

Hillsborough County Public Schools

901 E. Kennedy Boulevard
Tampa, Florida 33602
(813) 272-4000
www.sdhc.k12.fl.us



EDUCATION = FUTURE

Student Handbook


**Pre-K - Twelfth Grade
2011 - 2012**



Hillsborough County
PUBLIC SCHOOLS
Excellence in Education

Hillsborough County Public Schools has achieved district accreditation by Southern Association of Colleges and Schools (SACS)/AdvancedED.

This is the first time HCPS sought and achieved district-wide accreditation. In the past, individual schools have pursued and achieved accreditation, going back as far as 1914 when Hillsborough High School achieved accreditation. Now, all elementary, middle and high schools are fully accredited.



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FAQ's

The Hillsborough County School Board is in the process of updating its policies and procedures.

Strategic Plan

Mission	To provide an education that enables each student to excel as a successful and responsible citizen.			
Vision	To become the nation's leader in developing successful students.			
Values	Achievement	Respect	Effective Communication	Accountability
Strategic Objective	Equality	Continuous Improvement	Leadership	Civic Engagement
	Student Achievement	Human Resources	Financial Management	Safety
	1.1 Improve student achievement	2.1 Recruit, develop, reward and retain a highly effective, diverse workforce	3.1 Align financial resources to support the district's strategic goals	4.1 Promote a culture of safety and respect that is free from harassment, bullying, and aggression, while demonstrating best practice in all areas of safety
	1.2 Demonstrate consistent and effective teaching methods	2.2 Align the performance management system with the district's priorities	3.2 Demonstrate best financial practices	
	1.3 Challenge motivate and support all students with an appropriate curriculum			

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HILLSBOROUGH COUNTY PUBLIC SCHOOLS

GENERAL POLICIES

VISION:

To become the nation's leader in developing successful students.

MISSION:

To provide an education that enables each student to excel as a successful and responsible citizen.

TO THE PARENTS:

We think that well-informed parents promote a positive school environment. Consistent with this philosophy, we are requiring that your child bring home a copy of the Student Handbook so that you may become acquainted with the various phases of school life. In this handbook, you will note that we have included regulations, the Code of Student Conduct, activities, clubs, and general information which shall aid a student in becoming a productive member of the school community.

TO THE STUDENTS:

This handbook has been developed for the purpose of informing you of the policies, procedures, and organizations of your school. We hope that it will assist you in making your school days pleasant and productive. It is the responsibility of each student and parent to read, understand, and abide by this handbook.

All policies listed in this handbook are subject to change because of Hillsborough County School Board or school administrative action. Students shall be notified when such changes occur.

The changes shall be posted on the district home page - www.sdhc.k12.fl.us

SOME INDIVIDUAL SCHOOL POLICIES MAY VARY ACCORDING TO EACH SCHOOL'S IMPROVEMENT PLAN APPROVED BY THE HILLSBOROUGH COUNTY SCHOOL BOARD.

Policies referenced in this handbook can be further researched at www.sdhc.k12.fl.us

The Board does not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, gender identity, or social and family background in its programs, harassment and bullying policies, and activities, including employment opportunities.

REGISTRATION, IMMUNIZATION AND WITHDRAWALS

ADMISSION AND REGISTRATION REQUIREMENTS: (HCPS Policy 5112)

1. Requirements for registration are listed below. A parent must accompany all students at registration and bring the proper documents.
2. If coming from a public school within Florida, the following are required:
 - report card or a copy of transcript from the last school attended; (the new school's registrar shall send for permanent record)
 - verification of parent/legal guardian address by one of the following:
 - current electric bill;
 - tax receipt or show homestead exemption;
 - contract for purchase of home;
 - warranty deed or lease agreement;
 - authenticated birth date;
 - immunization records showing proof of proper immunization.
3. If coming from a public school outside Florida or from ANY private school, the following are required:
 - physical examination by an approved licensed health care provider or the Hillsborough County Health Department, within twelve months prior to entry of Florida Schools;
 - report card or transcript from the last school attended; (the new school's registrar shall send for permanent record)
 - verification of parent/legal guardian address by one of the following:
 - current electric bill;
 - tax receipt or homestead exemption card;
 - contract for purchase of home;
 - warranty deed; or
 - lease agreement.
 - authenticated birth date can be verified by one of the following:
 - Certified copy of birth certificate/State of Florida Birth Registration Card;
 - Baptismal certificate showing date of birth, place of baptism, accompanied by parents' sworn affidavit;
 - Insurance policy on the child in force for at least two years;
 - Bible record of child's birth accompanied by parents' sworn affidavit;
 - Passport or certificate of arrival in the United States showing age of child (view only, do not copy)
 - School record at least four years prior, showing date of birth;
 - Parents sworn affidavit accompanied by a certificate of examination from a health officer or physician verifying the child's age (physical)
 - immunization records showing proof of proper immunization.
4. All students must reside with one parent or legal guardian. Proof of guardianship is a photocopy of the court order appointing guardianship. Under extenuating circumstances, a notarized statement may be accepted if proof of residence can be validated.
5. All students must attend the school in the district where their parents/legal guardians reside or have a Homeless Affidavit, unless they have received a seat assignment to another school or program through Hillsborough Choice Options. Applications for Hillsborough Choice Options may be obtained by visiting <http://choice.mysdhc.org>. Completed applications must be submitted to the Office of Student Planning and Placement during specified application periods.
6. Enrollment of Foreign-Born, English Language Learners (ELL) and Homeless Students - Information available in Principal's Packet in Main Office.
7. **NOTICE:** HCPS collects your Social Security Number for the following purposes: Identification and verification, employment qualification, tax reporting, benefits and retirement processing, unemployment compensation, and state reporting to the Department of Education. Social Security numbers are also used as a unique numeric identification within some of our systems and may be used for search purposes. (April 1, 2009)
8. All students enrolling in a school site must fill out the Student Residency Form and provide the school with the necessary documents.

CHOICE HARDSHIP: (HCPS Policy 5120)

The approval of Choice Hardship is a courtesy granted by the School Board of Hillsborough County with the understanding that students will maintain appropriate behavior, attendance, and timeliness and that all parties will honor the school district's Civility guidelines. Parents receiving approval for Choice Hardship are required to provide transportation to and from the requested school. All parents and students are advised that Choice Hardship may be revoked by principals, at any time, if established standards for conduct, attendance, tardiness, and civility are not maintained.

Parents or guardians are required to sign the Choice Hardship Application verifying this statement; "I certify, to the best of my knowledge, that all signatures and information included in this application are valid and accurate. I also understand fraudulent, false and misleading information provided by me may result in revocation of the Choice Hardship and subsequent reassignment of my child from the requested school."

Reasons FOR Revocation of Choice Hardship

1. *STUDENT CHANGE-OF-PLACEMENT:*
 - A student Change-of-Placement will result in a revocation of Choice Hardship.
2. *VIOLATION OF LEVEL ONE-ZERO TOLERANCE OFFENSE AND/OR VIOLATION OF LEVEL TWO-MAJOR OFFENSE:*
 - A student violation of either a Level One-Zero Tolerance Offense or Level Two-Major Offense may result in revocation of Choice Hardship.
3. *STUDENT CONDUCT:*
 - Three (3) student referrals for misconduct may generate a warning letter to parents for possible revocation of Choice Hardship. Subsequent referrals for misconduct may result in revocation of Choice Hardship.
4. *STUDENT TARDIES:*
 - Five (5) tardies to school within a grading period may generate a warning letter to parents for possible revocation of Choice Hardship. Subsequent tardies may result in revocation of Choice Hardship.
5. *STUDENT PICK UP:*
 - Continued failure by parent to pick-up a child from school at the designated dismissal time may result in a revocation of Choice Hardship.
6. *ATTENDANCE:*
 - Five (5) absences from school within a grading period may generate a warning letter to parents for possible revocation of Choice Hardship. Subsequent absence may result in revocation of Choice Hardship.
7. *CIVILITY:*
 - Failure on the part of the student or parent to abide by the Hillsborough County School Board's Civility Policy may result in the revocation of Choice Hardship.
8. *FAILURE TO MAINTAIN ENROLLMENT IN COURSES/PROGRAMS:*
 - Failure on the part of a student to enroll in a requested course or program or failure to maintain continued enrollment may result in the revocation of Choice Hardship.
9. *FAILURE TO MAINTAIN DOCUMENTED REASONS FOR APPROVAL:*
 - Failure on the part of the student, parent, or guardian to maintain a valid reason for the approval for Choice Hardship may result in a revocation of Choice Hardship.
10. *SUBMISSION OF FRAUDULENT, FALSE, OR MISLEADING INFORMATION:*
 - The submission of fraudulent, false, or misleading information on Choice Hardship applications may result in revocation of the Choice Hardship.

APPEALS:

Appeals for Revocation of Choice Hardship are processed through the Hillsborough County School Board's established Grievance Procedure.

IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY (2011-2012): (HCPS Policy 5320)

1. Students in pre-kindergarten through twelfth grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the last twelve months as stated in F.S. 1003.22. (Voluntary pre-kindergarten for summer requires shot record only for entry.)

2. The immunization record must show that the student has met the minimum state requirement as stated in F.S. 1003.22.

	K	1	2	3	4	5	6	7	8	9	10	11	12
Varicella - 2 doses (chicken pox)	X	X	X	X									
Varicella - 1 doses (chicken pox)					X	X	X	X	X	X	X		
DPT - 5 doses	X	X	X	X	X	X	X	X	X	X	X	X	X
Polio - (New for KG 2011) 3-5 doses	X												
Polio - 4 doses	X	X	X	X	X	X	X	X	X	X	X	X	X
MMR - 2 doses	X	X	X	X	X	X	X	X	X	X	X	X	X
Hepatitis B - 3 doses	X	X	X	X	X	X	X	X	X	X	X	X	X
Td or Tdap - 1 dose											X	X	X
Tdap - 1 dose								X	X	X			

- KG - if the 4th dose of polio vaccine is administered prior to the 4th birthday, a 5th dose of polio vaccine is required for entry into kindergarten. The final dose of the polio series should be administered on or after the 4th birthday regardless of the number of previous doses.

3. Pre-Kindergarten

- Varicella (chicken pox) vaccine or date of disease (year) as verified by parent or physician
- 3 doses Hepatitis B
- 4 doses Hib
- Up to date for age for DTaP, Polio, and MMR

4. Kindergarten

- 5 doses DPT (diphtheria, pertussis, tetanus)
- 3-5 doses *Polio (new for Kindergarten 2011)
- 2 doses MMR (measles, mumps, rubella)
- 3 doses Hepatitis B
- 2 doses Varicella (chicken pox) or have had the disease

5. 1st, 2nd and 3rd Grade Students

- 5 doses DPT (diphtheria, pertussis, tetanus)
- 4 doses Polio vaccine
- 2 doses MMR (measles, mumps, rubella)
- 3 doses Hepatitis B
- 2 doses Varicella (chicken pox) or have had the disease

6. 4th, 5th and 6th Grade Students

- 5 doses DPT (diphtheria, pertussis, tetanus)
- 4 doses Polio vaccine
- 2 doses MMR (measles, mumps, rubella)
- 3 doses Hepatitis B
- 1 doses Varicella (chicken pox) vaccine or date of disease as verified by parent or physician

7. 7th through 12th Grade Students *****

- 5 doses DPT (diphtheria, pertussis, tetanus)
- 4 doses Polio vaccine
- * 7th, 8th and 9th grades - 1 dose Tdap
- ** 10th - 12th grades - 1 dose Td (tetanus, diphtheria) or 1 dose Tdap (tetanus, diphtheria, pertussis)
- *** 7th, 8th, 9th and 10th grades - 1 dose Varicella (chicken pox) vaccine or have had the disease
- 2 doses MMR (measles, mumps, rubella)
- 3 doses Hepatitis B

Immunization are provided by private physicians or the Hillsborough County Health Department. (Immunizations are free for school-aged children at the Health Department, for information call 813-307-8000.)

WITHDRAWALS: (HCPS Policy 5130)

1. A student who wishes to withdraw from school must report to the appropriate office with a note from the enrolling parent and receive a clearance from that office.
2. The withdrawal form must be signed by all of his or her teachers and required staff.
3. These signatures indicate that the student is clear with reference to textbooks, library books and any other school equipment that might have been in his or her possession.
4. If a student sixteen years or older withdraws and does not plan to re-enroll at another site, the student must complete an exit interview. The assistant principal in the Student Affairs Office shall initiate the exit interview.

GENERAL INFORMATION

ASSEMBLY AND ASSOCIATION: (HCPS Policy 5500, 5520)

1. Students shall be free to join school organizations and lawfully assemble in such a manner so as not to disrupt the orderly process of the school's program.
2. Students have the rights to:
 - lawfully assemble;
 - organize associations within the school for social, athletic and other proper and lawful purposes, providing that no such group denies membership to any student because of race, sex, religion or for any reasons other than those related to the purpose of the organization.
3. Students have the responsibilities to:
 - exercise the right to assembly so that the assembly does not disrupt the school program nor the orderly conduct of the school;
 - know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline;
 - conduct themselves in a manner that is representative of the school and the organization of which they are members.

CLINIC, HEALTH ISSUES AND MEDICATION: (HCPS Policy 5310, 5330, 8450)

1. Students too ill to remain in class must request permission from their course teacher to report to the office for admittance to the clinic. Parent or guardian shall be contacted and the determination made whether the students shall go home or return to class. Whenever possible, medication schedules should be arranged so all medication is given at home. As stated in F.S. 1006.062, students bringing medicine to school must have on file a parental authorization and licensed health care provider prescription.
2. Only prescription medication shall be administered at school. Over-the-counter or sample medications must be accompanied by orders from a physician or licensed health care provider. Cough drops will be treated as an over-the-counter medication. Students may not carry over the counter medications at school. Possession of drugs of any kind can lead to serious disciplinary action. Only medication approved by the Food and Drug Administration will be accepted for administering at school. All medications must be brought to school by the parent or guardian. Sunscreen is permissible without a medication order.
3. Medication must be delivered to school in the container in which it was purchased (dispensed).
4. A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis.
5. The medication label must indicate the student's name, name of medication, physician's or licensed health care provider's name, dosage (amount), time and frequency.
6. If the medication requires equipment for administration (cup, spoon, dropper, nebulizer or insulin pump), the parent is responsible for supplying the articles labeled with the student's name.
7. Inhaler Use - As stated in F.S. 1002.20 (h), asthmatic students whose parent and physician or licensed health care provider provide their approval to the school principal may carry a metered dose inhaler while in school. The school principal or designee shall be provided a copy of the parent's and physician's approval.
8. Epinephrine Use - As stated in F.S. 1002.20 (i), a student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt rules for such use of epinephrine auto-injectors. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this paragraph.
9. Management of Life-Threatening Health Conditions - a student may be permitted to self-administer medication for potentially life-threatening illnesses such as diabetes, allergies, asthma, cystic fibrosis and others. Guidelines for this process are based on F.S. 1002.20(3) (h)-(k). Written authorization is needed from the student's physician certifying that the student has the life-threatening illness, and that they are capable of and have been instructed in the proper administration of the required medicine and/or procedure. Also the parent/guardian must sign a written authorization for their permission. This authorization also includes a statement that the school district shall incur no liability as a result of any injury arising from the self-administration. The permission is effective for the school year and will be reviewed annually. Please note that permission may be revoked if there is reason to believe that the life-sustaining medication, treatment, equipment or supplies are being used inappropriately. Parent/Guardian should contact the clinic at their respective school site for appropriate paperwork.
10. New parental authorization forms shall be requested annually or when there is a change in medication.
11. When medication is discontinued or the end of the school year arrives, medication not taken home by the parent shall be destroyed.

12. Special arrangements must be made if a student is self-medicating.
13. School Health Services Program conducts health screening activities at various times during a student's school experience. Screenings are mandated by F.S. 381.0056 (5) (a). Health screenings include the following activities: vision screening, hearing screening, measurement of height and weight, with Body Mass Indexing calculations, scoliosis screening and some school sites include dental screenings and screening for hypertension - high blood pressure. Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.
14. Students with symptoms indicating the possible presence of a communicable or infectious disease shall be isolated from other students. The parent or guardian shall be contacted in order to take the student home. The student shall be readmitted with a written statement from a licensed physician or licensed health care provider and/or when in the principal's or designee's judgment, the student meets the criteria for readmission set forth in the School Health Services Manual. F.S. 381.0056, F.S. 1003.22.

HOMELESS STUDENT ENROLLMENT PROCEDURES: (HCPS Policy 5111.01)

1. A homeless student (also referred to as child and youth in transition) is defined under the Federal McKinney-Vento Homeless Assistance Act as lacking a fixed, regular and adequate nighttime residence, and includes:
 - a) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - b) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (a) through (c).

