunities for students to relate academic learning to real life situations and serve as appropriate extensions and enrichment to classroom instruction. The student code of conduct continues to apply to students who participate in a school related field trip or activity on or off school board property, before, during, or after the regular school day. When a student receives a field trip permission form to complete, they should obtain signatures from their teachers during their regularly scheduled class time. At no time should a student interrupt a teacher's class to obtain a signature.

## **FLYERS**

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

## **FUNDRAISING**

School clubs and athletic teams sometimes conduct fundraisers to support their programs. If a student is participating in a fundraising activity for a school organization, they must abide by the school's fundraising policies provided to the organization's adult sponsor/coach.

For any fundraiser that involves students selling food items, food items may not be sold until 30 minutes after the last bell of the school day, unless those food items meet the "Smart Snacks in Schools" guidelines and have been approved by the State Agency.

At no time are students permitted to sell any item/product for personal profit while on school grounds or during the school day.

## **MEDIA CENTER**

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

1. Students and teachers will be provided services before school hours, during regular class periods, lunchtime and after school in accordance with other school policies and regulations.
2. Students must conduct themselves in a manner conducive to a good learning environment, both for themselves and others.
3. Adequate reimbursement for lost, damaged or abused resources must be made in a timely manner.
4. Checked out materials should be returned when they are due.
5. No open food or drink is permitted in the media center.

## **GENERAL GUIDELINES FOR COMPUTER USAGE**

Hardee Senior High transitioned to a 1-to-1 technology program during the 2020-21 school year; each student was issued a laptop computer and charging cord that is specifically assigned to them for their use throughout the school year. Teachers and students will be utilizing the Google Classroom platform within each class at different times. **It is imperative that, upon issuance of a computer device, the student brings their assigned device to school each day and utilizes it as directed by their teachers for instructional purposes.** Failure to do so will inhibit the student's ability to fully engage in classroom learning activities and assignments which can negatively impact their overall academic performance.

Online activity on school devices is monitored and the school administration is alerted about online activities that violate the schools guidelines for computer usage. **The use of a network is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials.** A student's activities while using the network in this school must be in support of education and research, and consistent with the educational objectives of the Hardee District School Board. In addition, a student accessing the network from a school site is responsible for all online activities,

which take place while using the networked computer. When using another organization's network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network. Students may only access the schools internet and network under the direction of a teacher. Internet usage will be monitored by classroom teachers or para-professionals as any other classroom activity.

Additionally, internet activities are monitored by the Hardee County Schools District Office using purchased monitoring and filtering software. **Students who gain unauthorized access to the schools network will receive disciplinary action at the school level, and could face 3<sup>rd</sup> degree felony charges from local law enforcement.**

### **ACCEPTABLE USES OF THE NETWORK**

All activities which support learning and teaching in Hardee County Schools.

Users are encouraged to develop uses which meet their individual needs and which take advantage of the networks function: electronic, conferences, bulletin boards, databases, and access to the Internet.

### **EXAMPLES OF UNACCEPTABLE USES OF THE NETWORK**

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

### **PUBLIC INFORMATION**

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

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

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

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

Pursuant to Chapter 1002.22, Florida Statutes, any educational institution (including Hardee County schools) may publish and release to the general public directory information relating to any student, the student body in general, or a portion thereof. For example, such information is often published in newspaper articles and on school websites pertaining to student athletic events, graduating seniors, recipients of academic honors and recognition awards, and general

school/classroom activities. Other examples of directory information releases would include the University of Florida's School of Dentistry Survey, Palm view 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.

### **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:

18. Sample, analyze and quantify asbestos-containing materials in our schools.
19. Determine any potential for exposure of building occupants to asbestos fibers.
20. Provide recommendations for corrective actions.
21. Establish priority *levels for abatement* activities.
22. Provide estimates for removal and replacement of asbestos-containing materials. Our schools were inspected, in accordance with the law, by EPA accredited PSI inspectors. We are happy to report that we have cleared all friable asbestos from our district. The only asbestos remaining is floor tile which has been removed in many areas. We are happy to report there is no dangerous asbestos in any area.

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

### **ACCIDENTS**

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

### **ELECTRONIC DEVICES**

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

## PHONES

**Students who choose to bring a cell phone to school are expected to turn off their device upon entering a classroom.** Students may not turn on or utilize their cell phone during any class period. Students who have their cell phone on or attempt to utilize their phone during class will be in violation of school policy and will receive a discipline referral from the classroom teacher. Cell phone related discipline referrals will be handled by the Dean of Students who will assign consequences as outlined in the Code of Student Conduct. **During non-instructional time, while outside of classrooms, students may use their cellphones,** however students must attach earbuds/headphones to the device with an earbud/headphone placed only in **1 ear**. The 1-earbud policy is being implemented as a safety measure so that students can hear emergency directives when needed. Students must maintain a volume on their device so that others cannot hear what is being played. **Students may not utilize their cell phone while having a pass from a classroom. This is considered instructional time.**

## EMERGENCY DRILLS

The safety of students is a top priority at Hardee Senior High School. We plan and prepare for various emergency situations and work to mitigate hazards of all kinds. One important step in preparing students and staff how to respond to critical situations is to practice response procedures. For this reason, throughout the year, HSHS conducts various emergency drills. During such drills, students are expected to conduct themselves in accordance with emergency procedures and follow directions provided by supervising staff. During an emergency drill or situation, there should be no talking, horseplay, etc. All rooms have posted directions as to the proper route to evacuate the building when the emergency calls for evacuation.

## BUS TRANSPORTATION

For route and stop information, please call (863) 773-4754.

