All Hillsborough County Public Schools are fully accredited by the Southern Association of Colleges and Schools (SACS)/AdvancED. The district has maintained a productive relationship with (SACS)/AdvancED since 1914, and we have been recognized for our pursuit of excellence in education and dedication to the goal of achieving success for all students. SACS/AdvancED District Accreditation assures that all people, processes, departments, and operations in the school system work in concert to increase student learning and organizational effectiveness.

---

**Strategic Plan Summary**

**Mission**

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

**Vision**

Preparing Students for Life.

**Values**

- Proactive
- Relational
- Integrity
- Safety
- Motivation

**Strategic Priorities**

- Graduation Rates
- Communication
- Culture/Relationship

Foundation of Financial Stewardship
**WELCOME PARENTS!**
Thank you for choosing Hillsborough County Public Schools to provide your student’s education. We are very aware of the trust you have invested in our schools and our school system, and we work every day to continue to earn that trust. Your student is best served when there is a partnership and on-going collaboration between the parents and the school. We believe that well-informed parents are the best resources both our schools and our students can have. We believe that well-informed parents promote a positive school environment. We require your child to bring home a copy of the Student Handbook to provide you with a tool to enhance the information you have and support our mutual efforts to help your student succeed. We ask you to study this handbook with your child and work with your school to help your student have the best possible experience at school every day. This handbook includes the Code of Student Conduct and information about academic requirements, Choice options in the district, student extracurricular activities, and regulations necessary to ensure safety and promote a positive environment for learning. If you have any questions about anything in this handbook, please contact your school’s principal.

All policies in this handbook are subject to change due to the actions of the Florida Legislature, the Florida Board of Education, the state and federal courts, the School Board of Hillsborough County, and the district or school administration. Parents/students will be notified when such changes occur.

The changes will be posted on the district home page – [www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us)

**SOME INDIVIDUAL SCHOOL PROCEDURES 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](http://www.sdhc.k12.fl.us).

Hillsborough County Public Schools seeks to provide a safe and equal learning opportunity for each of its students, regardless of race, color, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, gender identity, or social and family background. Each school must be free from disruption that would interfere with the teacher’s right to teach and the students’ right to learn.

**Statement of Non-Discrimination, Pursuant to Title VI and Title IX**
The School Board of Hillsborough County, Florida, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pansy Houghton, Executive Officer for HR Compliance, (813) 272-4098; pansy.houghton@sdhc.k12.fl.us; Division of Human Resources, 901 E. Kennedy Boulevard, Tampa, Florida 33602. (Notice of Non-Discrimination, Combined Requirements, August 2010, U.S. Department of Education, Office for Civil Rights, Washington, D.C. 20202-1100)

The content of this handbook is current as of August 2015. All information contained in this publication is subject to change. For the most current information, go to the district website: [www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us).
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SECTION I – STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

(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; and
- 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 respect the views and backgrounds of those that differ from their own;
- meet the approved criteria required for participation in instructional and extracurricular activities; and
- follow bus, classroom, school, and all Hillsborough County Public Schools’ rules and procedures in the classroom, school, on the bus, and school-sponsored extracurricular activities.

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 grades in each class that represent fairly and impartially their academic progress in that class;
- have the opportunity to periodically review their grades with their teacher;
- be graded on their progress and class work; and
- follow the established grievance procedure adopted by the School Board in cases of disagreement concerning grades assigned.

Students have the responsibility to:
- attend class regularly and on time;
- 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); and
- 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 Success Coach) 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; and
- 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; and
- along with parents or guardians, inquire about additional counseling services available in the community to assist students with special needs.
DUE PROCESS

Students have the right to:
• have proper notice of the infraction, an opportunity to be heard, and the hearing must be conducted fairly.

CODE OF STUDENT CONDUCT

Students have the responsibility to:
• understand and adhere to the Code of Conduct and the individual discipline plans of each school.