Unaccompanied youths are those "not in the physical custody of a parent or guardian." Unaccompanied Youth are considered homeless and should be immediately enrolled and referred to school social work services and the Homeless Education and Literacy Project team.

Every child has a right to a free and appropriate public education. Florida Statute 1003.21 requires that all children attend school regularly until they are 16 years old. Children in transition who fit federal definitions of homelessness have a right to:

- Immediate school enrollment and attendance, even without birth records, school records, immunizations, and/or health physicals (F.S. 1003.22);
- Have assistance with requesting records from the previous school;
- Remain at their school of origin if it is in the best interest of the child;
 - * School of origin is defined as the school that the child was last attending when the family became homeless. If this is not a choice or not available, then the child must enroll in their zoned neighborhood school.
- Transportation to and from school;
 - * In most cases, special services can be provided to allow a school bus to pick up a homeless student and take that child to his/her school or origin. This service is initiated through the Homeless Education and Literacy Project office.
- Help for prompt resolution about school placement including special education, bilingual education, gifted, and remedial programs;
- Receive free breakfast and lunch for the remainder of the school year (by using the nutrition application and current procedure).

Identified homeless families can receive assistance through the student support staff at their school and through the Homeless Education and Literacy Project office. Services provided include linkages with community resources, school uniforms and clothing for students, and school supplies. Homeless students may also be eligible for additional supportive academic services. For more information on homeless students and families in the school district, please reference the Homeless Education and Literacy Project's website: <http://helpteam.mysdhc.org> or call (813) 315-4357, extension 221.



Student Residency Form

This form defines the student enrollment category and verifies residence when enrolling in a Hillsborough County Public School.

Student Name: _____ School: _____
 Student Number: _____ Date of Birth: _____

1. What is the current student residence? Please make a selection in section A or B

Section A

- Family rented/owned apartment/house Licensed foster care placement (update D Screen)

Please indicate what documents are being provided to the school for verification of residence:

- Tax Receipt Lease agreement
 Current Electric Bill Warranty Deed
 Contract for Purchase of Home

STOP: If you provided one of the above documents, skip section B, sign under item 2, and submit form to school personnel.

Section B Unable to provide verification of residence due to the following circumstance:

- Living in emergency or transitional shelters, FEMA trailer, or student is awaiting foster care (code A)*
 Sharing or using the housing of other persons (Must also include signature of party with whom family resides*)
 ↳ Is this on a temporary basis and due to a loss of housing or financial hardship? Yes (code B)* No
 Living in cars, parks, campgrounds, public spaces, abandoned buildings, substandard housing, or similar setting (code D)*
 Living in hotels or motels (code E)*

*Enrollment should not be delayed for families identified under coded categories A, B, D or E above.

Is this student an "Unaccompanied Youth" (Not in the physical custody of a parent/guardian, runaway, living alone with no adult or a child abandoned by parent/guardian)? Yes No (code UAC field accordingly)

CONTINUE: If you checked a box in Section B, complete the remainder of this form.

If you checked a box in Section B, your child/children may be eligible for additional educational services through Title I, Part A, Title I Part C-Migrant, or Title X, Part C- Federal McKinney-Vento Assistance Act. Consult with school staff for additional information.

2. The undersigned certifies that the information provided above is accurate. Students whose parents are found, after appropriate investigation, to have submitted fraudulent information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate boundary school. This form is valid for one school year only and expires at the end of the school year. The information contained in this form may be verified by school officials at any time during the school year in which it is in effect. Acceptance of this form does not confer athletic eligibility.

 Print Name of Parent/Guardian/Adult Caring for Student Signature/Date

 (Area Code) Phone Number Street Address (Do not use PO Box) City State Zip

If sharing or using the housing of other persons, the party with whom family resides must sign below and provide proof of residency:

Acknowledgement: I certify that the family referenced above is residing with me at the above address.

 Print Name of Party with Whom Above Student Resides (Signature/Date)

 Administrator Signature (if section B was used) Date

Data Processors – This form must be coded into student database upon enrollment (on D and E screens).

**Distribution: Data Processor file, if section B was used, copy to School Social Worker, Fax to Homeless Education and Literacy Project 384-3979 and to Healthy Meals Application Center 840-7114
 SB60711 (Rev. June 2011)**

**Military Recruiters
Colleges and other Higher Education Institution Recruiters
Picture Vendors**



The No Child Left Behind Act requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school students. Typically, recruiters are requesting information on high school students that will be used for recruiting purposes and college scholarships offered by the military. The law also requires high schools to release information to colleges or other higher learning institutions, upon request. In addition, contact (directory) information for graduating seniors is given to picture vendors to facilitate the purchase of senior photographs.

If a parent does not want Hillsborough County Public Schools to disclose this information without prior written consent, complete the document below, and return it to the principal within ten days of receiving this handbook. If the school does not receive the signed form within the ten-day period, student directory information will be released upon request to military or college recruiters. If your child is over the age of 18, he or she must sign the form.

A list of the guidelines on military recruiters' and colleges' access to information can be found at the following website: http://www.ed.gov/policy/gen/guid/fpco/hot_topics/ht%2010-09-02.html.



PARENT OPT-OUT FORM
2011 - 2012
For Senior High School Students

Do not disclose my child's name, address, or telephone number to the contacts checked below:
(Check all that apply)

- United States Military Recruiters
- Colleges and other Higher Education Institution Recruiters
- Picture Vendors

Student Name _____

Parent Signature _____

Date _____

Student Signature _____

Date _____

Civility

(HCPS Policy 0110, 1380, 3380, 4380, 5517.10)

In order to provide a safe, caring and orderly environment, Hillsborough County Public Schools expects **Civility** from **All** who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that **all** need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

Unacceptable Behavior

- Behaviors which interfere with or threaten to interfere with school activities
- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

Student Recourse

Any student subjected to unacceptable behavior may bring his or her concerns to the attention of a school district employee who will follow established procedures for review and resolution of the reported incident.

Parents & Members of the Public Recourse

Any individual subjected to unacceptable behavior may bring his or her concerns to the attention of an immediate supervisor who will follow established procedures for review and resolution of the reported incident.

District Employee Recourse

Any employee subjected to unacceptable behavior may bring his or her concerns to the attention of the authorities / immediate supervisor who will follow established procedures for review and resolution of the reported incident.

This **CIVILITY** statement was developed after gathering input from **ALL**, which includes district employees, students, parents and members of the public. Compliance with this endeavor shall foster a safe, harassment free educational community and shall provide all students the opportunity to acquire the knowledge and skills necessary to realize their potential.

Hillsborough County Public School Safety and Security

Helpful Safety Hints (HCPS Policy 5500)

For Students:

DO:

- ❖ Keep your hands to yourself.
- ❖ Think before you speak.
- ❖ Immediately apologize if you accidentally say or do something that has made another person feel uncomfortable.
- ❖ Report all incidents of **bullying** behavior.

DON'T:

- ✓ Touch anyone without his or her permission.
- ✓ Keep interacting with someone after they have told you to stop.
- ✓ Make remarks that may cause another person to feel stressful, scared, or intimidated.

Comprehensive Emergency Plans

Principals formulate individual school safety plans using samples from the district emergency plan to address potential hazards or crises at their site.

All schools and sites have an Automated External Defibrillator (AED) and trained operators. All administrators, all teachers, and all bus drivers have emergency action checklists.

It is each school's responsibility to remain proactive by promoting a learning environment free of crime, violence, discrimination, and the effects of drugs and alcohol.

School Security Services

School Security Services provides 24-hour-a-day protection and service to the school community. Its officers are well equipped and prepared to handle school site disruptions, threats to school personnel, trespassers, property damage, theft, vandalism, and burglary.

School security officers also conduct random metal detection searches in our schools on a regular basis. In addition, officers provide counsel and general guidance on safety and security measures and concerns.

Helpful Safety Hints (HCPS Policy 9150)

For Parents:

DO:

- ❖ Talk openly with your child and encourage them to talk to the adults at their school.
- ❖ Work with your school PTA and/or School Advisory Council.
- ❖ **Keep your child's Emergency Card updated.**
- ❖ Know your school's emergency reunification plan.
- ❖ Have a system for checking your child's papers from school.
- ❖ Check your child's backpack every night.

School Resource Officers/Deputies

Law enforcement officers from the Hillsborough County Sheriff's Office, Tampa Police Department, and Temple Terrace Police Department are permanently assigned to secondary schools. These officers perform general law enforcement duties, present law-related education programs, attempt to identify students displaying early signs of delinquency, and serve as a referral resource for students, faculty, and parents.

Emergency Reunification Sites

Each school has identified reunification sites for emergency evacuation. These sites are the nearest public school or the nearest community site. Parents will receive that information from the school in a letter or newsletter. In the event of an emergency evacuation, specific information will be provided by local news organizations.

School Bus Safety

Our Transportation Department ranks 12th in the nation for fleet size and 1st in Florida for the number of students transported.

According to the National School Transportation Association, school buses are the safest form of transportation - 2000 times safer than passenger cars.

During School Bus Safety Week each fall, students are reminded how to remain safe on the bus.

KEEP OUR SCHOOLS SAFE (HCPS Policy 5500, 5772)

WEAPONS

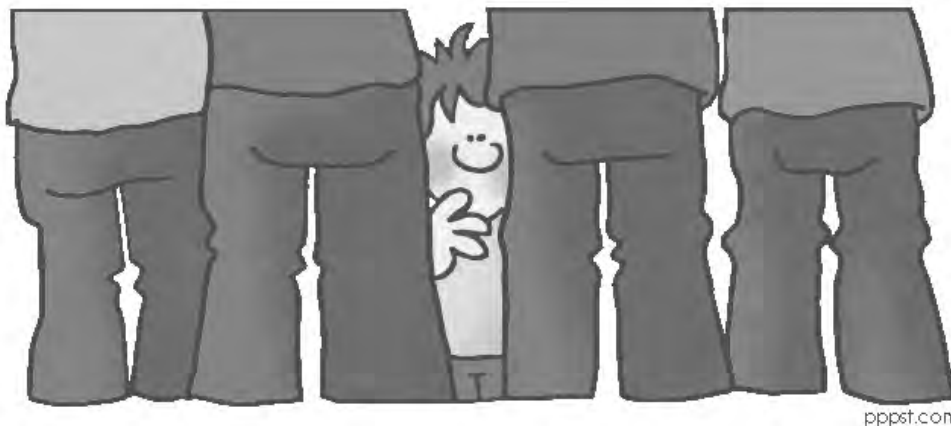


ARE NOT ALLOWED

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transport weapons. **Students violating this policy are subject to suspension, expulsion and/or arrest.** (see Code of Student Conduct Definitions, Weapons: guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, billy clubs, nunchakus, Chinese stars, mace, tear gas or any mixture of chemicals used as a weapon, dangerous instruments, toy guns, or anything that resembles or could be considered a weapon on school grounds and up to 1000 yards from school grounds, on school buses, at school bus stops or at school related activities.)

Any student who is determined to have brought a firearm, or destructive device, as defined in 18 U.S.C.s921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution (see Code of Student Conduct Definitions, Firearms).



HELP KEEP YOUR SCHOOL SAFE
BULLYING IS NOT ALLOWED IN SCHOOLS
Report a Bully at www.sdhc.k12.fl.us



DRUGS/ALCOHOL
ARE NOT
ALLOWED IN SCHOOL
STUDENT CRIME
STOPPERS
1-800-873-TIPS

During school hours and while on the bus, cell phones and other electronic devices (unless authorized for school use) are not to be activated or used in any manner and must be stored out of sight.



We See It, We Take It.

(HCPS Policy 5136)

Cell Phone Policy . . . WE SEE IT . . . WE TAKE IT . . . No Warnings

During school hours and while on the bus, cell phones and other electronic devices (unless authorized for school use) are not to be activated or used in any manner and must be stored out of sight.

Student Consequences:

1. First Offense: The device will be confiscated by the staff member, labeled, and given to the administrator. The administrator will notify the parent/guardian and will return the device to the student at the end of the day.
2. Second Offense: The device will be confiscated by the staff member, labeled and given to the administrator. A mandatory conference is scheduled and the electronic device is returned to the parent. This can be a phone conference since some parents cannot physically come to the school.
3. Third Offense: The device will be confiscated by the staff member, labeled, and given to the administrator. A mandatory conference will be held with the parent/guardian and disciplinary actions will be imposed by administration (detention, work detail, etc.)
4. Any future offenses will result in the device being confiscated and a meeting arranged with the parent/guardian to discuss further disciplinary action for willful disobedience and possible Out-of-School Suspension.

Consequences may vary at individual schools according to School Board approved School Improvement Plan.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

CODE OF STUDENT CONDUCT (HCPS Policy 5500, 5600)

INTRODUCTION AND PHILOSOPHICAL BASIS

Hillsborough County Public Schools seeks to provide a safe and equal learning opportunity for each of its students, regardless of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, gender identity, or social and family background. Each school must be free from disruption that would interfere with the teachers' right to teach and the students' right to learn. Hillsborough County Public Schools recognizes that students have certain constitutional rights to which they are entitled, which shall not be limited, except by law. Therefore, Hillsborough County Public Schools has established the following Code of Conduct that students must follow, and schools must enforce uniformly. In addition, all schools in the district shall develop comprehensive discipline policies in accordance with the individual plans of School Advisory Councils. Hillsborough County Public Schools will not tolerate behavior that disrupts or interferes with the education of other students. We offer assistance to parents and guardians in the form of guidance services, peer mediation/conflict resolution, and other school and community resources in order to ensure a safe and hospitable environment.

Students are responsible for understanding and adhering to this Code of Conduct and the individual discipline plans of each school.

Parents are responsible for helping students understand and abide by these policies and for recognizing that unacceptable behavior shall be subject to disciplinary action.

School personnel are responsible for being aware of the specifics of the code and to apply them appropriately. Schools are responsible for conveying information regarding individual school policies and procedures to students and parents.

CLASSIFICATION OF VIOLATIONS

The School Board of Hillsborough County gives principals a reasonable degree of choice in determining the level of the offense and the resulting consequences. **Students who are arrested or charged for off campus matters which would have been zero tolerance offenses or a major offense had it occurred on campus, may be suspended from extracurricular activities and/or excluded from school.**

Factors that are considered include, but are not limited to:

- ❖ age or disability;
- ❖ seriousness of offense;
- ❖ premeditation, impulse, or self-defense;
- ❖ strength of evidence;
- ❖ cooperation or remorse;
- ❖ disciplinary history;
- ❖ gang-relationship.

When a formal disciplinary action is required, the principal or his/her designee will make every effort to contact the parent or guardian. If telephone contact cannot be made, written notice will be sent home with the student or placed in the U.S. mail within 24 hours. The student is responsible for the notification and/or delivery to his/her parent or guardian of all written communication from the school. Failure to do so could result in further disciplinary action.

LEVEL ONE – ZERO TOLERANCE OFFENSE

Offenses include but are not limited to the following:

- arson;
- aggravated battery;
- battery on, threat or intimidation of a school board employee, agent, or student;
- bomb threats or general threats to school population;
- breaking/entering of school board property;
- false fire alarms;
- gang related activities;
- homicide;
- kidnapping;
- major disruption to a school function;
- misrepresentation of facts resulting in public slander toward school board employee or school;
- motor vehicle theft;
- passing counterfeit money;
- possession, sale, purchase, or use of alcoholic beverages;
- possession, use, or sale of a firearm, bombs, explosives or a weapon;
- possession, use, sale, distribution, purchase, or being under the influence of a controlled substance;
- possession or purchase, either knowingly or unknowingly, of any drug paraphernalia;
- possession or purchase, either knowingly or unknowingly, of any illegal drugs or substance;
- robbery;
- sale, distribution, or purchase of any substance represented by a student as being a controlled substance;
- sexual battery (attempted or actual);
- threats/intimidation;
- use of a non-weapon as a weapon;
- willfully and knowingly attempting to do bodily harm to a school board employee, agent or student.

CONSEQUENCES INCLUDE:

- mandatory parent conference;
- report to the appropriate area director and, absent of special circumstances, a recommendation for expulsion or change of placement;
- three to ten days out-of-school suspension;
- report to law enforcement agency as appropriate which could result in arrest and prosecution or civil citation;
- sanctions.

Additional Consequences of first Marijuana Offense (less than twenty grams) and first Alcohol Offense Include:

- o ten days mandatory out-of-school suspension for marijuana and three to ten days for alcohol;
- o report to law enforcement;
- o referral to the Juvenile Drug Court Program/Goodwill Program;
- o participation in a Drug Court Program/Goodwill Program and/or treatment center where failure to successfully complete the respective program and/or treatment center may result in a recommendation for a change of placement;
- o sanctions.

Consequences of Felony Drug-Related Incidents Include:

- o expulsion from Hillsborough County Public Schools for one year;
- o permission to attend an alternative placement if the student participates in a drug treatment program.