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

## CAFETERIA

Breakfast and lunch is provided for all students at no charge. Students must present their student ID to receive meals in the cafeteria. **Students may not receive lunch deliveries during the school day.**

- Students are expected to use good table manners and exercise common courtesy in the lunchroom.
- Students are expected to proceed in an orderly fashion through the lunch lines. Students who "cut" in line will be removed from their position and sent to the back of the line. Repeated offenses will result in additional discipline action.
- Students must remain in the cafeteria or pavilion area with lunch trays.
- Students who eat indoors are asked to throw their trays away using the trash bins inside the cafeteria while those who eat at the pavilion should dispose of their lunch trays in the trash cans located there. This will assist with trash management and prevent overflow of trash cans.
- If a student has any concern regarding a meal they were served, they should immediately notify an adult on duty in the cafeteria who will connect the student with the cafeteria manager. The student will be provided an alternate food choice and the cafeteria manager will follow established protocols for handling food concerns.

## **EXCEPTIONAL STUDENT EDUCATION**

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

## **504 PLANS**

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

## **VISITORS**

Hardee High School does not allow students to bring "visitors" to school. Any person who arrives on campus must first check in with the main office secretary. To be granted a "Visitor Pass," a visitor must have a legitimate, educationally related reason for being on campus and present a valid Driver's License. Once the secretary confirms their purpose on campus with appropriate personnel, he/she will run the individual's driver's license through the school's Raptor Background Check System. If the system clears the visitor, a "Visitor Pass" will be issued and must be worn while the individual remains on campus. Persons on campus without having followed the visitor procedure may be referred to law enforcement officials.

## **ASSEMBLIES**

At all times a student's behavior should be refined and courteous as the high expectations of our school and community demand. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include but is not limited to whistling, uncalled for clapping, boisterousness, talking, or leaving one's seat during a program. As soon as assemblies have ended, students will return to class. Examples include: academic presentations, guest speakers, etc.

## **MORNING ANNOUNCEMENTS**

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

## DAILY BELL SCHEDULE

DAILY			
	Passing Period	8:21	8:25
	<b>FIRST</b>	<b>8:25</b>	<b>9:19</b>
	Passing Period	9:19	9:23
	<b>SECOND</b>	<b>9:23</b>	<b>10:15</b>
	Passing Period	10:15	10:19
	<b>THIRD</b>	<b>10:19</b>	<b>11:11</b>
A	<b>LUNCH</b>	<b>11:11</b>	<b>11:41</b>
	Passing Period	11:41	11:45
	<b>FOURTH</b>	<b>11:45</b>	<b>12:37</b>
B	Passing Period	11:11	11:15
	<b>FOURTH</b>	<b>11:15</b>	<b>12:07</b>
	<b>LUNCH</b>	<b>12:07</b>	<b>12:37</b>
	Passing Period	12:37	12:41
	<b>FIFTH</b>	<b>12:41</b>	<b>1:33</b>
	Passing Period	1:33	1:37
	<b>SIXTH</b>	<b>1:37</b>	<b>2:29</b>
	Passing Period	2:29	2:33
	<b>SEVENTH</b>	<b>2:33</b>	<b>3:25</b>

EARLY RELEASE			
	Passing Period	8:21	8:25
	<b>FIRST</b>	<b>8:25</b>	<b>9:02</b>
	Passing Period	9:02	9:06
	<b>SECOND</b>	<b>9:06</b>	<b>9:41</b>
	Passing Period	9:41	9:45
	<b>THIRD</b>	<b>9:45</b>	<b>10:20</b>
A	<b>LUNCH</b>	<b>10:20</b>	<b>10:50</b>
	Passing Period	10:50	10:54
	<b>FOURTH</b>	<b>10:54</b>	<b>11:28</b>
B	Passing Period	10:20	10:24
	<b>FOURTH</b>	<b>10:24</b>	<b>10:58</b>
	<b>LUNCH</b>	<b>10:58</b>	<b>11:28</b>
	Passing Period	11:28	11:32
	<b>FIFTH</b>	<b>11:32</b>	<b>12:07</b>
	Passing Period	12:07	12:11
	<b>SIXTH</b>	<b>12:11</b>	<b>12:46</b>
	Passing Period	12:46	12:50
	<b>SEVENTH</b>	<b>12:50</b>	<b>1:25</b>

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

## GRADING SYSTEM

### FOCUS Portal

FOCUS is the online system where parents can view students' grades and attendance. Parents can access this system by visiting <https://focus.hardee.k12.fl.us/focus/auth/index.php?action=index>

### Progress Reports

Progress grade reports will be posted on the FOCUS Parent Portal and FOCUS Student Portal during the 5<sup>th</sup> week of each grading period.

## Semester System

For most courses, students will be graded on a semester system earning  $\frac{1}{2}$  credit increments. Please note that some core area courses will receive the full 1 credit upon successful completion of the course at the end of the year.

In addition, some courses **require** that the State End of Course Exam be calculated at 30% of the final year grade. All other courses will calculate the semester exam as 20% of the semester grade.

## Report Cards

Report cards will be posted on the FOCUS Parent Portal and FOCUS Student Portal every nine weeks. Each student should receive a grade from each teacher for each class in which he/she is enrolled.

## Grading Scale

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

Letter Grade	100 Point Scale	Quality Point Scale*			
		Regular	Honors	Dual Enrollment	Advanced Placement
A	90-100	4	4.5	5	5
B	80-89	3	3.5	4	4
C	70-79	2	2.5	3	3
D	60-69	1	1.5	2	2
F	0-59	0	0	0	0

\* The additional weight of 1.0 is given for all DUAL ENROLLMENT and ADVANCED PLACEMENT courses. The additional weight of 0.5 is given for all HONORS courses. The added weight for these higher level courses is assigned to letter grades "A", "B", "C", and "D" and then averaged. An "F" grade receives no credit.

In addition, students passing the AP Exam may receive college credit. A passing grade is determined by the individual college or university. Dual Enrollment courses passed with a "C" or higher earn Community College credit. Transfer students will be unable to transfer weighted credit for Honors, Advanced Placement, or Weighted Dual Enrollment courses that are not offered at Hardee Senior High School.

## Incomplete Grades

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

## **GRADE FORGIVENESS POLICY**

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

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

## **TRANSCRIPTS**

A request for a student transcript is made through the guidance office. The requesting student must complete a transcript request form or make their request in writing, and must be signed by the student. **Allow guidance staff three (3) days to complete and submit a transcript request.** If a student or parent wishes to dispute information on a transcript, he/she should contact the Assistant Principal of Curriculum for a transcript review.