LAW ENFORCEMENT

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;
• 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, property, or in violation of existing HCPS policy that would bring rise to a search;
• be given prior notification of any searches except in case of emergency or exigent circumstances.
• to request the presence of their parent/guardian or a responsible adult/advocate during any criminal investigation.

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.

TRANSPORTATION

Students have the right to:
• school bus transportation, if they live two (2) miles or more from school;
• transportation that may be provided for elementary students who live within two miles of the school if hazardous conditions as outlined by Florida Statute 1006.23 exist;
• transportation as determined by a student’s Individual Education Plan (IEP).

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 be held responsible for personal property brought on school buses;
• follow safety procedures and wear seatbelts when available;
• ride only the designated bus, and enter and exit the bus safely at designated stop;
• not carry onto the bus any glass items, balloons, weapons, skateboards, live animals, plants 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, or destroying property;
• 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.

STUDENT RECORDS

Eligible students have the right to:
• inspect, review, and challenge the information contained in the records;
Students have the right to:

- appeal any disagreement of records to the principal.

Students have the responsibility 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.

ASSEMBLY AND ASSOCIATION

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 responsibility 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.

RELIGION

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, which is an excused absence with written parental permission;
- 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.

PATRIOTISM

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 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.

LANGUAGE ASSISTANCE

Students have the right to:

- a competent interpreter to assist him/her if the student has difficulty speaking/understanding English.
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 two of the following:
     - TAX RECEIPT OR SHOW HOMESTEAD EXEMPTION (Primary source of verification):
     - current electric bill;
     - contract for purchase of home;
     - warranty deed or lease agreement;
     - authenticated birth date; and
     - 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:
   - Proof of physical examination by an approved licensed health care provider or the Hillsborough County Health Department, within 12 months prior to entry in 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 two of the following:
     - TAX RECEIPT OR PROOF OF HOMESTEAD EXEMPTION (Primary source of verification):
     - current electric bill;
     - contract for purchase of home;
     - warranty deed; or
     - lease agreement.
   - Authentic 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;
     - parent’s 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 at least one parent or legal guardian. Proof of guardianship is 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.
ASSIGNMENT WITHIN DISTRICT: (HCPS POLICY 5120)

The School Board directs that the assignment of students to schools within this district be consistent with the best interests of students and the best use of the resources of this district.

The Board shall establish attendance zones for each school. All students, unless otherwise provided by Board policy or authorized by the Superintendent, shall attend the school serving the student’s attendance area.

A student may be permitted to attend a school other than the school based on their residential address (Attendance Area School) by submitting a Hillsborough Choice Options application. Submission of an application does not guarantee placement in a magnet or school choice program.

HILLSBOROUGH CHOICE OPTIONS:

Steps to Apply

Step 1: Locate your Attendance Area School by visiting, edconnect.sdhc.k12.fl.us/GisUtils/Transportation.faces.

Step 2: Explore your options (Magnet schools/programs, School Choice, Career and Technical Education Programs, Choice Hardship) by visiting choice.mysdhc.org.

Step 3: Apply online or download the appropriate application during an open application period.

Step 4: Determine if a transcript and/or writing sample is needed if you are applying for competitive programs (middle and high school only). Visit choice.mysdhc.org for information on the criteria that is evaluated for admittance into a competitive program.

Step 5: Receive the application results and accept assignment, if applicable, by responding as directed.

For assistance or more information, please contact Choice Information Line at (813) 272-4692.

Magnet Schools and Programs: Magnet schools are theme-based programs at the elementary, middle, and high school levels that provide innovative and rigorous academic instruction by specially trained teachers in smaller learning communities. Transportation for magnet programs is provided to students within an identified area.

School Choice: School Choice refers to non-magnet elementary, middle, and high schools with available space. Transportation options are limited.

Career and Technical Education Programs: Career and Technical Education Programs are programs that integrate core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.