LEVEL TWO – OTHER MAJOR OFFENSE (SERIOUS ACT OF MISCONDUCT)

Offenses include but are not limited to the following:

- bullying;
- computer/internet misuse;
- defiance, disrespect or profanity directed at school board employees, agents, or students;
- falsely reporting incidents of bullying/harassment (sexual or otherwise);
- fighting;
- gang related activities;
- larceny or theft;
- property offenses against school board employees, agents, or students that when referred to law enforcement could result in criminal charges;
- pattern of continuous disobedient/disruptive behavior;
- possession or use of tobacco or tobacco products;
- sexual harassment;
- sexual offenses;
- trespassing;
- vandalism.

Consequences Include:

- notification of parent or guardian;
- in-school suspension or up to ten days out-of-school suspension;
- sanctions;
- principals may consult with their area director for further recommendation of disciplinary action that may include a recommendation for change of placement.

Consequences of Fighting Include:

- o up to ten days suspension;
- o successful completion of peer mediation, conflict resolution or anger management training;
- o report to law enforcement as appropriate (see page 14 for consideration factors) resulting in possible arrest or civil citation;
- o sanctions.

Actions taken clearly in self defense without prior physical or verbal involvement shall not be considered an intentional act.

Consequences of Vandalism of Any School Board Facility Include:

- o restitution;
- o suspension, change of placement; and/or expulsion: report to the appropriate law enforcement agency, shall be subject to arrest and prosecution or civil citation.

Consequences of Sexual Harassment and Bullying Include:

- o mandatory parent conference;
- o verbal and written reprimand;
- o in-school or out-of-school suspension up to ten days;
- o change of placement and/or expulsion.

Consequences of Tobacco or Tobacco Products Include for:

First Offense

- o mandatory parent conference;
- o referral to law enforcement;
- o mandatory anti-tobacco education;
- o and/or sanctions.

Subsequent Offenses

- o referral to law enforcement subject to arrest and prosecution or civil citation;
- o in-school suspension;
- o up to ten days out-of-school suspension;
- o and/or sanctions.

LEVEL THREE – OTHER OFFENSES

Examples of Level Three Offenses:

- horseplay which leads to aggressive behavior;
- acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process;
- violations of the dress code;
- tardiness;
- plagiarism/cheating;
- unauthorized display or use of cell phone/electronic devices;
- possession of lighters or matches.

The Following are Examples of Possible Consequences for Level Three Offenses:

- assignments or duties other than class tasks;
- assignment to a time-out room;
- consultations with administrative personnel;
- counseling by special services personnel or by teachers;
- detention;
- in-school suspension;
- mediation;
- notification of parent or guardian;
- out-of-school suspension up to ten days;
- parent shadowing;
- parent and/or teacher administrative conferences;
- peer mediation/conflict resolution;
- referral to other community agencies;
- referral to school administration;
- report to law enforcement as appropriate; maybe subject to arrest and prosecution or civil citation;
- restitution;
- student self improvement contracts;
- work detail.

Dress code violation consequences can be found in the Dress Code section found on page 26.

Examples of Plagiarism and Cheating: a student who participates in using, copying, or providing another student with any test answers, answer keys or another person's work representing it to be his or her own work (plagiarism). Use of a cell phone during a test or quiz is considered cheating.

Consequences of plagiarism and cheating include:

- o phone call to the parent;
- o a zero for the assignment;
- o up to ten days in-school or out-of-school suspension;
- o any work cheated on will not be allowed to be made up.

CIVIL CITATION

In lieu of an arrest, a student under the age of 18 charged with certain misdemeanors with no prior felony arrests and only one (or no) prior misdemeanor arrest may receive a Civil Citation. The student must accept responsibility for his/her actions and agree to participate in the program. The parent or guardian must agree to allow the student to participate in the program and sign the citation. Community Service hours along with character education classes will be assigned.

SANCTIONS

Students found to be in violation of the zero tolerance offenses or major offenses as defined in the Code of Student Conduct may be suspended from participation in extra-curricular activities for a period of time which, in the opinion of the principal, is justified.

Students arrested or charged for "off campus" matters which would have been zero tolerance offense or a major offense had it occurred on a campus, may be suspended from extracurricular activities or excluded from school.

Students suspended from participation shall not be permitted to participate in any event-related activities, dress out for the event,

practice with the group, or travel to the event with the team or group. An event is defined as a game, activity, or contest. A tournament experience is considered to be a single event, even though the tournament consists of more than one game, activity or contest.

ALTERNATIVE TO OUT-OF-SCHOOL SUSPENSION (ATOSS) FOR GRADES 6-12 (HCPS Policy 5610.020)

The design of this program provides a viable option to ensure that students who are given an out-of-school suspension shall continue to receive academic support while they are away from their schools. Upon return to school, they shall be able to make up any work missed to help maintain their academic standing. Students who attend and meet the requirements for ATOSS shall not be considered absent and shall not receive any grade penalty.

Program Includes:

- ❖ academic activities, with the inclusion of FCAT skills and AVID strategies;
- ❖ character education component;
- ❖ information regarding Benchmark / FCAT achievement furnished by the student's home school;
- ❖ primarily independent work with small-group work when necessary;
- ❖ SAT/ACT preparatory exercises available for students who have met FCAT requirements.

SEARCH AND SEIZURE (HCPS Policy 5771)

Students have the right:

- to privacy and shall be free from unreasonable search as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health and property of the school, students and staff;
- of privacy of their personal possessions unless there is reason on the part of the principal or his or her designee to believe that the student is concealing a weapon, illegal drugs or other material that is inappropriate or dangerous to himself or herself, others or property;
- to be given prior notification of any searches unless in case of emergency.

Students have the responsibility:

- to not carry, possess or conceal any material that is prohibited by law; to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.

Guidelines

Students and visitors are subject to random metal detector searches as approved by the school board as defined in this section.

General Rules for Student Searches by School Officials on School Property:

- Students have a constitutional right to be protected from *unreasonable* searches by public school officials.
- The unique nature of the public school environment and the fact that students have lower privacy expectations at schools than in other public places means that the rules governing student searches by public school officials are different from the rules governing searches in other public places.
- Student searches by school officials and school safety officers on public school property or school buses and at school events must be based on *reasonable suspicion*.

Defining Reasonable Suspicion:

“Reasonable Suspicion” means that the person initiating the search has a well-founded suspicion – based on objective facts that can be articulated – of either criminal activity or a violation of school rules. *Reasonable suspicion* is more than a mere hunch or supposition.

Authority to Initiate a Student Search: Reasonable Suspicion

To initiate a lawful search, a public school official must have a reasonable suspicion of all of the following:

1. A crime or school rule violation has been or is being committed;
2. A particular student has committed a crime or school-rule violation;
3. Physical evidence of the suspected crime or school-rule violation is likely to exist; and
4. Physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or school rule violation.

SEARCH IN SCHOOL BUILDINGS OR ON SCHOOL PROPERTY (HCPS Policy 5771)

By School Administrators:

The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. School principals, therefore, have the right and duty to inspect and search students' lockers, desks, students' or non-students' automobiles if the principal reasonably suspects, upon information received from law enforcement or otherwise, that drugs, weapons, dangerous, illegal, or prohibited matter, or such stolen goods are likely to be found in the student's possession. The principal does so in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The fruits of such search may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.

By Law Enforcement at Request of School Authorities:

Administrative — If public health or safety is involved, upon request of a school principal who shall be present, law enforcement officers may make a general search for drugs, weapons or items of an illegal or prohibited nature, of students' lockers and desks or students' or non-students' automobiles.

By Law Enforcement Officer Without Request of School Authorities:

Normally, law enforcement officers may not search students' lockers, desks or automobiles unless they have a search warrant and may not search a student's person in school unless the student is under arrest. However, there are specific exceptions contained in Florida Statute (probable cause or stop and frisk).

INTERVIEWS IN SCHOOLS FOR INVESTIGATIVE PURPOSES (HCPS Policy 5540)

By School Administrators or Designee:

School officials have the right and duty to interview students when investigating crimes, or reports thereof, committed during school hours or on school property without prior notification or presence of parents.

By Law Enforcement Officer at Request Of School Authorities:

A school principal may exercise his or her discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the law enforcement agency of the municipality in which the school building is located. If a school principal requests assistance, a law enforcement officer may conduct a general investigation within the school building and interview students as possible witnesses in school during the school day. The school principal or his or her designee shall be present during the interview. If the investigation focuses on a particular student as a prime suspect of crime, the school principal and the law enforcement officer shall follow the general guidelines herein set forth with respect to interview, search and arrest.

By Law Enforcement without Request of School Authorities:

It should ordinarily not be necessary for law enforcement officers to interview students at school during school hours for unrelated crimes committed outside of school or crimes committed in school during school hours for which assistance has not been requested. If the law enforcement deems circumstances exigent to interview students at school, the law enforcement agency shall first contact the school principal regarding the planned visit and inform him of the probable cause to investigate within the school and obtain his approval. The law enforcement agency may appeal to the superintendent's office if it is deemed that approval was unreasonably withheld. Attempts shall be made to contact the parent.

INTERVIEW OF SUSPECTS IN SCHOOLS (HCPS Policy 5540)

By School Administrators:

If a student is a suspect or is accused of a crime committed in the school during school hours or on school property at any time, a school principal may interview the student without the presence of parents and without giving the student constitutional warning regardless of the source of information, if breach of school discipline, health and safety of the student or student body, or presence in the school building or grounds of illegal matter is involved. If a student is a suspect or is accused of a crime not involving the foregoing or if interview of a particular student is law enforcement instigated, the interview of such student by a school principal may be deemed "state action," the student may be deemed "in custody," a parent shall be notified, and constitutional warnings shall first be given to the student before a statement is taken. In any event, the voluntariness of any admission or confession of the student shall later have to be established in any criminal prosecution, juvenile court proceeding or school expulsion proceeding.

By Law Enforcement at Request of School Authorities:

If a school principal has requested assistance by a law enforcement agency to investigate a crime involving his/her school building or his students, the law enforcement officer shall have permission to interview a student in school during school hours. The school principal or his designee shall be present during the interview. Administrative - If the interview by the law enforcement officer is at the request of the school principal for the purpose of enforcing school discipline or because the health and safety of the student or student body is involved, or the presence in school buildings or grounds of illegal matter, the law enforcement officer may interview the student without giving the student constitutional warnings. Although efforts shall be made to notify a parent of the student, the interview may proceed if the parent is unavailable or unwilling to attend. Criminal - If criminal prosecution is contemplated by law enforcement or the school principal, interviews shall not commence unless a parent/guardian or responsible adult is present. Before the interview, the law enforcement officers shall advise the student of the nature of the crime for which he or she is a suspect, and Miranda warnings (rights) will be given in accordance with Florida State Statutes. The school official cannot, on behalf of the student, waive those rights. If the parent and the student waive these rights, the interview may commence. The principal will keep a log of the steps followed by law enforcement.

By Law Enforcement Without Request of School Authorities:

Ordinarily, it should not be necessary for law enforcement officers to interview student suspects in school during school hours for unrelated crimes committed outside of school hours or crimes committed in school during school hours, for which assistance has not been requested. If law enforcement deems circumstances exigent to interview students at school, the law enforcement officer shall first contact the school principal regarding the planned interview and inform him of the probable cause to investigate within the school and obtain his approval. The law enforcement officer shall not commence the interview until the approval is obtained. The law enforcement officer may appeal to the superintendent's office if it is deemed that approval was unreasonably withheld. Upon obtaining approval, law enforcement shall follow the procedures as defined in "By Law Enforcement on Request of School Authorities."

Arrest by Law Enforcement Officers:

Ordinarily, it should not be necessary for law enforcement officers to arrest or take custody of students during school hours at school for crimes committed outside of school hours. No law enforcement officer shall arrest or take custody of any student in school during school hours unless upon lawful request by the school principal or unless the officer has "probable cause" to arrest for a violent felony, has an arrest warrant for a violent felony, or juvenile commitment order from a judge for an immediate appearance. In cases where the student is to be taken into custody, the law enforcement officer shall first contact the school principal and advise him/her of such fact. The student shall first be summoned to the office by the school principal. The services of a school law enforcement officer in making an arrest, if available, should be requested by the arresting officer. In emergency situations, where the commission of a crime or offense involving felony or breach of the peace in school has been witnessed by a law enforcement officer, or if the law enforcement officer is in "hot pursuit" of the student for such crime, the officer has the legal right to take direct and unhindered action in schools. The school principal must be notified of the action as soon as possible.

USE OF METAL DETECTORS (HCPS Policy 1440)

The possession or use of weapons on school grounds represents an unwarranted disruption to an orderly learning environment and interferes with the rights of all those in schools who desire a safe educational setting. While individualized suspicion is not required for an administrative search with metal detectors, under no circumstances shall metal detectors be used for the purpose of biased searches (for example, based on gender, race, ethnicity, physical appearance, manner of dress or association with any particular group) or the checking of persons or students who might be suspected of having violated other school rules. A pre-established plan that randomly selects persons to be searched shall be used. These random, unannounced searches shall be conducted on campuses on a regular basis, and normally, only on students. While all district employees with proper identification are not subject to these searches, all visitors are subject to search. Furthermore, prominently posted signs shall advise persons on the premises that they are subject to search for weapons by metal detectors. Any person found to be in possession of a gun, dangerous weapon or other illegal contraband as prohibited in the Florida state statutes, shall be referred for arrest to local law enforcement authorities. Additionally, students in violation are subject to disciplinary action up to and including expulsion. Law enforcement participation in random searches is strictly limited to affecting arrests or other criminal situations that might occur as a result of a metal detection search operation. All other prohibited items that students possess on campus (for example, pagers, MP3 players, radio) may be confiscated. In addition, students may face disciplinary action. Persons who refuse to submit to a search consistent with these guidelines shall not be searched. The site administrator shall evaluate the circumstances to determine the proper course of action.

BULLYING: (HCPS Policy 5517.01)

It is the policy of Hillsborough County Public Schools that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying or harassment of any type. Conduct that constitutes bullying or harassment, as defined herein, is prohibited.

Definitions:

“**Bullying**” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, 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 but is not limited to:

- a. Teasing
- b. Social Exclusion
- c. Threat
- d. Intimidation
- e. Stalking
- f. Cyberbullying
- g. Cyberstalking
- h. Physical violence
- i. Theft
- j. Sexual, religious, or racial harassment
- k. Public humiliation
- l. Destruction

Examples or types of bullying include, but are not limited to:

- **physical** - punching, shoving, poking, strangling, hair-pulling, beating, biting or excessive tickling;
- **verbal** - hurtful name-calling, teasing or gossip;
- **emotional (psychological)** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing or peer pressure;
- **sexual** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault . In many cases, gender and cross-gender sexual harassment may also qualify as **bullying**;
- **cyber-bullying** - the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student’s ability to receive an education.

“**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 or her person or damage to his or her property; or
- b. has the effect of substantially interfering with a student’s education performance, opportunities, or benefits; or
- c. has the effect of substantially disrupting the orderly operation of a school

Bullying and harassment also encompasses:

- 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 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**” or “**bullying**” also includes electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) directed toward a student(s) or staff member(s) that causes mental or physical harm or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Cyberstalking as defined in F.S.784.048(1)(d), 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.

Expected Behavior

Hillsborough County Public Schools expects students and school employees to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The school district believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others. Students learn by example. Therefore, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and will not tolerate bullying or harassment.

The school district upholds that school-related bullying or harassment of any student or school employee is prohibited:

- a. During any education program or activity conducted by a school sites education institution;
- b. During any school-related or school-sponsored program or activity;
- c. On a school bus or bus stop of a school site's educational institution; or
- d. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a school site's education institution.

Bullying may be limited to a single incident. However, in most cases, bullying is characterized by repeated harmful actions on the part of the bully(ies).

An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. **Retaliation** is defined in the dictionary as meaning "to pay back (an injury) in kind." When a person is accused of having engaged in an inappropriate fashion, especially **bullying**, the common reaction of that person is to be angry and want to pay the victim back (retaliate). Retaliation must **not occur**.

Some examples of retaliations are:

- attempting to discuss the matter in any way while it is under investigation;
- spreading rumors;
- following the person;
- becoming physical in any way;
- destroying property;
- using the telephone or any other electronic or written form of communication to retaliate in any way;
- ostracizing.

Therefore, allegations of **bullying** will be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of **bullying**.