## **ADVANCED PLACEMENT (AP) EXAMS**

Students are required to take the AP exam for any AP course in which they are enrolled. Students who fail to complete the course or sit for the end of the year AP exam will receive only regular weight. Additionally, students failing to sit for the required exam will have to reimburse the school for the cost of the AP exam.

## **EARLY EXIT**

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

## **DUAL ENROLLMENT TEXTBOOKS**

Students participating in the DE program are provided curriculum as required by the SFSC course instructor. In the event that a student would like to purchase materials beyond what has been approved and purchased by the Hardee County School District, the student may do so at the student's expense. Students will pick up their DE curriculum (textbooks or online passcodes) at the SFSC Avon Park campus prior to the start of classes. Students who drop courses from their approved schedule on or after August 1<sup>st</sup> will be responsible for purchasing any curriculum from the dropped course that cannot be returned for a refund. The student will be responsible for reimbursing the school for all costs relating to damaged/loss books.

## **GRADUATION**

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

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

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

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

### **LATIN HONORS CRITERIA**

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

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

### **COMMUNITY SERVICE HOURS**

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

### **PASSES**

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

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

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

1. You must have a 2.0 overall weighted GPA.
2. You must have NO office referrals resulting in Out of School Suspension from the previous year or year to date.
3. You must meet the minimum credit hours for appropriate grade level.
4. You must be a senior female to run for Homecoming/Prom Queen and a senior male to run for Homecoming/Prom King.
5. You must be a first time applicant for Homecoming Queen/King if running for that position.
6. You must have no criminal record.

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

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

1. 1 sign (no larger than a standard poster board) to be placed at a designated location in the commons area no more than 3 days prior to the first day of student voting.

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

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

### **SEMESTER EXAMS**

If a student knows of an excusable conflict (please refer to the Excused Absence section) in advance of an exam date, arrangements for the exam should be made through the designated Assistant Principal. In instances where the absence is unexpected and meets the criteria for the absence to be excused, the attendance office will notify the teacher so arrangements can be made for the student to make-up the course exam. Unexcused absences will result in an “F” grade for the exam. Students who do not take the exam on the scheduled day will receive a temporary “zero” exam grade and an “F” semester grade. If the student does not make up the exam within 1 week of the end of the semester, the grade will remain a zero, F, and the final semester grade and GPA will be recalculated.

### **SCHOOL SUPPLIES**

All students are required to bring their assigned school computer and charger to school each day. It should be fully charged at home each evening in order to ensure that the student has a working device during the school day. Additionally, students should have a pair of personal earbuds to use in the classroom as needed. Any other supplies needed for individual courses (such as lined paper, graph paper, rulers, writing journal, etc.) will be reviewed with students by their teachers during the school-wide open house and in the first days of the school year.

### **SEARCH AND SEIZURE**

The search of a student’s person or property shall be based on a reasonable suspicion that the student has in their possession any item of an illicit or illegal nature, stolen property, or other such contraband that he/she are forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. Building administrators shall have the authority to examine, or cause to be examined, a student’s person or property. Use of metal detectors to minimize the risk of weapons on our campus is determined to be a desirable technique for campus security. No student or teacher should be subject to the dangers inherent in firearms or other weapons carried into our campus by any other person. Handheld metal detectors may be used at random without cause at times to be determined by the campus principal. The selection of students to be subjected to the detection process as part of a random sweep shall be determined totally by chance and that no bias as to gender, religion or race entered into the selection.

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

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

## **TOBACCO-FREE ENVIRONMENT**

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

### **Definitions**

- A. "Any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
- B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.
- C. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.
- D. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

### **General Statement of Policy**

- A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.
- B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.
- C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.
- D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on

gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

- E. Instruction to discourage the use of tobacco products shall be included in the education provided for all students. Staff responsible for teaching tobacco use prevention shall have adequate training and participate in ongoing professional development activities in order to be able to effectively deliver the education program. The curriculum for this instruction will not be paid for or developed by the tobacco industry or its subsidiaries.

## **Exceptions**

It is not a violation of this policy:

- A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or
- B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

## **WITHDRAWAL FROM SCHOOL**

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

## **ATTENDANCE POLICIES**

**Florida Statute 1003.26 places the responsibility on parents and legal guardians for school attendance of children.**

It is essential that our children receive an education. Failure to attend school in a regular and timely fashion hinders the education process. Truancy and poor school performance have a direct relationship to juvenile delinquency and destructive behavior. A disproportionate percentage of juvenile crime occurs when juveniles should be in school.

Parents and guardians must be responsible for sending their children to school. Attendance in class is extremely important. Class discussions, lectures, and other activities are difficult, if not impossible, to recreate for a student who is absent. The student and the student's family must make every effort to ensure that the student is present each school day.

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 a formal declaration of intent to terminate school enrollment. The declaration must be signed by the student and parent or guardian and must acknowledge that terminating school enrollment is likely to reduce the student's earning potential.

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

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

When a student is absent, a parent note must be submitted to the attendance office and the note MUST present a full explanation of the absence or the emergency and a working phone number for parent contact. A maximum of 7 absences per semester may be excused by parent note.

**Any documentation that would support an excused absence needs to be received by the school within ten days of return from the absence for it to be excused.** Absences not documented in writing by the parent/guardian and not included in the excuses listed above shall be UNEXCUSED.

**If a student receives more than 15 unexcused absences in a class within one semester, they will be denied credit in that class for that semester, regardless of the grade earned.**

If a student is continually sick and repeatedly absent from school, the student must be under the supervision of a physician in order to receive an excuse from attendance. After 15 absences (excused or unexcused) in any 90-day period, students will be placed on "Medical Notes Only" status. Once placed on "Medical Notes Only" status, students will be required to submit a doctor's note or meet with the Assistant Principal for Attendance for all other absences for the remainder of the semester.