Choice Hardship: Choice Hardship is a process that allows parents and legal guardians, with a documented hardship, an opportunity to submit an application for a school that is capped/not available for School Choice.

What constitutes a hardship?

A compelling reason for which a student must attend a school other than the attendance area school constitutes a hardship.

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. Families receiving approval for Choice Hardship are required to provide transportation to and from the requested school. All families 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.

Reasons for Revocation of Choice Hardship

• Student change of placement
• Violation of Level One-Zero Tolerance Offense and/or violation of Level Two-Major Offense
• Student conduct
• Student tardies
• Student pick-up
• Attendance
• Civility
• Submission of fraudulent, false, or misleading information
HOMELESS STUDENT ENROLLMENT PROCEDURES: (HCPS POLICY 5111.01)

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:

- 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;
- 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;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- 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 listed above.

Unaccompanied homeless youth are those students who meet the above definition of homeless and not living in the physical custody of a parent or legal guardian. All unaccompanied youth are not considered homeless.

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; and
- 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.
IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY (2015-2016): (HCPS POLICY 5320)

Students in pre-kindergarten through 12th grade, including Virtual School, who are making their initial entry into a Florida school must present a record of a physical examination completed within the last 12 months as stated in F.S. 1003.22. Voluntary pre-kindergarten, HeadStart and EELP students must submit a physical examination every year.

All students must show immunization records with reflect age-appropriate shots according to the state requirement as stated in F.S. 1003.22 to be enrolled in school.

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<td>Varicella - 2 doses</td>
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<tr>
<td>(chicken pox)</td>
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<tr>
<td>Varicella - 1 dose</td>
</tr>
<tr>
<td>(chicken pox)</td>
</tr>
<tr>
<td>DPT - 5 doses</td>
</tr>
<tr>
<td>Polio - 3-5 doses (New for KG 2012)</td>
</tr>
<tr>
<td>Polio - 4 doses</td>
</tr>
<tr>
<td>MMR - 2 doses</td>
</tr>
<tr>
<td>Hepatitis B - 3 doses</td>
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<tr>
<td>Tdap - 1 dose</td>
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*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.

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 Tdap, Polio, and MMR

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

1st, 2nd, 3rd, 4th, 5th, 6th, and 7th 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

8th through 12th Grade Students
- 5 doses DPT (diphtheria, pertussis, tetanus)
- 4 doses Polio vaccine
- 1 dose Tdap
- 1 dose Varicella (chicken pox) vaccine or have had the disease
- 2 doses MMR (measles, mumps, rubella)
- 3 doses Hepatitis B

If you have a private health insurance or Medicaid, contact your physician or health care provider. If you do not have private health insurance or Medicaid, contact the Florida Department of Health, Hillsborough County Immunization Clinic for further information, call (813) 307-8077 for days/hours of operation and directions. The clinic is in the Sulphur Springs Health Center, 8605 N. Mitchell, Tampa, Florida.
STUDENT RESIDENCY FORM

Complete Side A of this form if parent/guardian can provide proof of residence. If not, complete Side B.

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: ______________________________
Student Address: ___________________________________________________________________________________

1. What is the current student residence?
   - □ Family owned house, Homesteaded? □ Yes □ No
   - □ Family rented apartment/house
   - □ Licensed foster care placement (update D Screen)

   Please check the documents being provided to the school for verification of residence (2 are required):
   - □ Homestead Exemption
   - □ Valid Driver’s License
   - □ Tax Receipt
   - □ Current Electric Bill
   - □ Contract for Purchase of Home
   - □ Current Voter’s Registration Card
   - □ Lease Agreement
   - □ Warranty Deed

2. The undersigned certifies that all information contained in this form is accurate. This form is valid for one school year only and expires at the end of the school year. Per HCPS Policy 2431, students are not guaranteed the ability to participate in the athletic program if they transfer schools. Contact the Assistant Principal for Administration for more information.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true (FS 92.525). A person who knowingly makes false declaration is guilty of the crime of perjury by false written declaration, a felony of the third degree.