IF YOU ARE THE VICTIM OF BULLYING:

- o Clearly tell the "bully(ies)" to stop.
- o Don't ignore the incident. Immediately report the incident to someone at school or seek peer mediation at school. Tell your parent(s) /guardian(s).
- o If the bullying continues after you have clearly told the bully(ies) to stop, make a written record of the incident including date, time, witness or witnesses and parties involved in the incident.
- o Report the incident immediately to an adult who has authority over the bully(ies); for example: teacher, guidance counselor, assistant principal, or principal.
- o Avoid being alone with the person(s) who have attempted to bully you in the past.
- o If you are the victim of bullying or you feel uncomfortable reporting this fact to adult personnel at your school, contact someone on the following list:
 - Report a bully at www.sdhc.k12.fl.us
 - Guidance Services, 273-7074;
 - School Social Work Services, 273-7090;
 - School Psychological/Diagnostic Services, 273-7095;
 - Area Director for your school. The phone number is available at your school;
 - Assistant Superintendent of Administration, 272-4000.

TO MINIMIZE THE RISK OF BEING ACCUSED OF BULLYING

DO:

- Keep your hands to yourself.
- Remember that NO one has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of bullying behavior you have witnessed to appropriate school personnel.

DON'T:

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being “inappropriate” and has clearly told you to “stop.”
- Make remarks that may cause another person to feel “oppressed” (stressful, scared, intimidated).

HARASSMENT: (HCPS Policy 3362, 4362, 5517.01)

Harassment is when a person continually teases, annoys, threatens or insults another person in either a verbal, physical or written manner. Sexual harassment is when a person bothers another person using sexual words, pictures, gestures, or conduct that the other person would find offensive. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive.

Harassment is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the school board. The board will not tolerate harassment activity by any of its students or employees.

Harassment occurs when a person subjects another person to any unwelcome conduct on account of sex (or race, origin, religion, etc.) on school property or at a school-sponsored event. Persons who engage in such conduct will be subject to a range of punishment. The school board will not tolerate harassment at any of its sites or activities. Consequences for proven allegations of harassment are addressed in Level Two – Other Major Offense.

Sexual harassment includes but is not limited to the following:

- o verbal harassment or abuse of a sexual nature;
- o subtle pressure for sexual activity;
- o repeated remarks to a person with sexual or demeaning implication (for example, a person's body, clothes or sexual involvement, display of sexually suggestive objects, pictures or written materials);
- o discrimination because of real or perceived sexual orientation/gender identity or expression thereof.

Harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Personnel, at all levels, are responsible for taking corrective action to prevent harassment at any of the school board's sites or activities. An individual has the legal right at any time to raise the issue of harassment with appropriate site and/or district personnel without fear of reprisal. Allegations of harassment will be promptly investigated, giving due regard to the need for confidentiality. Information relative to the prevention and correction of harassment shall be provided in writing to personnel and students.

A person is being harassed if one or more of the following are occurring, and this behavior is unwanted and unwelcome:

- o sexual comments, jokes or gestures;
- o suggestive comments;
- o being “sexually rated” by an individual, for example, on a scale from 1 to 10;
- o being pressured to go out with someone;
- o being the recipient of whistles, jeers, or catcalls;
- o being touched, grabbed, or pinched in a sexual way;
- o being intentionally brushed up against in a sexual way;
- o spreading sexual rumors about a person;
- o having clothing pulled in a sexual way;
- o being shown, given, or left sexual pictures, photographs, illustrations, messages or notes;
- o being forced (because of their location) to view centerfolds, photographs, posters, or drawings of a sexual nature;
- o having one's way blocked in a sexual way;
- o others placing messages or graffiti written about that person on a computer screen, bathroom walls, in locker rooms, or any other public site;
- o being forced to kiss someone;

- o being forced to do something sexual other than kissing;
- o being called gay, lesbian, or any other term that denigrates sexual identity;
- o having clothing pulled off or down;
- o being spied on while dressing or showering;
- o requesting sexual favors;
- o continually teases, annoys, threatens or insults another person in either a verbal, physical or written manner;
- o teasing annoying, threatening or insulting.

Those being harassed should take the following steps:

- o **Clearly** tell the harasser to stop.
- o If the harassment continues, make a written record of the incident including date, time, witness or witnesses and parties involved in the incident.
- o Report the incident immediately to an adult who has authority over the harasser for example: teacher, guidance counselor, assistant principal, or principal.
- o Report the incident immediately to your parents or guardian.
- o If harassment continues or you feel uncomfortable reporting this fact to adult personnel at your school, contact someone on the following list:
 - Guidance Services, 273-7074;
 - School Social Work Services, 273-7090;
 - School Psychological/Diagnostic Services, 273-7095;
 - Area Director for your school. The phone number is available at your school;
 - Assistant Superintendent of Administration, 272-4000.

Confidentiality must be maintained as much as possible during any harassment investigation. Confidentiality is maintained when the identity of the people involved or the circumstances surrounding the incident are kept private. For example, you do not maintain confidentiality if you tell your friends that John Doe or Jane Doe harassed you.

Retaliation is defined in the dictionary as meaning “to pay back (an injury) in kind.” When a person is alleged to have engaged in any harassment, the common reaction of that person is to be angry and want to pay him or her back (retaliate). Retaliation must not occur.

Some examples of retaliation are:

- o attempting to discuss the matter in any way while it is under investigation;
- o spreading rumors;
- o following the person;
- o becoming physical in any way;
- o destroying property;
- o using the telephone, mail or a computer to retaliate in any way.

TO MINIMIZE THE RISK OF BEING ACCUSED OF HARASSMENT

DO:

- o Keep your hands to yourself.
- o Think before you speak.
- o Avoid/minimize contact with harasser.

DON'T:

- o Touch anyone in an inappropriate way.
- o Keep asking a person to go out with you after he/she has said “No.”
- o Be in a room alone with a person with the door closed.
- o Make remarks that have sexual overtones or implications.

IF YOU HAVE BEEN HARASSED:

DO:

- o Tell your problem to an adult who can help you figure out what to do to resolve the situation.
- o Avoid being alone with the person who has harassed you.

DON'T:

- o Think that if you just ignore the problem, it will go away.

CODE OF STUDENT CONDUCT DEFINITIONS (HCPS Policy 5500)

BEHAVIOR MANAGEMENT PLAN: The system or procedure expected of students to follow in all classrooms related to rules.

BULLYING: 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.

CHEATING: The act of or the intent to fraudulently deceive.

CIVIL CITATION: Consequence in lieu of an arrest.

COMPUTER MISUSE: Inappropriate use including, but not limited to, breaking into restricted accounts or networks, modifying files without permission, illegally copying software and entering or distributing inappropriate or unauthorized files; vandalism of computer equipment.

CONSEQUENCES: What happens when you break a rule.

CONTROLLED SUBSTANCE: Any medication, drug or substance that is regulated by law. Prescribed medications must be registered and distributed by school personnel using school board procedures.

CUMULATIVE RECORD: Records maintained on a student for each year they are in school.

DEFIANCE: Blatant refusal to follow legitimate and reasonable directive.

DISRESPECT: Gross display of a lack of respect, regard or esteem toward another person.

DISRUPTION ON CAMPUS: Disruptive behavior that poses a serious threat to the learning environment or school event, health, safety, or welfare of others.

ELECTRONIC DEVICES: Any radios, tape players, laser pointers, electronic games, or any unnecessary devices deemed potentially disruptive. Students bringing any of these for a class project must make arrangements with the teacher or assistant principal for safe keeping. The school shall not accept the responsibility for personal property or money.

FALSE FIRE ALARMS AND BOMB THREATS: Intentionally activating a false fire alarm or turning in a false bomb threat (automatically shall be recommended for expulsion).

FIREARMS AND WEAPONS: Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime.

FORGERY: The making of a false or misleading document with the intent to deceive or defraud.

GAMBLING: Any participation in games or activities of chance for money and/or things of value.

GANG-RELATED ACTIVITY: Any activity or behavior that indicates involvement with a gang such as hand signals, graffiti, gang attire, and wearing of colors.

HARASSMENT: Using repeated unwelcome remarks to annoy, demean or ridicule another.

PARENT LINK: An automated calling system for communication with parents and staff. Calls can be sent to all parents and staff in the district, or to smaller groups of each.

PLAGIARISM: An act of stealing or passing off the ideas or words of another as one's own; the use of a created production without crediting the source; literary theft; present as new and original an idea or product derived from existing source.

PROFANITY: Disrespectful language or gestures that are deemed vile, vulgar or debasing.

SKIPPING: Unexcused absence(s) from class period(s) or unexcused absence(s) for school days.

SUSPENSION: The temporary removal of a student from instruction at a public school and all school sponsored activities for a period of time not to exceed ten days and the remanding of the student to parental custody. In-school Suspension: removal of a student from the regular school program for placement in an alternative setting for a period of time not to exceed ten school days.

TARDY: Late for school or class.

THREAT/INTIMIDATION: (instilling fear in others) A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent – an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear – or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

TRUANCY: The absence of a student from school without prior knowledge or justifiable consent of the parent or legal guardian. The absence is recorded as unexcused. Habitual truancy occurs when a student has fifteen unexcused absences within ninety calendar days with or without the knowledge or justifiable consent of the student's parent or legal guardian. This student, parent, or legal guardian is then subject to compulsory school attendance requirements.

VANDALISM: The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

WILLFUL DISOBEDIENCE: Deliberate failure to follow directions given by a school board employee, agent, or established rules and regulations of a school.

DRESS CODE (HCPS Policy 5511)

The dress and grooming of students shall be that which contributes to the health and safety of the individual and which is non-disruptive of the educational activities and processes of a school. The definition of appropriate dress shall vary with the age of the student, the program of instruction, and the heating/cooling system of the building.

Students have the right: to dress as they choose as long as their dress meets the approved dress and grooming regulations, does not disrupt school activities, is not obscene or defamatory, and does not endanger the physical health or safety of themselves or others.

Students have the responsibility: to dress and groom in such a manner so as to reflect cleanliness, modesty, safety and good taste; become familiar with and adhere to approved dress and grooming regulations of their particular school as contained in the individual school's student handbook and/or school board regulations.

Senate Bill 228, commonly known as the "baggy pants bill", was signed into law June 2011. It specifically addresses student dress codes and includes measures of discipline for violators. Specifically, the new law bars clothes that expose underwear or body parts in an indecent or vulgar manner or that disrupt the orderly learning environment. Students could be disciplined... with a verbal warning, parent/guardian phone call, removal from participation in extracurricular activities for various periods of time, or receive in-school suspension. Final information will be distributed at each school when it is received from the Florida Department of Education.

Kindergarten – Fifth Grade:

1. Shoes shall be worn and be securely fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and unsafe shoes such as "skate tennis shoes" are not allowed.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Mini skirts, mini dresses and short shorts are not permitted. Hemlines shall be no shorter than fingertip length. All pants and shorts shall be secured at the waist.
3. Hair shall be clean and neatly groomed. Head coverings shall not be worn in the building unless required for religious observance or health-related reasons. The general appearance of a student should reflect neatness and good personal hygiene.
4. Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

Sixth – Twelfth Grades:

1. Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and not allowed.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Clothing not properly fastened or with tears that are indecent shall not be worn. Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments. All pants and shorts shall be secured at the waist. Boys' shirts shall have sleeves. Mini skirts, mini dresses, and short shorts shall not be permitted. Hemlines shall be no shorter than fingertip length.
3. Hair shall be clean and neatly groomed. Head coverings shall not be worn in the building unless required for religious observance or health related reasons.
4. Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

Consequences for Violation Include:

First Offense Consequences are:

- conference with student;
- notification of parent or guardian, and/or;
- change of inappropriate attire.

Second Offense Consequences are:

- conference with student;
- notification of parent or guardian;
- change of inappropriate attire;
- detention or "other consequence" determined by the site administrator.

Third Offense Consequences are:

- conference with student;
- notification of parent or guardian;

- change of inappropriate attire;
- in-school suspension or “other consequence” determined by the site administrator.

The Fourth and Subsequent Offenses are:

- Considered willful disobedience subject to referral to the school administrator for further disciplinary action, which may include out-of-school suspension.

Required Uniform Policy with Opt-Out Plan

In order for a school to institute a Required Uniform Policy parents and teachers must be surveyed and at least 3/4 of the total of each group must support the concept. The school will assist families that are unable to purchase the student uniforms. If a family chooses to opt-out of this local dress code, the student(s) in question will revert to the District Dress and Grooming Policy. The school shall provide an Opt-Out form which needs to be completed by the parent/guardian.

Voluntary Student Uniforms

If a voluntary uniform policy is implemented at a school it will be dependent on parents being involved in the development of the program. If a family chooses not to participate the student(s) will revert to the District Dress and Grooming Policy.

DUE PROCESS

(HCPS Policy 2260.02, 3139, 5611)

Another name for due process is fairness of procedure. A basic ingredient to due process of law is that one who is not satisfied with a decision may appeal it to a higher authority.

Students must have proper notice of the infraction, an opportunity to be heard, and the hearing must be conducted fairly. Students shall be informed of school rules that have been violated, either orally or in writing, by a school official. They shall be given the right to present evidence or witnesses concerning the charges.

Basic ingredients or steps to be followed in guaranteeing due process:

- ❖ have PROPER NOTICE of the charge or complaint being made against them;
- ❖ have the OPPORTUNITY TO KNOW the specific charges or complaints;
- ❖ be given a FAIR AND IMPARTIAL HEARING and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing;
- ❖ have had prior OPPORTUNITY TO KNOW that their actions were in violation of established rules and regulations;
- ❖ be advised that they have the RIGHT TO APPEAL to the next higher authority if not satisfied with the action or decision rendered at their hearing.

APPEAL PROCESS

If you are uncomfortable reporting this fact to adult personnel at your school, contact someone on the following list.

- Guidance Services, 273-7074;
- School Social Work Services, 273-7090;
- School Psychological/Diagnostic Services, 273-7095;
- Area Director for your school. The phone number is available at your school;
- Assistant Superintendent of Administration, 272-4000.

School Level Grievance

A grievance is another name for a complaint. A student grievance exists when a student/parent believes that he/she has been treated unfairly or has not been afforded due process. Students wishing to register a school level grievance must do so within 60 calendar days from the time that they became aware of the alleged infraction.

Resolving a School Level Grievance:

- Ask the teacher or person(s) who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.
- If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with the department head, a guidance counselor, a student intervention specialist or some other person who may be able to assist you.
- If the above conferences have not resolved your complaint, talk with a school administrator such as an assistant principal for student affairs, an assistant principal II, or the principal.
- If necessary, contact the area director responsible for your school and request that he or she look into your complaint.
- Students should involve their parents or guardians in resolving school level grievance.
- Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel.
- If efforts to resolve your complaint on an informal level with school administrators and/or the area director are

unsuccessful, a Level I Formal Grievance may be filed with the principal, who will provide a written decision to accept or reject the grievant's position, including an explanation detailing the reason(s) for his/her action.

- A student and/or parent wishing to appeal the principal's Level I written decision, shall request to move the Level I to Level II by filing the Formal Grievance with the Office of Employee Relations, 901 E. Kennedy Blvd., Tampa, Florida 33602, 813-272-4227, no later than ten school days from the date of said decision. Formal Grievance forms are available in principal's office and shall be provided upon request.

The Office of Employee Relations will have fifteen school or work days after receipt of the grievance in which to schedule a hearing to be heard before the superintendent or designee. The review board shall be composed of persons appointed by the superintendent. The person filing the grievance may bring witnesses to the hearing.

Procedure for Parent Input

To give parents the opportunity to provide input into employee performance assessment we encourage parent participation in Hillsborough County schools, Parent Input Forms are available in each school's main office. On completion, the employee has the right to review and rebut.

STUDENT RIGHTS AND RESPONSIBILITIES (HCPS Policy 5780)

SCHOOL PROGRAM

The total purpose of the school program and the personnel who support that program in any way is to provide for the maximum personal and educational development of each and every student who is in attendance and is affected by that program.

Students have the right to:

- ❖ a meaningful curriculum that shall meet their immediate and future needs;
- ❖ voice their opinions in the development of their curriculum;
- ❖ pursue their education under competent instruction;
- ❖ take part in in-school (instructional) activities and to decide if they want to take part in after-school (extracurricular) activities.

Students have the responsibility to:

- ❖ attend all classes regularly and on time;
- ❖ contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
- ❖ complete all classroom assignments and meet requirements for all class objectives;
- ❖ respect the rights of others and to respect the views and backgrounds of those different from their own;
- ❖ meet the approved criteria required for participation in instructional and extracurricular activities;
- ❖ Follow bus, classroom, school, and all Hillsborough County Public Schools' rules and procedures in the classroom, school, or on the bus.

GRADES

Students have the right to:

- ❖ be informed by the school of their academic progress;
- ❖ have periodic reviews of their instructional achievement by the school staff;
- ❖ academic marks in each class that represent fairly and impartially their academic progress in that class;
- ❖ have the opportunity to periodically review their marks with their teacher;
- ❖ be graded on their progress and class work;
- ❖ follow the established grievance procedure adopted by the school board in cases of disagreement concerning grades assigned.