For any absence, it is the STUDENT'S responsibility to make up all work missed upon returning to school. The make-up work must be completed within a reasonable time in order to avoid an academic penalty. FS. 1003.26.1a

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 students checked out through the attendance office. Any student who leaves the school grounds or class without specific permission (skipping) will be disciplined accordingly.

### **Long Term Illness**

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

### **Pre-Arranged Absences**

Students who are aware of an upcoming absence need to complete a pre-arranged absence form PRIOR to being absent. This pre-arranged absence form needs to be completed at least two days before being absent. The form can be picked up from the Assistant Principal for Attendance prior to the date of absence. Pre-arranged absences that fall outside the approved guidelines for excused

absences will require a mandatory parent conference with the school principal before the student leaves. The Assistant Principal for Attendance will determine if the absence is to be excused or unexcused. Whether excused or unexcused, absence(s) will not be considered a school-related absence unless the student is participating in a school sponsored activity. Emergencies will be handled on an individual basis. ALL pre-arranged absence forms will be verified through the Attendance Office. Students are to arrange to complete all assignments and all course content missed.

#### Pre-arranged Absence Procedure:

1. Pick-up form from Assistant Principal for Attendance
2. Parent completes/sign
3. Assistant Principal for Attendance signature obtained
4. Have all classroom teachers sign
5. Turn in completed form to attendance

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

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

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

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

1. Sponsor
2. Assistant Principal for Attendance
3. Parent
4. Teachers

In order for a student to participate in off-campus field trips, he/she must have a notarized (current year) Emergency Card on file with the school. All work missed due to on or off campus school related activities is to be made up prior to the activity unless otherwise arranged with teachers. It is the responsibility of the school sponsor to ensure that signed school sponsored activity slips are on file in the attendance office.

**Before leaving for an off-campus field trip, the sponsor must obtain copies of each participating student's emergency card and travel with the emergency card copy.** The sponsor is required to take attendance prior to departure from the school and send the list of actual participants to the attendance office. If a student participates in a school-related event and misses a class without receiving approval by the teacher, then the student's absence from that class will be handled as an unexcused absence.

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

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

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

## **Excused Absence**

For any excused absence, it is the STUDENT'S responsibility to make up all work missed upon returning to school. The make-up work must be completed immediately, with one day allowed for each day absent, or a grade of zero will be recorded and will become part of the term average.

Upon consideration of the length of time missed and the nature of the make-up work, a teacher may use their discretion to extend the time period that a student has to complete make-up work. Work assigned prior to the absence is due the day the student returns to school. Tests will be taken at the discretion of the teacher with consideration of the nature of the absence.

## **Unexcused Absence**

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

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

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

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

## **Tardiness**

Tardy is defined as reporting for class after the tardy bell has finished ringing without a proper pass for being late. **Upon the third tardy to the same class each semester, a Cat Trap lunch detention will be automatically assigned to the student.** Students will be notified of assigned Cat Trap lunch detentions in FOCUS.

### **TARDIES – First Period**

If a student arrives up to 5 minutes late to class, the student will be admitted to class and marked tardy. Students who arrive at their classroom after 8:30 AM will report directly to the attendance office for a pass. The attendance office will issue a pass to the student which will indicate if the student should be marked absent (specifying excused or unexcused) or tardy to first period. The pass from the attendance office will include the time the student left the attendance office so that teachers may monitor if students loitered before making their way to the classroom. *\*The student must be present at least 50% of the class period to be marked present for that class period.*

### **TARDIES – After First Period**

After first period, if a student is up to 5 minutes late to class, the teacher will issue a verbal warning to the student for his/her first two tardies. At any time, if a student is more than 5 minutes late to class, the teacher should complete an online discipline referral for "being out of area." Teachers should use their professional judgment and common sense in the handling of unexpected legitimate delays (such as bathroom emergencies) that a student may encounter. *\*The student must be present at least 50% of the class period to be marked present for that class period.*

## **Checking Out of School**

Students should only leave school for the following reasons:

- Medical appointment,
- court appearance,
- funeral, or
- family emergency.

Because presence in class is so important, parents and students are expected to make dental and medical appointments after school whenever possible. If a student must sign out to leave school during the school day, he/she must sign out at the attendance office.

Students who drive and intend to sign out during the school day must bring to Attendance a written parent note that states the date and reason for the student to check out early and includes a working telephone number so the parent can be contacted to verify the note. In order to confirm the authenticity of the note, the contact number on the note must match the student's emergency card information.

### **A parent phone call to the attendance office is not sufficient for the school to release a student.**

If a parent needs to check their student out of school, they must come into the Attendance Office and provide identification that matches the student's emergency card. The attendance office secretary is required to verify that the person checking the student out is on the student's emergency card before they can release the student from school. Students will not be called out of class until the parent arrives and the attendance secretary has had the opportunity to verify the parent identification with the emergency card.

When a parent checks a student out of school early, it does not automatically constitute an excused absence – as with any other absence, a parent note must still be submitted. The note will then be reviewed and the absence determined as excused or unexcused. A parent may submit the written note at the time they check the student out of school.

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

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

## ID BADGES

School issued ID badges must be **worn and visible** at all times while on Hardee Senior High Campus. The ID badge should not be altered or damaged in any way.

Students entering campus without an ID will go directly to the media center. **First period teachers will deny entry to those students not having an ID available.**

1st & 2nd offense	warning--temporary issued
3rd & 4th offense	ID Replacement and \$5 obligation
5th offense	ID Replacement and \$5 obligation, 1 day of Cat Trap and letter home to make parents aware and get support with reminding students to wear them daily
6th	ID Replacement and \$5 obligation, 1 day of Cat Trap
7th and all subsequent offenses	ID Replacement and \$5 obligation, 1 day of ACE

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 secure a replacement badge in order to become compliant, and failure to do so may result in a disciplinary referral.

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

### After first (1<sup>st</sup>) period

ID badge **not** worn (displayed properly)

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

## Dress for Success Attire Plan

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

The school's implementation of a dress code will help prepare students for dress requirements many will face when they enter the workforce. Students are expected to wear their clothing and manage their appearance in a manner that does not disrupt teaching or distract from the educational process.