Print Name of Parent/Guardian __________________________ Signature of Parent/Guardian __________________________ Date __________

Data Processors – This form SB 60711 (Rev. 1/28/2015) must be coded into the student database upon enrollment (on B, 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 at (813) 384-3979 and to the Healthy Meals Application Center at (813) 840-7114.

SB 60711 (Rev. 02/05/2015)
STUDENT RESIDENCY FORM

Complete Side B of this form if parent/guardian cannot provide proof of residence.

This form defines the student enrollment category and verifies residence. (Use code 7 on B Screen in Enrollment Field.)

Student Name: _________________________________________________________ School: ____________________________________

Student Number: ________________________________________________________ Date of Birth: ____________________________

Student Address: ____________________________________________________________________________________________________

1. What is the current student residence? (E Screen in HLCS Field)
   Unable to provide verification of residence due to one of the following circumstances:
   ☐ Sharing or using the housing of other persons by choice (signature of party with whom family resides) – (no code)
   ☐ Living in emergency/transitional shelters or FEMA trailer (McKinney-Vento – code A)*
   ☐ Temporarily using the housing of other persons due to loss housing or financial hardship (McKinney-Vento – code B)*
   ☐ Living in car, park, campground, public space, abandoned building, or substandard housing (McKinney-Vento – code D)*
   ☐ Living in hotels or motels on a temporary basis due to a loss of housing or financial hardship (McKinney-Vento – code E)*
   ☐ Student is awaiting foster care placement (McKinney-Vento – coded F)*

2. The student is an “Unaccompanied Homeless Youth” (student not living in the physical custody of a parent/guardian, runaway, living alone with no adult, or abandoned by parent/guardian, and identified under McKinney-Vento code categories A, B, D, E above)?
   ☐ Yes  ☐ No (code UAC field accordingly)

* Enrollment should be immediate for students in transition/homeless identified under coded categories A, B, D, E or F above.

3. Families under the McKinney-Vento codes must choose one of the following reasons:  (E Screen in HLCS Field)

<table>
<thead>
<tr>
<th>Select One</th>
<th>School Code (Office Use Only)</th>
<th>Cause of Homelessness</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Mortgage Foreclosure</td>
<td>Homeless family loses own home due to foreclosure</td>
</tr>
<tr>
<td>E</td>
<td>Natural Disaster – Earthquake</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Natural Disaster – Flooding</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Natural Disaster – Hurricane</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Natural Disaster – Tropical Storm</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Natural Disaster – Tornado</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Natural Disaster – Wildfire or Fire</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Natural Disaster – Other</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Other (Lack affordable housing, unemployment, domestic violence, eviction, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

Your child/children may be eligible for additional educational services through Title I, Part A, Title I Parent C-Migrant, or Title X, Part C – Federal McKinney-Vento Assistance Act. Consult with school staff for additional information.

4. The undersigned certifies that all information contained in this form is accurate. This form is valid for one school year only and expires at the end of the school year. Per HCPS Policy 2431, students are not guaranteed the ability to participate in the athletic program if they transfer schools. Contact the Assistant Principal for Administration for more information.

If sharing or using the housing of other persons, the party with whom the family resides must sign below and provide two (2) proofs of residency:

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

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true (FS 92.525). A person who knowingly makes false declaration is guilty of the crime of perjury by false written declaration, a felony of the third degree.

Print Name of Party with Whom Student Resides: ___________________________ Signature: ___________________________ Date: ___________________________

Print Name of Parent/Guardian: ______________________________________ Signature of Parent/Guardian: ___________________________ Date: ___________________________

Administrator’s Signature: ___________________________________________ Date: ___________________________

Distribution: Data Processor file, if section B was used, copy to School Social Worker, Fax to Homeless Education and Literacy Project at (813) 384-3979 and to the Healthy Meals Application Center at (813) 840-7114.