Students have the responsibility to:

- ❖ regularly attend class;
- ❖ perform all tasks required for the successful completion of the course;
- ❖ make up all work missed during excused absences but not for work missed during truancies, out-of-school suspensions, or unexplained absences;
- ❖ complete all classroom assignments to the best of his or her ability to earn the best possible grade;
- ❖ cooperate with the teacher to provide a good learning environment in class (Conduct, while not a part of a student's grade, may bear a relationship when a student is absent from a class and unable to make up work due to misbehavior);
- ❖ refrain from cheating or plagiarizing on all tests and work assignments.

CONSULTATION

Students have the right to:

- ❖ consultations with special services personnel (social worker, counselor, school psychologist, student intervention specialist) in the areas of vocational opportunities, personal and social development and educational planning;
- ❖ be informed of all special student support services available in their school;
- ❖ be informed about the availability of community services to help them with their counseling needs.

Students have the responsibility to:

- ❖ take advantage of the special support services available to them and offer assistance in the continuous improvement of those services. Appointments are made in advance, unless the concern is one of an emergency nature;
- ❖ along with parents or guardians, inquire about additional counseling services available in the community to assist students with special needs.

ATTENDANCE (HCPS Policy 5200, 5230)

Students have the right to:

- ❖ physically attend a public school within their attendance area;
- ❖ attend a vocational or special education center when they qualify and are accepted for enrollment participate in one of the other choice options – Magnet, School Choice, Charter, etc.;
- ❖ receive information concerning attendance policies at their school to include excused and unexcused absences and tardies;
- ❖ make up any work missed because of excused absences;
- ❖ request a transfer to another school outside their attendance areas when they experience severe hardships. All appeals must be submitted to the Office of Student Planning and Placement;
- ❖ homebound instruction if not attending school due to extended illness (longer than thirty days).

Students have the responsibility to:

- ❖ attend classes daily and on time unless circumstances beyond their control prohibit;
- ❖ request make-up work from their teachers after the absences have been adequately explained;
- ❖ attend school until the age of sixteen. Students aged 16-18 who desire to leave school prior to graduation may do so only upon completion and filing with their school an "Intent to Terminate Enrollment" form and exit interview;
- ❖ abide by school board attendance policies;
- ❖ make an application for services with the Exceptional Student Services Office if they are eligible for homebound instruction.

Parents have the responsibility to:

- ❖ notify school personnel about their child's absence from school on the day of the absence;
- ❖ notify the school of any change of address, phone numbers and emergency contact numbers;
- ❖ make application to the Exceptional Student Education Office if a student is eligible for homebound instruction;
- ❖ notify school personnel if the family is moving out of town or out of the school's attendance boundary;
- ❖ be aware of school district calendar and coordinate trips, vacations and personal business to support attendance on school days.

In the preparation of cases for prosecution under the Compulsory School Attendance: Florida Statute 1003, the school system is authorized to release pertinent school data in interpretative form to the State Attorney's Office, to the Office of Youth Services and to the Circuit Court, Juvenile Division, without parent consent.

TARDINESS (HCPS Policy 5200, 5230, 5600)

A student is tardy when the student arrives after the beginning of the school day or when the student is not in the assigned seat or station when the tardy bell rings. A student's tardiness shall be excused when the reason given is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.

A student has the responsibility to be in class on time. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.

Consequences for tardiness in a grading period include:

- ❖ first unexcused tardy within a grading period, the student is notified by the teacher;
- ❖ second unexcused tardy within a grading period, the student is issued a warning by the teacher that each additional unexcused tardy will result in a referral to the assistant principal and the teacher will notify the parent or guardian;

- ❖ three or more unexcused tardies within a grading period the student is referred to the assistant principal for willful disobedience; disciplinary action shall result and the school shall notify the parent or guardian.

Consequences may vary at individual schools according to School Board approved School Improvement Plan.

REPORTING YOUR CHILD'S ABSENCE

It is the responsibility of the student's parent or guardian to explain a student's absence to the designated office in person or by telephone. Parents are expected to notify the school the day of the absence. Schools may require additional documentation upon a student's return.

Parents must provide school personnel with accurate telephone contact numbers (home and work for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be given on the emergency contact card provided by the school at the beginning of the school year and updated as changes occur.

The school shall make an effort to contact the parent or guardian on the day of the absence whenever a student's absence has not been explained. Records of telephone calls or parent contacts shall be retained by the school for future references.

Students in attendance for any part of the school day are counted present for the day but shall be counted absent for any class missed.

Students in grades 6-12 not in class at least one half of the class period shall be counted absent from that class. Students in grades 6-12 in attendance for any part of the day are counted present for the day but shall be counted absent for any class missed.

EXCUSED ABSENCES:

Examples include:

- an illness of the student or a medical or dental appointment; six (6) or more absences within a 9 week grading period, may require a doctor's statement by school officials;
- an accident resulting in injury to the student;
- a death in the immediate family of the student;
- an observance of an established religious holiday. Documentation of the religious affiliation of the student may be required by school officials. If the religious holiday observance cannot be identified as a traditionally well-known day such as Rosh Hashanah, school officials should require a note from the parent and a letter from the leader of the faith organization stating that the day, if celebrated, would result in an absence. If the letters are submitted, the absence should be excused and also recognized as an established religious holiday that does not impact any attendance incentives;
- pre-planned absence for a personal reason that is acceptable to the principal or designee. A parent must make the request in writing to the principal or designee at least three(3) days prior to the date of the absence. The parent will be notified of the decision. Vacations, other than on non-student days, must be pre-approved.
- a subpoena by a law enforcement agency or a required court appearance;
- an emergency for a reason acceptable to the principal/designee for an emergency such as:
 - severe weather conditions;
 - a major personal or family problem;
 - fire, flood, or other major damage to the home;
 - an accident on the way to school; or
 - a breakdown of the school bus (failure to pick up the student).
- under certain conditions, students may apply to be released for a maximum of one hour per day for religious instruction at an off campus site . For further information, the parent should contact the principal.
- college visits by senior students only if a visit is required for admission and is documented on the college letterhead.

UNEXCUSED ABSENCES:

Unexcused absences include absences that:

- are caused by truancy of the student;
- are caused by an out-of-school suspension (students in grades 6-12 see section on Alternative To Out-of-School Suspension - ATOSS).

ATTENDANCE ALERT TO PARENTS:

When a student accumulates five absences during a grading period, a letter shall be sent to the parent or guardian unless school personnel have informed the parents previously. When a student accumulates ten unexcused absences (not including suspensions) within a ninety calendar day period, a letter shall be sent to the parent or guardian. Excerpt from Florida Statute 1003.26 (1)(b)(c)(e) "The principal shall . . .a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of non-attendance." If an initial meeting does not resolve the problem, the child study team will implement the following:

- frequent attempts at communication between the teacher and family;
- evaluation for alternative education programs;
- attendance contracts.

The child study team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy report.

If the parent refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent may appeal to the district board. The school board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the district school board. If the district school board's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the district superintendent may seek criminal prosecution for non-compliance with compulsory school attendance.

Students who display a pattern of nonattendance may be required to present medical evidence.

Students who are absent from class but not listed on the absentee bulletin shall be reported by the teacher to the appropriate office.

PROCEDURE FOR REPORTING TARDIES: (HCPS Policy 5230)

Students who are tardy to school must be signed-in at the Main Office or Office of Student Affairs. For safety reasons, elementary students must not be dropped off. An excused tardy exists when reasons acceptable to the principal or his or her designee are given.

An excused sign-in includes:

- illness;
- medical or dental appointments (doctor's statement may be required);
- automobile accident;
- deaths or funerals;
- emergency situations acceptable to the principal or designee;
- required court appearance (subpoena required);
- established religion observance;
- severe weather;
- breakdown of school bus.

Unexcused sign-ins include the following:

- car problems (ex: flat tire, no gas, car won't start, student getting a parking decal);
- heavy traffic;
- overslept;
- returned for forgotten items or student obtaining an absentee admit;
- non-educational appointments.

Excessive tardies may result in revocation of choice hardship.

SIGN-IN PROCEDURES: (HCPS Policy 5230)

Any student arriving to school after the session has begun must report to Main Office or Office of Student Affairs. An admit shall be issued indicating excused or unexcused tardy or absence. For the student to receive an excused sign-in, a parent or guardian must accompany the student to the Main Office giving an excusable reason. More than two sign-in's in a grading period shall require medical or other documentation and/or a parent must be present in order to be considered excused.

RELEASE OF STUDENTS: (HCPS Policy 5230)

During school hours a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- parent/guardian of the student with photo ID;
- person listed on emergency contact card, with photo ID;
- a law enforcement officer;
- an authorized worker from the Department of Children and Families.

At the end of the school day, students are released at a specified time and place and are expected to go directly home. Parents must notify the school office regarding any change in the student's normal transportation. Car riders should be picked up immediately in the school's designated area. Students riding buses are expected to unload from the bus at their designated stop. Students must enter and exit at their assigned bus stop; requests for changes will not be honored.

Kindergarten students must be met at the PM bus stop by a designated adult or parent. If the adult or parent is not at the bus stop, the kindergarten student will be returned to the school after the elementary run is complete. Further information is available at the school.

ADDITIONAL ELEMENTARY ATTENDANCE INFORMATION (HCPS Policy 5200)

MAKE-UP WORK (HCPS Policy 5200)

Parents should contact the school and request make-up work at least 24 hours in advance.

OFF CAMPUS ACTIVITIES (HCPS Policy 5200)

Students attending school-sanctioned, off-campus activities will be permitted to make up work missed.

SIGN-OUT PROCEDURES (PRE-APPROVED AND EMERGENCY) (HCPS Policy 5230)

Once students arrive on campus, they may not leave without permission from an administrator or designee. In the event a student must leave early, the parent/guardian must make the request in person in the main office. A picture ID must be presented.

Excused sign-outs include the following:

- medical or dental appointments (doctors statement may be required);
- deaths or funerals;
- emergency situations acceptable to the principal or designee;
- court appearance (subpoena required);
- personal reasons acceptable to the principal or designee;

Unexcused sign-outs include the following:

- forgotten items (for instance, books, lunch, money, homework, projects, admits);
- violation of dress code (to obtain appropriate dress);
- non-educational appointments.

DISTRICT ATTENDANCE INCENTIVES

Since regular attendance and participation in classroom activities are important parts of the credit earned in any course, each elementary and secondary school shall annually develop and submit to the General Area Director's Office a written school attendance improvement plan. The plan must comply with all school board policies.

ADDITIONAL SECONDARY (6-12) ATTENDANCE INFORMATION (HCPS Policy 5200)

MAKE-UP WORK

A student who has been absent and whose absence is EXCUSED is permitted to make up the work missed, provided that the student makes arrangements with teachers within three days of the student's return to school. The student is responsible for making these arrangements. Make-up work must be submitted within the deadline(s) set by the teacher(s).

UNEXCUSED ABSENCE SANCTIONS:

- ❖ A student suspended out of school shall receive a grade of "zero" for tests and/or graded work missed.
- ❖ A student who receives an unexcused absence will be required to make up any work missed during the absence. Middle school students may receive, and high school students must receive a 10% deduction from the grade of the make-up assignments. The student is responsible for making arrangements with the teacher within three days of his/her return to school. Make-up work must be submitted within the deadline(s) set by teacher(s).
- ❖ Students found to be truant will be referred to Student Affairs.

SCHOOL BUSINESS

Students on school business shall be counted present and be allowed to make up work missed.

Examples of school business are:

- ❖ an academic activity directly related to the instructional outcomes of one or more courses;
- ❖ participation in a regularly scheduled, school-sponsored athletic event;
- ❖ a summons to one of the school offices;
- ❖ other approved activities such as Student Council, National Honor Society, PTSA, pep rallies, class meetings, club meetings, senior graduation activities or an event that is designated by the principal at which you represent your school and is approved by the general area director.

FLORIDA DRIVER'S LICENSE LAW FOR STUDENTS (HCPS Policy 5200)

In 1997 the Florida Legislature began requiring schools to report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security numbers of minors who accumulate fifteen unexcused absences in a period of ninety calendar days, which is a "rolling" number, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon application. The process of reinstatement is available in the Office of the Assistant Principal for Student Affairs. Persons ages fourteen until their eighteenth birthday cannot get or keep their driver's privilege or license unless they are in school, have successfully completed school, earned their GED certificate, or have a hardship waiver. A student who has had their license suspended due to unexcused absences can apply for reinstatement once they have attended school for 30 consecutive days without an unexcused absence and have completed the necessary paperwork through the Office of Student Affairs. Reinstatement is delayed a day for each excused absence during that 30 day period.

All first-time applicants for a Florida Driver's License must complete a traffic law and substance abuse course as described in Section Florida Statutes 322 .095 . Students who were issued an operators or restricted driver's license before January 1, 1990, are exempt from this requirement.

This course includes instruction on the physiological and psychological consequences of the abuse of alcohol and other drugs, the societal and economic costs of alcohol and drug abuse, the effects of alcohol and drug abuse on the driver of a motor vehicle, and the laws of Florida relating to the operation of a motor vehicle. A student may fulfill the course requirement by enrolling and completing a secondary driver education course or by enrolling and completing the course offered through a certified Driving Under the Influence (DUI) school. Upon successful completion of the Drug/Alcohol Traffic Safety Education (D.A.T.E) requirement, the student shall receive the necessary verification to present to the Department of Highway Safety and Motor Vehicles.

SENIOR DAY ACTIVITIES

Senior Day activities shall be limited to no more than one day each spring. Activities lasting no longer than two class periods may be approved. No school time may be used for field trips relating to Senior Day activities.

WITHDRAWALS FROM SCHOOL (HCPS Policy 5130)

A student who wishes to withdraw from school must report to the appropriate office with a note from the enrolling parent and receive a clearance from that office. The withdrawal form must be signed by all of his or her teachers and required staff. These signatures indicate that the student is clear with reference to textbooks, library books and any other school equipment that might have been in his or her possession.

If a student between the ages of sixteen to eighteen years of age withdraws and does not plan to re-enroll at another site, or plans on attending an adult school, the student MUST have a signed, completed exit interview on file with the school district. The assistant principal in the Office of Student Affairs the student's home school will initiate the exit interview and guidance personnel will assist with the completion.

SIGN-OUT PROCEDURES (PRE-APPROVED AND EMERGENCY) (HCPS Policy 5200, 5230)

Once students arrive on campus, they may not leave without permission from the Assistant Principal for Student Affairs. Students who must leave school during school hours must have their parent request this release by phone or in person to the Office of Student Affairs in order to obtain pre-approval. More than four sign-out's in a grading period shall require medical or other documentation and/or a parent must be present in order to be considered excused.

Excused sign-outs include:

- ❖ medical or dental appointments (doctors statement may be required);
- ❖ deaths or funerals;
- ❖ emergency situations acceptable to the principal or designee;
- ❖ court appearance (subpoena required);
- ❖ personal reasons acceptable to the principal or designee;

Unexcused sign-outs include:

- ❖ forgotten items (for instance, books, lunch, money, homework, projects, tardy or absence excuse);
- ❖ violation of dress code (to obtain appropriate dress);
- ❖ non-educational appointments.

Re-entry of Students Grades 9-12

A student eighteen years of age or older who has interrupted his or her education and who subsequently desires to enter Hillsborough County Public Schools shall physically enroll either in the adult day school or an adult evening school .

The student may not enroll in a regular high school. In extenuating circumstances, a principal may recommend an exception to this policy to the Assistant Superintendent for Administration.

GENERAL INFORMATION

ASSEMBLY AND ASSOCIATION (HCPS Policy 5500, 5520)

Students have the right to:

- ❖ join school organizations and lawfully assemble in such a manner so as not to disrupt the orderly process of the school's program;
- ❖ lawfully assemble;
- ❖ organize associations within the school for social, athletic and other proper and lawful purposes, providing that no such group denies membership to any student because of race, sex, religion or for any reasons other than those related to the purpose of the organization.

Students have the responsibilities to:

- ❖ exercise the right to assembly so that the assembly does not disrupt the school program nor the orderly conduct of the school;
- ❖ know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline;
- ❖ conduct themselves in a manner that is representative of the school and the organization of which they are members.

STUDENT HEALTH AND MEDICATION (HCPS Policy 5330, 8450)

Students too ill to remain in class must request permission from their course teacher to report to the clinic. When necessary, the parent/guardian shall be contacted and the determination made whether the student shall go home or return to class. An Emergency Information Card must be on file in the school office. Notify the school in writing immediately when any emergency contact information changes. Students shall be released ONLY to persons listed on the Emergency Card unless notification has been received.

It is recognized that medications may be essential for some students. When possible, all medications should be administered at home. If medication must be given at school, the following "Guidelines for Administration of Medication" (SB 87034) must be followed. Florida Statute 1006.062 is the reference for the above guidelines.

1. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication. The official authorization form (SB 87034) must be returned to school within two (2) days following the initial receipt of the medication. New authorization forms will be required when any changes with the orders occur.
2. Medication must be sent to school via a parent or guardian. It is not safe for children to deliver medicine to the school. This policy prevents safety concerns of lost or stolen medicines, students sharing medicines with friends, and students taking medicine unsupervised.
3. Medication must be in the prescription container with the date, dosage, name of drug, and student's and physician's names clearly marked. Medication must remain in the container in which it was originally dispensed. Most pharmacies will provide an extra empty labeled bottle for parents if requested when the prescription is filled.
4. Parents should arrange for a separate supply of medication for school. Medication will not be transported between home and school on a daily or weekly basis. Exceptions by Florida Statutes 1002.20(h)(i) are Asthma Inhalers and Epipens which require special parent forms and physician forms/doctor's orders.
5. When any medications are added or discontinued, a new authorization form will be required.
6. When medications dosages or times are changed, both steps must be followed:
 - a. A written note from the parent requesting the changes must be sent to the school and then a new signed authorization form with the correct information must be completed.
 - b. A new label from the pharmacist or physician's order/prescription indicating the change must be sent to the school. A fax is acceptable.
7. Medication will be stored in a locked cabinet at the school at all times. Exceptions by statutes are Asthma Inhalers and Epipens which students carry and required special parent and physician forms/doctor's orders.
8. Since there are a number of students who receive medication during school hours, a school district employee designated by the principal will administer medication.
9. Oral nonprescription (over-the-counter) or sample drugs will be dispensed only when accompanied by written orders from a physician. Medication is always to remain in the container in which it was purchased. Written parental authorization is needed for all nonprescription drugs. Cough drops will be treated as an over-the-counter medication. Students may not carry over-the-counter medicines at school. Sunscreen is permissible without a medication order. Possession of drugs of any kind can lead to serious disciplinary action.

10. Substances not to be given at school are all unregulated products, such as herbs and food supplements, which are being used as treatments, dietary supplements, or folk remedies.
11. *No Prescription Narcotic analgesics* are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics.
12. Liquid medication will be given in a calibrated measuring device. The parent should supply a calibrated measuring device.
13. When medication is discontinued or at the end of the school year, medication not taken home by the parent will be destroyed.
14. Planning and protocols for any medication or treatment which requires one-time dosage for a specific intent are the responsibility of the Registered Nurse ONLY.
15. Parents of students attending after-school programs will need to make arrangements with the after-school programs when medicines or treatments are needed.

Use of Assistive Medical Equipment: Crutches, Canes, Walkers, Wheelchairs, Braces, Splints

Medical devices such as crutches, canes, walkers, wheelchairs, braces, and splints are prescribed by the medical care provider to facilitate mobility or provide support or alignment of an injured or deformed body part. Health professionals specifically fit these devices to a child taking into consideration such parameters as height, weight, angle of alignment required, and degree of mobility assist required; and train the child/parent in their safe use and appropriate care. In order to reasonably and safely accommodate the child who has been prescribed an assistive device in the educational setting, a doctor's order is required describing any activity limitations at school (i.e. no PE for one month), length of time device is to be used, any monitoring or nursing care needed during the school day (i.e. ice applications to injury, observe for pressure areas), and needed assistance in mobility on the school campus (i.e. elevator key, assistance with carrying books or extra set of books for home, extra time going from one class to the next). Parents/guardians are encouraged to communicate with the school clinic personnel regarding their child's medical needs during the school day while using any assistive devices. A parent or guardian without a health care provider order for assistive devices or is unable to produce the documentation for assistive devices should be referred to the principal.

A student may be exempted from the regular physical education program by a written request from the attending health care provider stating the length of the exemption; in all cases, the principal should be notified.

Inhaler Use

As stated in F.S. 1002.20 (h), asthmatic students whose parent and physician or licensed health care provider provide their approval to the school principal may carry a metered dose inhaler while in school. The school principal or designee shall be provided a copy of the parent's and physician's approval.

Epinephrine Use

As stated in F.S. 1002.20 (i), a student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt rules for such use of epinephrine auto-injectors. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this paragraph.

Management of Life-Threatening Health Conditions

A student may be permitted to self-administer medication for potentially life-threatening illnesses such as diabetes, allergies, asthma, cystic fibrosis and others. Guidelines for this process are based on F.S. 1002.20(3) (h)-(k). Written authorization is needed from the student's physician certifying that the student has the life-threatening illness, and that they are capable of and have been instructed in the proper administration of the required medicine and/or procedure. Also, the parent/guardian must sign a written authorization for their permission. This authorization also includes a statement that the school district shall incur no liability as a result of any injury arising from the self-administration. The permission is effective for the school year and will be reviewed annually. Please note that permission may be revoked if there is reason to believe that the life-sustaining medication, treatment, equipment or supplies are being used inappropriately. Parent/Guardian should contact the clinic at their respective school site for appropriate paperwork.

Health Screenings

School Health Services Program conducts health screening activities at various times during a student's school experience. Screenings are mandated in F.S. 381.0056 (5) (a). Health screenings include the following activities: vision screening, hearing screening, measurement of height and weight, with Body Mass Indexing calculations, scoliosis screening, and some school sites include dental screenings and screening for hypertension-high blood pressure. Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

Communicable Disease

Students with symptoms indicating the possible presence of a communicable or infectious disease shall be isolated from other students. The parent or guardian shall be contacted in order to take the student home. The student shall be readmitted with a written statement from a licensed physician or licensed health care provider and/or when in the principal’s or designee’s judgment, the student meets the criteria for readmission set forth in the School Health Services Manual. F.S. 381.0056, F.S. 1003.22, School Board of Hillsborough County Bylaw and Policies - Policy 8450.

Headlice

The School Board of Hillsborough County has a “No Nit” policy. If a child is identified as having head lice, he or she shall be excluded from school and shall not be permitted to return to school until his or her head is free from lice and nits. Nits are the white eggs that lice lay which adhere to strands of hair. Parents are responsible to provide the appropriate treatment to eliminate head lice and nits before the child returns to school. A child should miss no more than one or two days of school because of head lice. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law. F.S. 381.0056, F.S. 1003.22, District Policy Chapter 5 - Policy 5.13.

PRIVACY RIGHTS UNDER THE HEALTH INFORMATION PORTABILITY

ACCOUNTABILITY ACT (HIPAA) (HCPS Policy 8310, 8320, 8330, 8350)

Protected health information includes demographic and medical information that concerns the past, present, or future physical mental health of your child. Demographic information could include name, address, telephone number, social security number and any other means of identifying you or your child as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person. Your child’s protected health information may be used or disclosed for purposes of treatment (ex: emergency care) payments and health care operation. The school district may send medical information to Medicaid, insurance companies, or community agencies to pay for services provided to your child.

Protected health information can be disclosed without parental written authorization in the following circumstances:

- ❖ reporting abuse;
- ❖ investigations related to missing children;
- ❖ internal investigations and audits or by government agencies;
- ❖ public health purposes, including vital statistics, disease reporting, public health surveillance, investigations, interventions and regulation of health professionals;
- ❖ district medical examiner investigations;
- ❖ research approved by the Department of Health or school board;
- ❖ court orders, warrants, or subpoenas;
- ❖ law enforcement purposes.

Parents Have the Right to:

- ❖ request to restrict the use and disclosure of your or your child’s health information;
- ❖ be assured that information will be kept confidential;
- ❖ correct you or your child’s health information.

FEES (HCPS Policy 6152)

The Hillsborough County School Board has eliminated most school fees but has retained charges for certain rental items and for personal property which includes all items that become the property of the student upon receipt of payment. The School Board of Hillsborough County has approved the following rentals or charges:

High School Marching Band Uniform.....	\$35.00 (plus \$2 .45 sales tax)
High School Auxiliary Marching Uniform.....	\$40.00 (plus \$2 .80 sales tax)
High School Instrument.....	\$40.00 (plus \$2 .80 sales tax)
High School Choir Robe	\$25.00 (plus \$1 .75 sales tax)
Middle School Band/Orchestra Uniform.....	\$25.00 (plus \$1 .75 sales tax)
Middle School Instrument	\$40.00 (plus \$2 .80 sales tax)
Physical Education Uniforms	Bid Price + 10%
Reclaiming of Textbooks	\$.25 each

Students who withdraw from school shall be refunded a portion of the fees paid upon application to the bookkeeper. When locks and lockers are issued, there is a charge of \$4.00. Only when lockers are not available may a student “double” with a friend. When locks are returned, \$2.00 shall be refunded. For lockers with built-in locks, there will be a charge of \$2.00 with no refund. Only school locks are permitted.

ANNUAL COURSES		SEMESTER COURSES	
Withdrawal Date	Refund	Withdrawal Date	Refund
During 1st Grading Period	3/4 of fees paid	During 1st Grading Period	1/2 of fees paid
During 2nd Grading Period	1/2 of fees paid	During 2nd Grading Period	No Refund
During 3rd Grading Period	1/4 of fees paid		
During 4th Grading Period	No Refund		

MARRIAGE, PREGNANCY AND PARENTHOOD (HCPS Policy 5751)

Students have the right to:

- ❖ an education provided for all students by law;
- ❖ remain in the regular school program or take advantage of other programs that may be provided for them.

Students have the responsibility:

- ❖ for their own health and safety while attending school;
- ❖ while in regular school attendance, to adhere to all school board policies;
- ❖ obtain information about other programs available to them.

MEDIA FINES (HCPS Policy 6152)

- ❖ Fines for media materials kept beyond the due date shall be exacted as follows:
 - o five cents per day per item;
 - o twenty-five cents per day per overnight item;
 - o not to exceed cost of the book.
- ❖ The condition and copyright date of the book do not affect the cost of the book.
- ❖ Verified absences shall be honored.
- ❖ The fines shall be stopped the date the student reports the book lost or stolen.

PATRIOTISM (HCPS Policy 8810)

The Pledge Of Allegiance to the Flag, "I Pledge Allegiance to the Flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school in the state.

Students have the right to:

- ❖ show love for their country and allegiance to its flag;
- ❖ recite and display their feeling of patriotism;
- ❖ participate in or refrain from activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag or taking part in a patriotic ceremony;
- ❖ refrain from reciting the Pledge of Allegiance and to remain seated/stand quietly while the pledge is recited by others.

Students have the responsibility to:

- ❖ not interrupt the educational rights of others;
- ❖ not to interfere with the rights of other students to express or refrain from expressing patriotism;
- ❖ remove any headdress when the national anthem is played, if a male, except when such headdress is worn for religious purposes;
- ❖ stand at attention, when possible.

RELIGION (HCPS Policy 2270, 5223, 5225, 5780)

Students have the right to:

- ❖ study, examine, discuss, criticize or support religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education;
- ❖ release time from school to observe religious holidays, an excused absence with written parental permission;
- ❖ to practice their religion.

Students have the responsibility to:

- ❖ not endanger the physical health or safety of themselves or others or disrupt the educational process;
- ❖ develop tolerance and respect for the beliefs of others;
- ❖ inform school officials through their parents about any religious practices or beliefs that may be in conflict with school rules or regulations;
- ❖ decide for themselves whether or not they wish to take part in any religious activity.

We uphold the constitutional standard of separation of church and state.

OPEN DISPLAYS OF AFFECTION (HCPS Policy 5500)

Open displays of affection are NOT permitted on school grounds and may result in disciplinary action.

STUDENT PARKING - GRADES 9-12

Students have the right to:

- ❖ purchase a student parking decal (\$5.00 or additional fees may be charged for reserved parking as approved by the School Board) unless the student parking lots are filled to capacity and no decals are available.

Students have the responsibility to:

- ❖ be fully aware of their responsibilities in the operation of vehicles on the school grounds;
- ❖ abide by the rules and regulations established for the safety of the student body;
- ❖ park in the parking lot designated for students;
- ❖ have a parking decal (available in the designated area at a time to be specified) with registration number displayed as directed by the school.

Students violating any parking policy shall be subject to disciplinary action. Bicycles are to be parked in the area designated for this purpose. Students must exercise extreme caution in entering and leaving the parking areas. The maximum speed limit on the school grounds is five miles per hour. The school is not responsible for damages or theft to automobiles, trucks, bicycles or motorcycles. The school is not responsible for damages to or theft of the contents of these vehicles. Automobiles illegally parked or without a parking decal may be towed away at the owner’s expense. Choice Hardship assignment to a school does not guarantee a parking space.

STUDENT RECORDS (HCPS Policy 5420, 8330)

Public Notice

Student Records maintained by Hillsborough County Public Schools are updated and revised in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with Section 1002 .22(3), Florida Statutes (FS), and 34 CFR 99.7, the district is to inform eligible students or parents or guardians of their rights pertaining to access to student records and confidentiality of student information as described below:

Student Education Records are records maintained by the school and in some cases other locations which directly relate to a student. Education records are maintained in accordance with policies of the School Board of Hillsborough County and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious or recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports and anecdotal records of professional staff. The principal may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s), and record of disciplinary action(s) taken. These records are updated annually and information no longer pertinent is removed. The Director of Community and Parent Relations is the custodian of student records. Current student records are maintained at the Instructional Services Center. Parents and eligible students over the age of 18 may inspect and review that list upon oral or written request.

Parents, guardians or eligible students have the right to:

- ❖ inspect, review and challenge the information contained in the records;
- ❖ appeal any disagreement of records to the school principal.

Students have the right to:

- ❖ be protected by legal provisions prohibiting the release of personal information to other than legally authorized persons without the consent of the parent, guardian or student.

Parents, guardians or eligible students have the responsibility to:

- ❖ provide the school with any information that could be useful in making appropriate educational decisions;

- ❖ authorize release of information of those individuals or agencies who are working for the benefit of the student;
- ❖ follow school board policies for release of student information through the school;
- ❖ make an appointment with the school when they wish to review a record.

Access to Student Records

The following persons can access a student's records: parent, eligible students over the age of eighteen, school officials, a party with the written permission of the parent or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party. In addition, a court may order nondisclosure of a subpoena or information provided in response to a subpoena. In cases of separation or divorce, both natural parents have access to their child's educational records. If a court order restricts this access to records, the residential parent shall provide the school with a certified copy of the order, including any modifications, which will then be placed within the student's cumulative file.

A release of information without parent or student (over the age of eighteen) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his or her professional responsibility. A school official is a person employed by the district, such as an administrator, supervisor, teacher or support staff (including health and medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a certain task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student on an official committee, such as disciplinary or grievance committee; or another school official performing his or her professional responsibility.

What Are The Rights of a Parent?

Parents or eligible students over the age of eighteen have the right to:

- ❖ request in writing to inspect and review all education records. The request will be granted within a reasonable period of time, not to exceed thirty days. This inspection and review of records shall be held in the presence of an official of the school system.
- ❖ a response to reasonable requests for explanations and interpretations of the records.
- ❖ obtain copies of the education records of a student. The schedule of fees for copies is on file with each principal. No fee for copying may be charged to any parent if it would effectively prevent that parent from exercising his or her right to inspect and review the records.
- ❖ request in writing an informal conference with the principal for the purpose of amending any record believed to contain information that is inaccurate, misleading or violating the privacy or the rights of the student.

The principal shall decide whether to amend the education records within a reasonable period of time. If the principal refuses to amend the records, he or she shall inform the parent or eligible student of that refusal, and advise the parent or eligible student of the right to file a grievance.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with the requirements of FERPA. Whatever rights are vested in the parent shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of post-secondary education. Parents may have access to their dependent children's records regardless of age and may have the right of signing for the release of dependent children's records.

What Information is Released Without Parent Permission?

Copies of a student record may be sent to a school outside Hillsborough County Public Schools upon receipt of a written official school request. Parents or eligible students are to be notified of such transfers. Requests for records from all other sources require written permission of the parent or eligible student.

Schools reserve the right to release "directory information" without prior permission of the parent or eligible student for school publications, yearbooks, programs for school events, handbills, rosters, and news releases. Such information shall be limited to name, grade level, age, participation in school sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received.

The No Child Left Behind Act requires our district to furnish lists of senior high school students' names, addresses, and telephone numbers to military personnel and/or colleges or other higher learning institutions upon request. Parents objecting this use of directory information must notify the school principal in writing no later than ten (10) days after receipt of a student handbook. The form for this purpose can be found in the front of this student handbook. Schools must furnish data to state agencies when an agreement between the agency and school system existed prior to November 19, 1974. This information may include "directory information" plus address, telephone number, date and place of birth, dates of attendance and former schools attended.