Inappropriate dress may include, but is not limited to: decals, slogans, or "sayings" on clothes that are rude, vulgar, advertise alcohol or alcoholic beverages or tobacco products, display pictures or slogans that promote illegal drugs, are racially or sexually offensive or reference illegal or inappropriate behavior.

Students wearing inappropriate clothing will be given an opportunity to call parents to bring additional clothing or to wear clothing supplied by the school if parents are unavailable to bring proper clothing. Students will return to class when they are properly dressed. Failure to do so will result in the student finishing the day in ISS.

Students may not wear clothing that is so extreme as to be immodest, including while attending HHS dances.

**The same dress code applies for all aspects of the school day including Physical Education (PE) classes.**

### **THE REQUIRED SCHOOL ATTIRE FOR ALL STUDENTS AT HARDEE SENIOR HIGH SCHOOL DURING THE 2024-2025 SCHOOL YEAR WILL BE AS FOLLOWS:**

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

- a. Students are not allowed to wear clothing (including bandanas, masks, or neck gaiters), jewelry, buttons, haircuts, tattoos, or other attire or markings which are offensive, suggestive, disruptive, or indecent such as:
  1. Clothing associated with gangs.
  2. Clothing encouraging the use of tobacco, drugs, alcohol, or violence.
  3. Clothing associated with discrimination on the basis of age, color, handicap, national origin, marital status, race, religion, or sex.
- b. All clothing must be free from rips and tears that expose bare skin. If clothing is ripped or torn and exposing bare skin, then the student is considered out of dress code regardless of the location of the rip or tear.

**Additional clarifications continued on the next two pages.**

#### **II. Shirt Requirements:**

- a. Shirts may be worn out over the waistline or tucked in. Shirt size shall not be more than one (1) size larger or smaller than the student's measured size and must be no lower than two (2) inches from the inner aspect of the collar bone (below the neck).
- b. Shirts in any color are acceptable. Shirts may have graphics as long as they are not offensive, suggestive, disruptive or indecent. (Please see I above for additional information).

- c. Button-up shirts are allowed with no more than the top 2 buttons unbuttoned. The 2-inch rule from #1 above will apply.
- d. Spaghetti, tank top, and muscle shirts are prohibited unless an outer garment is worn over the top.
- e. Strapless shirts are prohibited. Elastic collared shirts may not be worn if the shoulders are pulled down and the shirt is worn as a strapless garment.
- f. Hooded clothing is prohibited.
- g. Ski masks are prohibited
- h. Backless/halter shirts are prohibited.
- i. Clothing may not have rips or tears that expose bare skin.

**\*Note – it does not matter where the rip or tear is located on the garment.**

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

- a. Pants must be fastened and worn as designed (not sagging / below the hips). Pants, shorts, skirts, and skirts cannot be baggy/oversize fit. They should be no longer in length than the heels of the shoes.
- b. Skirts, dresses, shorts, and skirts shall be no shorter than two inches above the knee.
- c. Form-fitting leotard/spandex type bottoms (and bodysuits) must be worn with a covered top no shorter than two inches above the knee.
- d. Dresses must also adhere to shirt neckline requirements and be no lower than two inches from the inner aspect of the collar bone (below the neck). No strapless dresses are permitted. Spaghetti and tank top dresses are prohibited unless an outer garment is also worn over the dress. Elastic collared dresses may not be worn if the shoulders are pulled down and the dress is worn as a strapless garment.
- e. Clothing may not have rips or tears that expose bare skin.

**\*Note – it does not matter where the rip or tear is located on the garment.**

### **IV. Coats/Jackets Requirements:**

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

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

- a. Shoes shall be worn at all times.
- b. Sunglasses are permitted to be worn outside, but are not to be worn inside buildings.
- c. Undergarments are not to be visible.

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

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

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

We ask the cooperation of parents with our “Dress for Success” attire plan. It is our desire to create an environment that will serve the best interests of all students at the school. Beginning with the first day of the school year, every student will be expected to comply with the HHS “Dress for Success” attire plan. No exceptions to the plan will be made for any student except for religious reasons. The parent must file a formal written request for exemption with the principal and provide documentation to support the request for exemption for religious reasons.

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

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

## **STUDENT DRIVERS**

All students wishing to drive to school, for the 2024-2025 school year, must submit an application for a parking permit to the bookkeeper's office, along with their drivers' license, registration and proof of insurance. Students will take the completed application to the bookkeeper, along with a fee of \$5.00, to receive their permit.

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

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

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

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

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

# WORKING TOGETHER TO MAKE CHILDREN SAFE SWIMMERS



Less than 50% of Americans know how to swim.

Swim Lessons is a Parental Responsibility.



Drowning is the Number 1 cause of unintentional death for children 1 to 4 years of age.

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## **DISCIPLINE POLICIES**

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

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

## **BULLYING REPORTING PROCEDURE**

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

## **BULLYING AND HARASSMENT POLICY**

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a school bus of the District;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- D. through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the 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 the District or 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 nonschool-related activity, function, or program.

This policy has been developed and reviewed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) Revised Model Policy (April 2016 ).

Pursuant to State law, District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies shall be involved in the review of this policy every three (3) years.

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, the bullying and prevention program, District disciplinary policies, and violence prevention efforts.

## Definitions

**Bullying** includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual, religious, or racial harassment;
- I. public or private humiliation; or
- J. destruction of property; and
- K. social exclusion.

**Cyberbullying** means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**Cyberstalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

**Bullying and harassment** also encompass:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - 1. incitement or coercion;
  - 2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
  - 3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

**Harassment** also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistants (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

### **Sexual Cyberharassment**

Pursuant to Florida law, sexual cyberharassment means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

**Within the scope of the District** means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

### **Expected Behavior**

The District expects students 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 standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

## **Consequences**

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the *Principles of Professional Conduct of the Education Profession in Florida* - F.A.C. 6A-10.081)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

## **Procedure for Reporting**

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. The alleged violations and acts must be reported by school employees to the principal within twenty-four (24) hours.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

## Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to, the following:

- A. a description of the incident, the nature of the behavior, and the context in which the incident occurred;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the characteristics of the parties involved;
- F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
- G. the number of alleged bullies/harassers;
- H. the age of the alleged bully/harasser;
- I. where the bullying and/or harassment occurred;
- J. whether there have been other incidents in the school involving the same or other students;
- K. whether the conduct adversely affected the student's education or educational environment;
- L. the date, time, and method in which the parent(s) of all parties involved were contacted.