SB 60711 (Rev. 02/05/2015)
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 16 and 18 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 at the student’s home school will initiate the exit interview and guidance personnel will assist with the completion.

RE-ENTRY OF STUDENTS GRADES 9-12:

A student 18 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.
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.
HELPFUL SAFETY HINTS

FOR STUDENTS: (HCPS POLICY 5500)

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 stressed, 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 a minimum of four trained operators. All administrators, teachers, and 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. School Security has Officers permanently assigned to 58 school sites.

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 and the Tampa Police Department are permanently assigned to secondary schools and some elementary 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

According to the American School Bus Council, school buses are the safest form of transportation – 50 times safer when students ride in cars with other students and 8 times safer than riding in cars driven by their parents or other adults.

Students are instructed by their drivers on safe practices while riding a school bus. Students are expected to exhibit classroom behavior in order to minimize distractions to the driver while they are operating the bus.
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 on school buses, at school bus stops or at school related activities.)

**Zero Tolerance Policy**

Florida Statute 1006.13(3)(a) Any student who is determined to have brought a firearm, weapon, or destructive device, as defined in Chapter 790, 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).
TELECOMMUNICATION SAFETY AND SERVICES (HCPS Policy 7540, 7540.01, 7540.03, 7542)

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 telecommunication 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. 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. 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.

CELL PHONES AND ELECTRONIC DEVICES:

During school hours and while on the bus, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only.

Students must comply with the directives of school/district staff regarding when and where electronic devices can be used.

Devices may only be used in approved areas and students must comply with the directives of school/district staff regarding when and where electronic devices may be used. Cell phone conversations during the school day are prohibited unless under the supervision of staff/school personnel. Failure to comply with staff directives may result in the following student consequences:

**Consequences**

- **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.

- **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.

- **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.).

- Any future offenses will result in the device being confiscated and a meeting arranged with the parent/guardian to discuss further disciplinary action for disobedience and possible out-of-school suspension.

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

BRING YOUR OWN DEVICE (BYOD) PROGRAM/PERSONAL DIGITAL DEVICES:

Hillsborough County Public Schools is committed to developing a technologically relevant and engaging learning environment for all students by providing them with the opportunity to develop collaboration, innovation, communication skills, and tools that are essential to both life and work in the 21st Century. Beginning with the 2014-2015 school year, the district’s schools began offering a Bring Your Own Device (BYOD) program that allows students to wirelessly access the Internet for limited educational purposes as directed by a teacher or administrator. Students granted access to the district’s network/Internet services from any device will be governed by Board Policies 7540.03 and 7542, related administrative guidelines, and the Student Code of Conduct. For BYOD purposes, a device is any district-provided or personally-owned computer or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearable (e.g. Google Glass, smartwatches), iPods touches (or similar), and e-readers.

With school or district staff approval, students may use their own devices at school to participate in instructional activities, access and save information from the Internet, collaborate with other learners, and utilize productivity tools and instructionally appropriate apps loaded
on their devices. Because personal devices will not be able to access internal district resources such as file and print servers, documents created should be saved to removable media such as flash drives or to a cloud storage location.

Students who choose to bring their personal devices must use the “HCPS guest” filtered wireless public network ONLY while on campus. When logging onto the “HCPS guest” wireless network, students will be required to accept the district’s Acceptable Use Policy (AUP) for network access. All Hillsborough County Public Schools networks are filtered for the safety of users, in compliance with the Children’s Internet Protection Act (CIPA) requirements. Any attempt to circumvent safety filters or “hack” district technology in any way is expressly prohibited. Nevertheless, caregivers are advised that a determined user may be able to gain access to services on the Internet that they and/or their caregivers may find inappropriate, offensive, objectionable, or controversial. Caregivers assume this risk by allowing their child to participate in the BYOD program.