The school system is authorized to release pertinent school data in interpretative form to the State Attorney's Office, Office of Youth Services and Circuit Court, Juvenile Division, without parent consent. It is not necessary for parents and students who are over the age of eighteen to be notified if information from the student record is requested by subpoena from a federal grand jury. If a court or other agency with the power to issue a subpoena does so for law enforcement purposes and orders

the school not to disclose the existence or the contents of the subpoena, the school is not required to notify the parent or student before compliance with the subpoena. In cases of child abuse, school officials are authorized and mandated by Florida Statute to report the suspected abuse to Department of Children and Families and provide them with the necessary information to pursue such complaints.

TELECOMMUNICATION SAFETY AND SERVICES (HCPS Policy 5500)

The school district maintains an Internet content filter. All Internet access by all students must utilize this filter in order to restrict student access to material harmful to minors as defined in the Children's Internet Protection Act (CIPA). Public school student use of telecommunications services, through district equipment or authorization, will be supervised. District procedures that comply with CIPA guidelines include technology protection measures that block or filter visual depictions that are obscene, include child pornography, or are harmful to minors. A parent or guardian wishing to deny access to the Internet must notify the school in writing through the Internet Exclusion Request Form (found at http://apps.sdhc.k12.fl.us/sdhc2/forms/forms-pdf/internet_excl.pdf). Unauthorized users of the Internet will be subject to disciplinary action. Email use by students is not allowed without specific instructional purposes and must be monitored at all times for appropriate content. This use requires prior approval by the Superintendent or designee to assure compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). Unauthorized access, including so-called hacking or other unlawful activities, will result in disciplinary action including, but not limited to, cancellation of privileges. Written parental permission is required prior to a student's participation in online programs that transmit personally identifiable information. The district will make all reasonable efforts in selecting online programs that ensure the privacy and confidentiality of the student and comply with Family Educational Rights and Privacy Act (FERPA). FERPA requirements will be communicated annually to parents and students.

Student Use of School Telephones

Students will not be called from class to take a telephone call; however, emergency messages will be taken for students.

TEXTBOOKS (HCPS Policy 2510, 5513)

Students have the right to:

- ❖ be provided with textbooks adopted by Hillsborough County Public Schools.

Students have the responsibility to:

- ❖ assume full responsibility for the care of books issued to them;
- ❖ return the books to the distributing teacher upon completion of the school year or upon withdrawal from school;
- ❖ complete all assignments even if the textbook is lost;
- ❖ pay the full purchase price for lost, destroyed, or unnecessarily-damaged textbooks. If the book is found and returned, the bookkeeper shall make a refund to the student. Failure on the part of any pupil to make good such damage shall deprive the student of further issuance of free textbooks.
- ❖ Dual Enrollment and Early Admissions program students refer to page 63a for responsibility for those textbooks.

VISITING OUR SCHOOLS (HCPS Policy 9150, 9160)

Visitors to the campus must sign-in with the receptionist in the office. Photo identification is required. Any individual considered a non-student must obtain administrative clearance prior to entering the building. The classroom teacher will be given advanced notice for parent classroom visits. A pass will be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest. Students who are enrolled in any Hillsborough County Public School may not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy will be subject to school disciplinary action. Visitors must receive approval from the principal in advance to observe in a classroom. Teachers cannot stop classroom activities to hold a parent conference. Students cannot arrange for their friends or relatives from other schools to visit the school at any time. Any individual found on the campus without clearance from a member of the administrative staff may be arrested for trespassing.

EXTRACURRICULAR

STUDENT ACTIVITIES (HCPS Policy 2260, 2260.1, 5840)

Students are aware that the school's extracurricular activities such as athletics, pep teams and student councils have visible built-in systems of recognition, reward and championship which may not be observable in other school areas. Because of this, students place a significant value on being involved in the school's extracurricular activities and on participating in those decisions that affect the learning climate of the school. Therefore, the school system has the responsibility to organize extracurricular activities to complement other school areas in building social skills and social sensitivities designed to fulfill student needs in a

desegregated school setting. Furthermore, the school system promotes the shaping of student activities and student government into instruments of student involvement.

Students have the right to:

- ❖ belong to and take part in all extracurricular activities for which they qualify, regardless of their race, sex, disability, religion or national origin;
- ❖ have an elected, representative student government or student council;
- ❖ take an active part in student activities designed to help make rules that affect their lives in school.

Students have the responsibilities to:

- ❖ seek prior and proper consent from administrators and any other designated school personnel before organizing student associations;
- ❖ meet the approved criteria for membership in clubs, organizations and activities of their choosing;
- ❖ be aware of the school needs and concerns of the student body and to work toward the attainment of these needs;
- ❖ participate regularly in their respective organizations and to conduct themselves in an appropriate manner and to operate according to board rules and school regulations;
- ❖ select extracurricular activities that do not interfere with their academic programs.

Suspension from Participation in Events

Students found to be in violation of the zero tolerance offenses or major offenses as defined in the Code of Student Conduct may be suspended from participation in extracurricular activities for a period of time which in the opinion of the principal is justified. Students who are arrested or charged for off campus matters, which would have been a zero tolerance offense or a major offense had it occurred on campus, may lose their privilege to participate in extracurricular activities. Students suspended from participation in any activity will not be permitted to participate in any event-related activities, dress out for the event, practice with the group, or travel to the event with the team or group. An event is defined as a game, activity, or contest. A tournament experience is considered to be a single event, even though a tournament consists of more than one game, activity, or contest.

CLUBS AND ORGANIZATIONS (HCPS Policy 5840)

Clubs and organizations can provide learning experiences that broaden the cultural horizon of students, supplement the formal curriculum by increasing knowledge and skills, extend participation in career and technical education programs, afford constructive use of leisure time, provide services to the school and community, and promote and recognize students' academic achievements and accomplishments. Students have opportunities to join four types of clubs: an honor club, an interest club, a service club, or a co-curricular club. **Research has clearly shown that involvement in clubs and organizations is beneficial for most students.**

Club membership is based on a selection process, which is established by each individual club. The Inter-Club Council (ICC) is the coordinating body for all clubs and organization and is comprised of all club presidents or officer representative of each club, organization and class. The function of the ICC is to coordinate all activities of these groups, as well as to distribute important information. Students are encouraged to become a member of at least one club. Clubs are available to everyone; however, each club has certain standards that must be met before becoming a member.

- ❖ Service Club
 - o Purpose: to be of service to the school and the community.
 - o Membership: open to all students who meet the specific requirements for the club.
- ❖ Interest Club
 - o Purpose: to give students an opportunity to supplement formal studies in an area of special interest.
 - o Membership: open to all students
- ❖ Honor Club
 - o Purpose: to bring together students who have achieved high standards of achievement.
 - o Membership: students must meet specific academic requirements and other criteria as outlined by the honor club.
- ❖ Co-Curricular Club
 - o Purpose: to be an integral part of Career and Technical Education programs.
 - o Membership: students must be currently or previously enrolled in a Career and Technical Education (CTE) program of study.

Formation of a New Club

A student must submit to the Assistant Principal for Administration a written request for the club along with the signatures

of at least 20 students desiring to belong to this club. If a club is a local charter of a national organization and desires to be classified as a service club, it must have the approval of the parent organization. The club must have administrative approval and must have a faculty advisor. The proposed constitution must be submitted to the Assistant Principal for Administration. The club must adhere to all school board policies.

Initiations, Hazing, Roasts

There will be NO initiations, roasts, or hazing by clubs or its members. Under no circumstances should a club be involved in hazing. Hazing demoralizes a student and sets the wrong tone for the club.

Additional Club Information

Club meeting days will be determined by each school. Insurance for all participants, if required, should be purchased through an outside organization. All adults working with the club should have a complete background screening and CPR training. All participants in activity-based clubs should have a complete physical exam within the past 365 days.

When applicable, the club should:

- ❖ utilize proper safety equipment in accordance with National Federation of State High School guidelines;
- ❖ establish dues depending upon the needs and nature of the individual club;
- ❖ be a member of a national organization;
- ❖ issue club cards to members for the purpose of club attendance;
- ❖ have a written agreement with a facility for usage (practice and competitions);
- ❖ have a published schedule for practices and competitions;
- ❖ maintain detailed financial records subject to review by its membership.

STUDENT PUBLICATIONS (HCPS Policy 5722)

Students have the right to:

- ❖ provide for and participate in activities that express their views;
- ❖ express their opinions verbally and in writing;
- ❖ publish leaflets, newspapers, and other materials that are not offensive and disruptive to others.

Students have the responsibility to:

- ❖ consider the rights and freedoms of those with differing views;
- ❖ express their opinions and ideas in such a manner so as not to offend, libel or slander others;
- ❖ consider and respect the rights of all persons involved in the educational process when publicizing information;
- ❖ select periods for the distribution of petition materials that do not interfere or conflict with class procedures.

SALES AND ADVERTISING

Students have the right to:

- ❖ be exposed to experiences that enhance competitive attitudes and improve their ability to succeed in a free enterprise system;
- ❖ advertise and sell items approved by proper school authorities that promote the cause of a wholesome education;
- ❖ sell or advertise items at specified locations and designated times that are related to clubs, classes, and departments associated with their school.

Students have the responsibility to:

- ❖ refrain from advertising and selling any items or products for outside agencies;
- ❖ refrain from advertising and selling any products that are obscene and/or disruptive to class procedures, as well as those items that have not been approved by proper school authorities;
- ❖ get approval from the proper school authorities on the time and place for making all sales and advertisements;
- ❖ adhere to school board policy regarding sales and advertising.

ACTIVITY PROGRAMS GRADES 6-12 (HCPS Policy 5840)

A co-curricular program of athletics, student councils, clubs and other activities is provided for the benefit of the students. Students are urged to participate in these activities as long as participation does not interfere with their academic program. A student absent from class or school for "official school business" (such as band contest, athletic event, approved field trip) shall be counted as being present by each teacher in each class period missed and shall be required to make up the class work. Information regarding these activities is available upon request. If additional information is needed or desired after reading the requirements for membership, contact

the Assistant Principal for Administration. To be academically eligible each semester, a student must maintain a minimum cumulative grade point average of 2.0 on an unweighted 4.0 scale in all courses. A cumulative grade point average is a grade point average computed using all courses taken by the student, not just those courses taken in the previous semester. A student first entering the ninth grade must have been regularly promoted (not administratively placed) from the eighth grade. All student-athletes, including cheerleaders and JROTC, shall be required to purchase athletic insurance provided by the school board and complete all sections of ADA-1 form before they will be able to practice and participate in any athletic program under the Department of Athletics.

The following schedule shall be observed as closing time for all evening activities of high schools:

- ❖ 11:00 p.m. for all activities not preceded by another function;
- ❖ 11:00 p.m. for all activities following basketball games;
- ❖ 11:30 p.m. for all activities following football games;
- ❖ 12:00 p.m. for all activities of a special nature.

ATHLETICS (HCPS Policy 2431)

All athletic procedures are published in the Athletics Guidebook of Procedures. This information can be found at <http://athletics.mysdhc.org>. All procedures are reviewed annually and become effective at the beginning of each school year.

MARCHING BAND AUXILIARY UNITS GRADES 6-12

The purpose of Auxiliary Marching Units is to enhance the performance of the marching band. Auxiliary Marching Units include all members of all Units which perform with high school bands. These are members who do not play musical instruments as part of their performance. The names of these units may vary from school to school. All Auxiliary Marching Unit members are expected to perform using visual props or equipment and other acceptable performance mediums as requested by the coach.

The drum majors are playing members of the band with responsibilities to include conducting the band at certain performances. The drum major or majors are selected by the band director and therefore are not considered members of the Auxiliary Marching Unit.

Auxiliary Marching Unit practice will correspond to the needs of the Auxiliary Marching Unit and the school's marching band. The timing and regularity of the practice should be related to and consistent with performances at half-time shows, parades, contests and other performance activities approved by the School Board, the County Administrators, the principal, or the Florida School Music Association for which such participation is appropriate. The unit will not be permitted to open any facilities for the express purpose of conducting any phase of practice unless the facility is being operated under a supervised school board employee, principal, designee. All activities involving Auxiliary Marching Unit members must be approved by the coach, band director and the school principal.

Eligibility and Selection

Each school's Auxiliary Marching Unit will be selected in the spring of each year through a procedure initiated by the Auxiliary Marching Unit coach or that person designated by the school's principal. No Auxiliary Marching Unit selection period will begin earlier than the first Monday in March of each year. Since magnet school students are not selected until the end of the school year, it is permissible for schools with magnet programs to select their Auxiliary Marching Unit in the fall. There will be a minimum of ten hours over five school days of practice and preparation not necessarily sequential working toward the selection of the school's Marching Auxiliary Unit. This does not include the informational meeting. Scholastic requirements are a minimum of 2.0 GPA maintained in all classes.

The student leaders of the units will be selected by the coach from students awarded positions on the squad through the selection process. The student is required to attend all practices and scheduled events unless excused by the coach in advance.

The student must live in the school's attendance area or be assigned to the school by the School Board. Any student who wishes to try out for Auxiliary Marching Units but is not a student at that school, including home schooled students, must have been assigned to that school for the new year or have approval to try out from the School Board prior to the Auxiliary Marching Unit's selection process.

The members of the Auxiliary Marching Unit are chosen by the coach or person designated by the school's principal.

Required Information Meeting and Paperwork

- ❖ ADA Cards (physical and application for athletic participation) are required to be on file in the office once completed by the physician prior to the first day of the selection process. Physicals are good from May 15 to May 14 of the following year.
- ❖ Two Medical Release cards must be completed and notarized prior to the first day of the selection process. One card is to be on file with the Athletic secretary and the second card should be present at all activities in which the student participates.
- ❖ Students not previously on the squad must purchase insurance from the Hillsborough County School for the selection process. All participants must have insurance paid by the first day of the selection process. Student insurance envelopes are available from the Athletic Director. All students who are selected to the team are required to pay again for student insurance from Hillsborough County Public Schools.

The term "Alternate Auxiliary Marching Unit member" will apply to members who are a member of the team who do not perform during an auxiliary performance.

The Auxiliary Marching Unit Dress-Out Limitations

- ❖ total membership of the Auxiliary Marching Unit will not exceed forty plus four alternate members;
- ❖ drum majors do not count as one of these members;
- ❖ the maximum number of Auxiliary Marching Unit members permitted to participate in any performance is forty (40);
- ❖ in the event that a present Auxiliary Marching Unit member has been removed from the squad or resigns his or her Auxiliary Marching Unit membership, the Auxiliary Marching Unit coach has the right in agreement with the principal to select a suitable replacement member.

All-County Band, Chorus, and Orchestra Expectations

- ❖ Students must be a bona fide member of his/her school and enrolled in the music program to be eligible to participate.
- ❖ Students are expected to audition.
- ❖ Students will not miss any of the scheduled rehearsals for any reason. If a student misses a rehearsal, they will be removed from the group, and an alternate will take his/her place. If special circumstances should arise and a student must miss a rehearsal for any reason, the final decision to keep or remove the student will be made by the All-County Chairperson.

Marching Band Participation

- ❖ All students must be bona fide members of the school and are regular members of the organization.
- ❖ Students must agree to abide by the rules, regulations and procedures as set forth by the School District of Hillsborough County and the Florida Bandmasters Association.

BUS/TRANSPORTATION AND SAFETY

GENERAL: (HCPS Policy 5600, 8600)

When transporting students to and from school, ensuring your child's safety is our number one priority. Our bus drivers have increasingly expressed concerns about the enforcement of transportation rules. Consistent enforcement of rules for student behavior is required to provide the safest conditions. Consequently, the district formed a study committee comprised of students, bus drivers, assistant principals, principals, and transportation supervisors to improve our transportation system. The hard work of the group produced a document that provides a consistent approach and incorporates best practices related to student safety. It also states expectations for drivers, students, parents, and school administrators. The guidelines are included with this section.

Please read the information about best practices and responsibilities, and what may happen if students break the rules. After reading these items, please complete the Hillsborough County School Bus Mutual Responsibility form found in this section and return it to the bus driver. We all share responsibility for ensuring student safety. We appreciate your cooperation and assistance.

To protect our children, only students and adults who are authorized may ride a school bus. All student eligibility for transportation will be evaluated. The school will discuss the request with the Transportation Department to authorize the transportation.

The Transportation Department will operate under an assignment method of operations. Students will be assigned to bus stops and may not use another bus stop or ride another run.

Transportation to and/or from (for-profit) private daycare services is not provided.

Students who are eligible for pupil transportation services will no longer be authorized to ride another bus, either to or from school, to a friend's home or any other type of situation.

In determining bus stop placement for Magnet students, the bus stop must coincide either with the residence or residence of record. Magnet students may not opt for bus drop-offs at parent work locations, schools or any other location that does not hold a direct relationship to the student's address.

Kindergarten students must be met at the PM bus stop by a designated adult or parent. If the adult or parent is not at the bus stop the kindergarten student will be returned to the school after the elementary run is complete. Further information is available at the school.