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any nonschool-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively protected classes), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall

make a determination based on all the facts and surrounding circumstances and shall include:

- A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior;  
and
- B. a written report to the principal.

A maximum of ten (10) days should be the limit for the completion of the investigative procedural steps and submission of the incident report. While ten (10) days is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond ten (10) days. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

### **Scope**

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

### **Parent Notification**

The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone, e-mail, personal conference, or by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by first class mail or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (the Elementary and Secondary Education Act, as amended) that states, in pertinent part, as follows:

"....a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

### **Counseling Referral**

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

- A. a process by which the teacher or parent may request informal consultation with school staff (e.g., school counselor, school psychologist, school social worker, etc.) to determine the severity of concern and appropriate steps to address the concern;
- B. a referral process to provide professional assistance or services that may includes a process by which school personnel or parent/guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services(parent/guardian involvement is required at this point); or

If a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian is required at this point).

- C. a school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:
  - 1. counseling and support to address the needs of the victim(s) of bullying or harassment;
  - 2. interventions to address the behavior of students who bully and harass others (e.g., empathy training, anger management, etc.);
  - 3. interventions which include assistance and support for parents, as may be deemed necessary or appropriate.

## **Data Report**

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each alleged incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

## **Training and Instruction**

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts shall be integrated into District curriculum at the appropriate grade levels. The training and

instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations.

### **Victim's Parent Reporting**

The principal shall report the occurrence of an incident of bullying as defined herein to the parent/guardian of students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). According to the level of infraction, the victim's parents will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

### **Policy Publication**

At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

### **Immunity**

A school employee, school volunteer, students, parent/guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in 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 or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

## **SATURDAY WORK DETAIL**

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

In addition, it is recommended that students use sunscreen and wear a hat as most activities will take place outdoors. A student's failure to participate in an assigned Saturday Work Detail will result in a more serious level of consequences that may include in-school suspension (ACE) or out of school suspension.

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

## **GUIDELINES FOR SUSPENSION**

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

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

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

## **Alternative Classroom Environment (ACE)**

ACE is Hardee Senior High School's in-school suspension program. The student does not have a choice in OSS or ACE.

If assigned ACE, THE STUDENT MUST SERVE. If dismissed from ACE, on return to school, uncompleted ACE time will be served. Students assigned to ACE may not participate in a school-sponsored or extra-curricular activity the day or days they are assigned to alternative classroom instruction.

## **GUIDELINES FOR EXPULSION**

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

Expulsion or dismissal procedures are as follows:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. A party who is adversely affected by final School Board action is entitled to judicial review. All proceedings for review shall be instituted by filing a petition with the Second District Court of Appeal, and the review proceedings shall be conducted in accordance with the Florida Rules of Appellate Procedure.

# Hardee School District Code of Student Conduct

## State Defined Incidents

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

### A. THREAT OR INTIMIDATION (TRE) - (instilling fear in others)

An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.

Incident Count	Resultant Action
First Offense	Three (3) Days ACE
Second Offense	Three (3) Days OSS and Parent Conference
Third Offense	Up to Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion

### B. SIMPLE BATTERY (BAT)

An actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual.

Incident Count	Resultant Action
First Offense	Up to Ten (10) Days OSS and Parent Conference
Second Offense	Up to Ten (10) Days OSS Recommendation to Superintendent for Expulsion

### C. FIGHTING (FIT) - (mutual combat, mutual altercation)

When two or more persons mutually participate in use of force of physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention.

Incident Count	Resultant Action
First Offense	Up to Five (5) Days Ace or OSS and Parent Conference
Second Offense	Ten (10) Days OSS
Third Offense	Ten (10) Days OSS with possible Recommendation to Superintendent for Expulsion

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

**D. HARASSMENT (HAR) – (one time, insulting behaviors)**

Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.

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

**E. UNSUBSTANTIATED HARASSMENT (UHR) –**

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

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

**F. SEXUAL HARASSMENT (SXH) - (undesired sexual behavior)**

Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.

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

**G. SEXUAL BATTERY (SXB) – (attempted or actual)**

Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion and Referral to Law Enforcement

**H. SEXUAL ASSAULT (SXA)**

An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Up to Five (5) Days OSS and Parent Conference
Second Offense	Ten (10) Days OSS with possible Recommendation to Superintendent for Expulsion

**I. SEX OFFENSES (SXO) - Lewd Behavior/Indecent Exposure –**

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

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion and Referral to Law Enforcement

**J. OBSCENITY – (PRO)**

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

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Up to Three (3) Days ACE
Second Offense	Up to five (5) Days ACE
Third Offense	Up to Five (5) Days OSS

**K. WEAPONS POSSESSION (WPO) – (possession of firearms and other instruments which can cause harm)**

Possession of a firearm or any instrument or object as defined by Section 790.001(6) and (13), F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Ten (10) Days OSS, Recommendation to Superintendent for Expulsion, Referral to Law Enforcement (with confiscation)

**L. OTHER WEAPONS –**

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

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

**M. DANGEROUS OBJECTS –**

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

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

**N. ALCOHOL (ALC) - (possession, use, or sale)**

Possession, sale, purchase, distribution, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.

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

**O. DRUG USE/POSSESSION-EXCLUDING ALCOHOL DRU- (illegal drug possession or use)**

The use or possession of any drug, narcotic, or controlled substance or any substance when used for hallucinogenic purposes. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion and Referral to Law Enforcement.

**P. DRUG SALE/DISTRIBUTION-EXCLUDING ALCOHOL DRD - (illegal sale or distribution of drugs)**

The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Ten (10) Days OSS with Possible Recommendation to Superintendent for Expulsion and Referral to Law Enforcement.

**Q. TOBACCO (TBC) – (cigarettes or other forms of tobacco/nicotine)**

The possession, sale, purchase, distribution, or use of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Up to Three (3) Days OSS
Second Offense	Up to Five (5) Days OSS, Behavior Contract
Third Offense	Ten (10) Days OSS with Recommendation to Superintendent for Expulsion

**R. BOMB THREATS (DOC)**

<b>Incident Count</b>	<b>Resultant Action</b>
Any Offense	Ten (10) Days OSS with Recommendation to Superintendent for Expulsion and Referral to Law Enforcement

**S. FELONIES –**

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

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Parent Conference and Possible OSS until Court of Jurisdiction determines guilt or innocence or dismissal of charge. (If adjudicated of the felony, the Student will be recommended to the Superintendent for Expulsion). F.S. 1001.5

**T. EXTORTION –**

Obtaining something of value through use of threat or use of force.

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

**U. Criminal Mischief (VAN) – (destruction, damage, or defacement of school or personal property) (\$1,000 threshold)**

Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.

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

**V. GRAND THEFT (STL) – (taking of property from a person, building, or a vehicle) (\$750 Threshold)**

The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.

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

**W. FALSE FIRE ALARMS (DOC) –**

Unjustified activation of a fire alarm system. F.S. 806.101

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Ten (10) Days OSS with Referral to Law Enforcement
Second Offense	Ten (10) Days OSS with Recommendation to Superintendent for Expulsion and Referral to Law Enforcement

**X. FIREWORKS (WPO) –**

Possession and/or igniting fireworks, firecrackers, or other explosive or noise making devices.

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

**Y. ARSON (ARS) –**

To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Ten (10) Days OSS, Parent Conference and Referral to Law Enforcement
Second Offense	Ten (10) Days OSS, Referral to Law Enforcement and Referral to Superintendent for Expulsion

**Z. BATTERY ON SCHOOL EMPLOYEE (BAT) –**

The physical use of force or violence by an individual against a school district employee. F.S. 784.03, 784.081

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Ten (10) Days OSS and Recommendation to Superintendent for Expulsion

**AA. BREAKING & ENTERING/BURGLARY (BRK) –**

The unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Ten (10) Days OSS, parent conference, and Referral to Law Enforcement
Second Offense	Ten (10) Days OSS with Referral to Law Enforcement agency and Recommendation to Superintendent for Expulsion

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

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Up to Five (5) Days OSS
Second Offense	Up to Ten (10) Days OSS and Possible Referral to Law Enforcement

**CC. FORGERY (OMC) –**

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

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Two (2) days ACE
Second Offense	Four (4) Days ACE
Third Offense	Five (5) Days OSS

**DD. GAMBLING (OMC) –**

Any participation in games of chance for money and/or other things of value.

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

**EE. OBSCENITY/VULGARITY TO EMPLOYEES (SXO) –**

Directing obscene or vulgar language to school district employees or volunteers on or off school property.

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

**FF. ROBBERY (ROB) – (using force to take something from another)**

The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.

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

**GG. TRESPASSING (TRS) – (illegal entry onto campus)**

To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported in SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Possible Referral to Law Enforcement

**HH. VERBAL ASSAULT TO AN EMPLOYEE (TRE) –**

Seriously threatening to inflict injury and having the ability to do so. No physical contact is necessary. FS 784.011, 784.081

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

**II. BULLYING (BUL) – (intimidating behaviors that are repeated, intentional, and involve a power imbalance)**

Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

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

**JJ. UNSUBSTANTIATED BULLYING (UBL) –**

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

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

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

## Locally Defined Incidents (Office Managed Behaviors)

### 1. DEFIANCE OF AUTHORITY (ZDA) (INSUBORDINATION) –

Refusing to obey directions given by an authority.

Incident Count	Resultant Action
First Offense	Up to Three (3) Days ACE
Second Offense	Up to Five (5) Days ACE
Third Offense	Up to Five (5) Days OSS

### 2. ABUSIVE BEHAVIOR/HORSEPLAY (ZAB) –

Rough, rowdy play, play fighting, poking, bumping, or bothering someone that stops with verbal intervention with no physical harm.

Incident Count	Resultant Action
First Offense	Up to One (1) Day ACE
Second Offense	Up to Three (3) Days ACE
Third Offense	Up to Three (3) Days OSS

### 3. ABUSE OF SCHOOL PROPERTY (ZAP) –

Any damage or cause to be damaged to any dwelling, structure, or conveyance, whether occupied or not, or its contents, including lawn.

Incident Count	Resultant Action
First Offense	Up to One (1) Day ACE
Second Offense	Up to Three (3) Days ACE
Third Offense	Up to Three (3) Days OSS

### 4. BUS MISCONDUCT (ZBS) –

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

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

Incident Count	Resultant Action
First Offense	Warning
Second Offense	Written Assignment, Seat Assignment, or Short Term Suspension
Third Offense	Three (3) Days Bus Suspension
Fourth Offense	Five (5) or more Days Bus Suspension

**CATEGORY B** – includes more serious misbehavior such as fighting, creating a dangerous situation, misuse of safety devices, disrespect, obscene language, threats, etc. These infractions may result in discipline consequences listed in the student handbook and may include the consequences for bus misconduct listed in Category A, a temporary revocation of student's bus privileges, or other actions applicable as per Florida Statute 1006.10 (7).

**5. PLAGIARISM –**

To use the ideas or writings of another without permission or citation.

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

**6. DESTROY / DAMAGE PROPERTY (PRP) – (destruction, damage, or defacement of school or personal property) (Less than \$1,000)**

Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.

*(Incidents that fall above the \$1,000 threshold are reported as Criminal Mischief (VAN) SESIR)*

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

**7. USE OF DISPARAGING OR DEMEANING LANGUAGE (ZDL) –**

Words which are spoken solely to harass or injure other people, such as name calling, racial slurs, or derogatory statements.