Students have the right to:

- ❖ school bus transportation if they live two miles or more from school;
- ❖ transportation that may be provided for students residing less than two miles from school if they have a handicapping condition or if a hazardous walking condition exists.

Students have the responsibility to:

- ❖ stand off the roadway while at bus stops;
- ❖ wait for the bus driver to signal them across the roadway;
- ❖ walk 10-12 feet in front of the bus while attempting to board the bus;
- ❖ keep valuables at home, as the school district nor the bus driver can not be held responsible for personal property brought on school buses;
- ❖ keep cell phones and other electronic devices off until student has exited bus;
- ❖ follow safety procedures and wear seatbelts when available;
- ❖ ride only the designated bus, and only enter and exit the bus safely at designated stop;
- ❖ not carry onto the bus any glass items, animals, balloons, weapons or sharp instruments. Personal belongings must be held on a student's lap;
- ❖ remain seated in seat assigned to them by the driver;
- ❖ sit all the way down and back, facing forward, with arms and head inside the bus at all times;
- ❖ keep aisles clear;
- ❖ obey rules and be courteous;
- ❖ refrain from using profanity, causing disruption, fighting, destroying property, or being willfully disobedient;
- ❖ be silent at all railroad crossings and when requested by driver;
- ❖ not throw objects on the bus or out the windows;
- ❖ not eat, drink or smoke on the bus;
- ❖ use the bus stop assigned based on the address of record.

Parents have the responsibility to:

- ❖ ensure the student is at the bus stop and ready to board the bus at least 10 minutes prior to the scheduled bus arrival time;

- ❖ wait for a bus that may be late due to traffic and other conditions;
- ❖ walk with their children to and from bus stops;
- ❖ their children's safety, well-being and conduct on the way to and from the bus stops and while at bus stops;
- ❖ ensure that their students walk on the shoulder of the road (on sidewalks, where available) away from traffic and facing the traffic;
- ❖ ensure the conduct of their children is appropriate while riding the bus;
- ❖ cooperate with school personnel regarding the effective and safe transport of their children;
- ❖ contact the school or the Transportation Department when they observe unsafe conditions;
- ❖ refrain from boarding school buses or attempting to conference with the bus driver at school bus stops.

Bus Drivers have the Responsibility to:

- ❖ transport students to and from school safely to the best of their ability;
- ❖ assign seats to riders;
- ❖ fairly and consistently enforce transportation discipline;
- ❖ communicate bus issues to school administration.

STUDENT DISCIPLINE PROCEDURES (HCPS Policy 5610, 5610.04)

School buses are an extension of the school. Appropriate classroom-type student behavior is needed to ensure student safety. Students who do not follow acceptable standards of conduct on the bus will receive similar disciplinary actions as those administered for classroom or school misconduct. When a driver observes or suspects a student's misconduct, the driver will submit a written referral to the school principal or designee. The principal or designee will determine the type and extent of punishment; a student may have bus privileges suspended if warranted.

STUDENT CONSEQUENCES FOR VIOLATING MUTUAL STUDENT RESPONSIBILITIES	STUDENT CONSEQUENCES FOR MAJOR STUDENT DISCIPLINARY VIOLATIONS
<ul style="list-style-type: none"> ❖ Actions by the Bus Driver ❖ One-on-one verbal warning to the student Changing assigned seat ❖ Written Warning to the student with a copy for the student/parent and administration ❖ Referral to Administrator 	<ul style="list-style-type: none"> ❖ Immediate Action by School Administrator will occur for offenses such as fighting and weapons violations ❖ Up to 10 days bus suspension and possible bus privileges revoked ❖ In extreme cases a student may be considered for expulsion from the bus and/or school.
<p>Administrator</p> <ul style="list-style-type: none"> ❖ contact parent ❖ conference with student ❖ disciplinary action <p>First referral</p> <ul style="list-style-type: none"> ❖ work detail ❖ ISS ❖ up to 3 days bus suspension <p>Second referral</p> <ul style="list-style-type: none"> ❖ up to 5 days bus suspension ❖ Principal warning letter for CDB <p>Third referral</p> <ul style="list-style-type: none"> ❖ conference with Transportation Supervisor or designee, Bus Driver, Parent, Administrator and Student ❖ up to 10 days bus suspension ❖ possible bus privileges revoked 	

----- Complete, Sign, and Return -----

HILLSBOROUGH COUNTY SCHOOL BUS MUTUAL RESPONSIBILITY FORM

Student Name (Printed) _____ Student Number _____

Parent Name (Printed) _____ Date _____

Name of School _____ Bus Route # _____

We have read the mutual responsibilities above and understand that these are requirements for participation in the student bus transportation program.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Bus Driver _____ Date _____

----- Complete, Sign, Cut and Return -----

HILLSBOROUGH COUNTY SCHOOL BUS WARNING LETTER (HCPS Policy 5610.4)

Bus # _____ Driver Name _____ Date _____

Student Name _____ ID # _____ School _____

This is a warning letter given to the student for inappropriate behavior on the bus. The student will need to correct the behavior listed below or a referral may be issued and given to the school for disciplinary actions that could result in suspending the student's bus riding privileges.

Improvement is needed in the following area:

1. Students must follow safety procedures and wear seatbelts when available.
2. Students must only ride designated bus, and only enter and exit the bus safely at designated stop.
3. Students must not carry onto the bus any glass items, animals, balloons, weapons or sharp instruments. Personal belongings must be held on student's lap.
4. Students must remain seated in seat assigned to them by the driver. When seated, student must sit all the way down and back with arms and head inside the bus at all times. Aisles will be kept clear.
5. Students must be silent at all railroad crossings and when requested by driver.
6. Students must not throw objects on the bus or out the windows.
7. Students must not eat, drink or smoke on the bus.
8. Students will meet classroom standards of behavior.

Comments: _____

Student Signature _____ Driver Signature _____

EXCEPTIONAL STUDENT EDUCATION STUDENTS WHO RECEIVE SPECIALIZED TRANSPORTATION SERVICES (HCPS Policy 8600)

If the IEP team determines a student has specialized transportation needs, he or she may be assigned to a bus with specialized equipment and personnel. Transportation is arranged through the ESE Area Office.

Please refer to the Handbook for Exceptional Student Education Students Who Receive Specialized Transportation Services for additional information.

Student Responsibilities:

- ❖ Obey the rules established by the bus driver and the bus attendant.
- ❖ Respect the rights of the other student passengers and adults on the bus.
- ❖ Be at the bus stop 15 minutes prior to the designated pick-up time.
- ❖ Inform the bus driver or attendant of any personal needs.
- ❖ Communicate to parents or school administration any concerns related to transportation services.

Student Behavior:

It is the school district's responsibility to provide safe transportation for students who ride school buses to/from school and on school-related trips. In the absence of a teacher or school administrator, the bus driver is responsible for ensuring that students behave in a safe and responsible manner. *Any behavior that interferes with the safe transportation of students must be reported.* The safety of all students is the primary concern of Hillsborough County Public Schools.

- ❖ Behavior problems are handled in accordance with federal and state law, local rules and regulations, IEP recommendations and procedural safeguards.
- ❖ Drivers and attendants are to use the Bus Conduct/Incident Report to refer inappropriate behaviors to school administrators. Administrators are expected to follow district discipline procedures.

Dangerous Behavior on the Bus:

The following are Transportation Department guidelines for bus drivers responding to unsafe behavior on the bus:

- ❖ A warning/referral will be submitted to document the incident.
- ❖ When the behavior of a student poses a potential danger to others, the driver will immediately call the transportation office and/or call 911 for police response.

TRANSPORTATION SAFETY

Parents have the responsibility to:

- ❖ obey all traffic signs on and around school grounds;
- ❖ not block driveways, streets or bus loading zones;
- ❖ designate the magnet transfer ramps as a designated bus stop for magnet students;
- ❖ designate a neighborhood bus stop in case of emergencies when the parent may not be at the transfer ramp, or for cases when the parent arrives at the ramp after 3:15 P.M. Once a bus stop has been designated by the parent (ramp or otherwise), the child shall not be released at any other location. Students are not released from the ramp after 3:15 P.M.;
- ❖ know and abide by the traffic rules which apply to the use of bicycles.

Students have the responsibility to:

- ❖ wear bicycle helmets as required by law;
- ❖ others and themselves for the safe operation of their bicycles;
- ❖ securely lock the bike while at school;
- ❖ cooperate with safety patrol officers.

The school cannot be responsible for lost or stolen bicycles. The school safety patrol contributes to the safety of children on the school grounds, buses and at bus stops. Responsible students are chosen to be members of the patrol. Their role is one of assistance and direction in areas where dangers or hazards exist.

TRANSPORTATION WEB SITE

The Transportation Department web site is located at <http://www.sdhc.k12.fl.us/transportation/>.

The “For Parents & Students” section contains the following information:

- ❖ Walking Safety
- ❖ Bike Safety
- ❖ Keeping Your Child Safe on the School Bus
- ❖ How We Choose Bus Stops-Guidelines
- ❖ Transportation Forms and Documents
- ❖ Exceptional Students Education (ESE) Transportation
- ❖ A Parent’s Guide For Choosing After-School Care Requiring School Bus Transportation of Students in Regular Education
- ❖ Frequently Asked Questions
- ❖ Contact Information
- ❖ Just For Kids
- ❖ School Bus Safety Information

DISPLACED STUDENTS (HCPS Policy 5111.01)

For detailed instructions on how to submit a special transportation request for a displaced student to remain in their school, please contact the Homeless Education and Literacy Project at: Website: <http://helpteam.mysdhc.org> or 813-272-0673.

Rules and Regulations for Magnet School Bus Transportation

Students have the right to:

- ❖ transportation services if the student is living two or more miles from the school;
- ❖ a special badge that designated the ramp as a bus stop for that student.

Students have the responsibility to:

- ❖ carry their bus badge each day of the school year.

Parents have the responsibility to:

- ❖ request that the ramp be used as a bus stop;
- ❖ designate the magnet transfer ramps as a designated bus stop;
- ❖ complete a ramp information card which is kept on file for the security of the students;
- ❖ designate a neighborhood bus stop in case of emergencies when the parent may not be at the transfer ramp, or for cases when they arrive at the ramp after 3:15 P.M. Students are not released after 3:15 P.M. If they are late, present identification to the Magnet Ramp Lead Driver or designee as the 2,000-4,000 students on a transfer ramp cannot be held on the ramp waiting for a tardy parent.

Disruptions at Magnet Transfer Ramps

As used in this section, the term “school” means the grounds or any facility of any kindergarten, elementary school, middle school, or secondary school, whether public or non public.

Parents or Citizens that cause a disruption at a Magnet Transfer Ramp are subject to the following rule and regulations:

- ❖ Florida State Statute 1006.145:
Any person not subject to the rules of a school who creates a disturbance on the property or grounds of any school, who commits any act that interrupts the orderly conduct of a school or any activity thereof, commits a misdemeanor of the second degree, punishable as provided in law and statutes.
- ❖ Florida State Statute 810.097: Trespass upon grounds or facilities of a school; penalties; arrest.

Any person will be considered trespassing who:

- ❖ does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon school property;
- ❖ is a student currently under suspension or expulsion; and who enters or remains upon the campus or any other Hillsborough County Public School facility commits trespassing upon the grounds of a school facility and is guilty of a misdemeanor of the second degree;
- ❖ enters or remains on the campus or other Hillsborough County Public School facility after the principal of the school, or his/her designee, has directed the person to leave the campus or facility or not to enter the campus or facility, commits trespassing on the grounds of a school facility and is guilty of a misdemeanor of the first degree.

The site administrator of a school or any employee designated by the site administrator to maintain order on the campus or facility, who has probable cause to believe that a person is trespassing on school grounds is in violation of this section may take the person into custody and detain him/her in a reasonable manner for a reasonable length of time pending arrival of a law enforcement officer. Taking into custody and detention by an authorized person does not render that person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention. If a trespasser is taken into custody, a law enforcement officer will be called to the scene immediately after the person is taken into custody. In addition, any law enforcement officer may arrest either on or off the premises and without warrant any person the officer has probable cause for believing has committed the offense of trespassing upon the grounds of a school facility. Such arrest will not render the law enforcement officer criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.

FREE!

BY APPOINTMENT ONLY

FREE!

**Early Childhood Council of Hillsborough County, Inc. (ECC)
Florida Diagnostic and Learning Resources System (FDLRS)**

2011-2012

**INFANT, TODDLER, PRESCHOOL
DEVELOPMENTAL SCREENINGS**

AGES: BIRTH to FIVE

Screenings are held from 8:30 a.m. - 11:30 a.m.

Appointments will be scheduled as calls are received, so don't delay your reservation!

Friday, August 26, 2011 • First Church of God

2202 E. Busch Blvd., Tampa, FL 33612

Friday, September 23, 2011 • Christ Community Church

1310 John Moore Road, Brandon, FL 33511

Friday, October 14, 2011 • St. Mark's Catholic Church

9724 Cross Creek Blvd., Tampa, FL 33647

Friday, November 18, 2011 • Calvary Lutheran Church

5309 US Hwy. 41 South, Apollo Beach, FL 33572

Friday, December 9, 2011 • New Beginnings Christian Church

4100 S. Manhattan Avenue, Tampa, FL 33611

Friday, January 27, 2012 • First Baptist Church of Temple Terrace

10002 N. 56th St., Temple Terrace, FL 33617

Friday, February 24, 2012 • Iglesia Misionera A/D (Missionary Church of God A/G)

10651 Anderson Road, Tampa, FL 33625

Friday, March 16, 2012 • Evangelical Presbyterian Church

1107 Charlie Griffin Road, Plant City, FL 33566

Friday, April 13, 2012 • Christ the King

821 S. Dale Mabry Avenue, Tampa, FL 33609

Friday, May 18, 2012 • St. Timothy's Catholic Church

17512 Lakeshore Road, Lutz, FL 33558

Thursday, June 14, 2012 • Lake Carroll Baptist Church

12012 N. Rome Avenue, Tampa, FL 33612

Thursday, July 12, 2012 • Kingsway Quest Community Church

501 S. Kingsway Road, Seffner, FL 33584

AREAS SCREENED:

VISION - HEARING - SPEECH - LANGUAGE - BEHAVIOR - OVERALL DEVELOPMENT



CALL (813) 837-7723

GRATIS! POR CITA SOLAMENTE GRATIS!

**Early Childhood Council of Hillsborough County, Inc. (ECC)
Florida Diagnostic and Learning Resources System (FDLRS)**

2011-2012

**PRUEBA DIAGNÓSTICA DE DESARROLLO
PARA BEBES, NIÑOS Y PRE-ESCOLARES**

EDADES: Desde el nacimiento hasta los cinco años

Las pruebas se llevaran a cabo 8:30 a.m. - 11:30 a.m.

Las citas se harán en el orden que se reciban, no demore en hacer su cita!

**Viernes, 26 de agosto de 2011 • First Church of God
2202 E. Busch Blvd., Tampa, FL 33612**

**Viernes, 23 de septiembre de 2011 • Christ Community Church
1310 John Moore Road, Brandon, FL 33511**

**Viernes, 14 de octubre de 2011 • St. Mark's Catholic Church
9724 Cross Creek Blvd., Tampa, FL 33647**

**Viernes, 18 de noviembre de 2011 • Calvary Lutheran Church
5309 US Hwy. 41 South, Apollo Beach, FL 33572**

**Viernes, 9 de diciembre de 2011 • New Beginnings Christian Church
4100 S. Manhattan Avenue, Tampa, FL 33611**

**Viernes, 27 de enero de 2012 • First Baptist Church of Temple Terrace
100002 N. 56th St., Temple Terrace, FL 33617**

**Viernes, 24 de febrero de 2012 • Iglesia Misionera A/D
10651 Anderson Road, Tampa, FL 33625**

**Viernes, 16 de marzo de 2012 • Evangelical Presbyterian Church
1107 Charlie Griffin Road, Plant City, FL 33566**

**Viernes, 13 de abril de 2012 • Christ the King
821 S. Dale Mabry Avenue, Tampa, FL 33609**

**Viernes, 18 de mayo de 2012 • St. Timothy's Catholic Church
17512 Lakeshore Road, Lutz, FL 33558**

**Jueves, 14 de junio de 2012 • Lake Carroll Baptist Church
12012 N. Rome Avenue, Tampa, FL 33612**

**Jueves, 12 de julio de 2012 • Kingsway Quest Community Church
501 S. Kingsway Road, Seffner, FL 33584**

LAS PRUEBAS SON EN LAS SIGUIENTES ÁREAS:

VISIÓN - AUDICIÓN - LENGUAJE - COMPORTAMIENTO - DESARROLLO GENERAL



**Hillsborough County
PUBLIC SCHOOLS
Excellence in Education**

**LLAME AHORA
(813) 837-7723**