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

**8. DISRESPECT TO STAFF (ZDR) –**

Disrespectful language or action directed toward school district employees.

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

**9. GENERAL DISRUPTION-CONDUCT OR SPEECH (ZDB) –**

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

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

**10. GANG ACTIVITY (ZDA) –**

Display of gang signs, graffiti, paraphernalia, colors, etc.

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

**11. IMPROPER DRESS (ZID) –**

Students wearing clothing that does not comply with the HHS Dress for Success policy as adopted by the Hardee County School Board.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Warning with Immediate Correction OR ACE
Second Offense	Saturday Work Detail
Third Offense	Offense Up to One (1) Day ACE

**12. INTRUSION (ITR)**

To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.

*(Any incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported as Trespassing (TRS) SESIR.)*

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

**13. LARCENY/THEFT (STL) – (taking of property from a person, building, or a vehicle) (Less than \$750 Threshold)**

The unauthorized taking of the property of another person or organization, including motor vehicles, valued at less than \$750, without threat, violence, or bodily harm.

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

**14. LYING (ZLY) –**

Making untrue statements with the intent to deceive and/or cause harm.

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

**15. MATCHES/LIGHTERS (ZML) –**

Possession of, Use of, or displaying of, fire igniting materials in a non-threatening manner.

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

**16. MINOR CONFRONTATION/ INCITING a FIGHT (ZMC) –**

Verbal or physical actions where no physical injury occurs, including verbal confrontations and tussles.

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

**17. MISUSE OF EMERGENCY EQUIPMENT (ZME) –**

Unjustified activation of a fire extinguisher.

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

**18. NOT IN ASSIGNED AREA (ZAS) –**

Misuse of classroom pass or skipping class.

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

**19. LEAVING SCHOOL WITHOUT PERMISSION –**

Leaving campus without signing out in the attendance office or receiving permission from school staff.

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

**20. UNAUTHORIZED USE OF CELL PHONE OR UNAUTHORIZED OBJECT (ZUO) -**

Students using cell phones during class time without permission will be sent to the Dean’s office for discipline. This also includes video - taping incidents without permission on the campus of HHS.

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

**21. USE OF PROFANITY/SWEARING (ZPF) –**

The use of profane words or actions or swearing.

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

**22. USE OF PROFANITY/SWEARING TO EMPLOYEES (ZDR) –**

Directing profanity, swearing or disparaging language to school district employees or volunteers on or off school property.

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

**23. RULES VIOLATION (ZRV) –**

Failure to follow school or classroom rules.

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

**24. PUBLIC DISPLAY OF AFFECTION (ZIB) –**

School is not the proper place for students to demonstrate affection for one another. Kissing, hugging, etc. are activities prohibited during school hours. Violators are to be sent to the office. Hand Holding is acceptable.

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

**25. MISUSE OF AUTOMOBILES (ZTV) –**

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

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

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Up to one (1) Saturday Work Detail and/or possible suspension of Driving privileges for up to 5 days.
Second Offense	Up to Ten (10) Days Suspension of Driving Privileges
Third Offense	Possible Loss of Driving Privileges for up to 1 semester (18 weeks).

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

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

**Any student’s vehicle found to be in an unsafe condition, (bald tires, leaking fuel, etc.) may be banned from parking on school grounds until the unsafe condition is corrected.**

**Parking permits can be refused or revoked at any time by the school administration.**

**26. MISUSE OF THE INTERNET (ZIP) –**

See page 7 for examples of unacceptable uses of the network. The punishment will depend on the severity and frequency of abuse.

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

**27. MISUSE OF HARDEE COUNTY SCHOOL BOARD NETWORK (ZIP) –**

Unauthorized access or possession of the access code is a violation of school board policy and is considered a third (3<sup>rd</sup>) degree felony.

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	<b>Five (5) Days OSS and Possible Referral to Law Enforcement</b>
Second Offense	<b>Ten (10) Days OSS and Possible Referral to Law Enforcement</b>

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

**29. DISORDERLY CONDUCT –**

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

<b>Incident Count</b>	<b>Resultant Action</b>
First Offense	Up to 3 Days OSS
Second Offense	Up to 5 Days OSS
Third Offense	Up to 10 Days OSS with Possible Recommendation for PCA

## Teacher Managed Behaviors

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

### Copying/Cheating –

Participates in using, copying, or providing another student with any test answers or answer keys or another person’s work representing it to be their own.

Incident Count	Resultant Action
First Offense	Classroom intervention and a Zero (0) on the assignment
Second Offense	Classroom intervention and a Zero (0) on the assignment
Third Offense	Classroom intervention and a Zero (0) on the assignment
Fourth Offense	Discipline Referral and a Zero (0) on the assignment

### ID Badge Violation –

ID badge **not** worn (displayed properly) after first (1<sup>st</sup>) period.

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

**1<sup>st</sup> period ID badge procedures:** Please refer to ID procedures listed earlier in the Handbook.

### Tardy –

Reporting to class after the tardy bell has finished ringing without a proper pass for being late. Upon the third tardy to the same class, a Cat Trap lunch detention will be automatically assigned to the student. Students will be notified of assigned Cat Trap lunch detentions in FOCUS.

Incident Count	Resultant Action
First Offense	Warning (given by teacher)
Second Offense	Warning (given by teacher)
Third Offense	Cat Trap Lunch Detention (assigned automatically by FOCUS)

### SUBSTITUTE PUNISHMENT

If the situation arises that the punishment does not adequately address the offense, the Principal or Assistant Principal may choose to adjust the severity of the punishment. Pioneer Career Academy is a school for students that serve as an alternative to out-of-school suspension or expulsion.

Placement at Pioneer Career Academy may result from those violations that list expulsion or out-of-school suspension as possible resultant measures. If a student becomes a chronic discipline problem the discipline assigned for future offenses may be more severe than what is normally dictated by strict interpretation of the policy. The implementation of a behavior/academic contract may be used as a prior step to referral to PCA.

**ADDENDUM**

The Family Educational Rights and Privacy Act (FERPA) - Go to the following website to read about FERPA

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>