Non-wireless access to the district’s network, such as through Ethernet cable, by personal devices is prohibited. Use of broadband networks, provided by cellular carriers via device or hotspot is also prohibited while on Hillsborough County Public Schools’ property. Know that users have a limited right to, nor should they have an expectation of, privacy in the content of their personal files and records of their online activity while on the district network. Access to the “HCPS guest” network is a privilege and administrators and faculty may review files and messages at any time to maintain system integrity and ensure that the users are acting responsibly. If reasonable belief exists that a student has violated the terms of this agreement, or other district policy, the student’s device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action as determined by Hillsborough County Public Schools.

Personal devices can only be used in approved areas and students must comply with staff directives regarding the use of technology devices. Using functions on electronic devices in any manner that disrupts the educational environment or violates the AUP will be subject to disciplinary action. Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded is prohibited; written parental consent is required for publication. Cell phone conversations during the school day are prohibited unless under the supervision of staff personnel.

Students bring personal devices to school at their own risk. The district will not be held responsible if a device is lost, stolen or misplaced, including those that have been confiscated. Moreover, the district will not be responsible for technical support of personal devices, beyond providing necessary district specific connectivity and login information. Please make sure devices are fully charged when bringing them to school, as they cannot be charged at school, unless specific permission is granted.

Use of personal devices is never a requirement and will not impact student grades. In instances where a device is required for an assignment, students without a device of their own will be provided one by the district/school site.

**DIGITAL CITIZENSHIP:**

Digital Citizenship is defined as the norms of appropriate and responsible behavior with regard to technology use. By embracing technology and to explore its various forms, students have a responsibility to model proper digital etiquette in using technology. Although the following list provides a good foundation for proper Digital Citizenship, it is by no means exhaustive. If you have any doubt about whether a contemplated activity is acceptable, consult your teacher or administrator.

**Cyberbullying**

- Students must not engage in cyberbullying activities:
  - Mean text messages or emails
  - Rumors sent by email or posted on social networking sites
  - Sending or posting embarrassing pictures or videos through text messages, email, or websites
  - Creating fake profiles
- Students must report any suspicion of cyberbullying to a teacher or administrator as outlined in the bullying section of this handbook.
Digital Footprint

- A digital footprint a.k.a. digital shadow is permanent information that a student places on the web, normally through social media, and is both searchable and can be copied and used by others elsewhere. A digital footprint can be a blog, picture, comment, graphic, etc. that represents the reputation of the student based upon the participation of the student using web activities. These activities along with the digital identity create a web reputation or web profile.
- Be thoughtful in what you post online, as it will be with you forever and may have devastatingly negative consequences.
- Students should not engage in active or passive Internet browsing resulting in a digital footprint.
  ✓ Passive - Accepting cookies or tokens from unknown or unsecure websites.
  ✓ Active - Entering personal data on unknown or unsecure websites.

Self-Image and Identity

- A digital identity is the characteristics that a student uses to represent themselves using social media. Examples of these characteristics would be an e-mail address, a home address, telephone number, birthdate, social security number, age, gender, ethnicity, height, hair and eye color, etc. These characteristics along with the digital footprint create a web reputation or web profile.
- Be thoughtful in what you post online, as it will be with you forever and may have devastatingly negative consequences.
- Students should properly represent themselves while online and should adhere to activities that will protect their reputation.
- Students should not provide personal information or monetary information to unknown or unsecure websites.

Relationships and Communications

- Students should adhere to Digital Ethics for online interactions
  ✓ Use appropriate language in the use of text messages, email, online discussions and blogging.
  ✓ Do not send email that would be considered SPAM.
  ✓ Do not use inappropriate or blank Subject line information.
  ✓ Do not forward chain e-mail.
  ✓ Do not provide personal or contact information to strangers or persons that you do not know well.

Credit and Copyright

- Students should not engage in plagiarism or self-plagiarism activities.
- Students should not violate existing laws governing Copyright and Fair Use.

Information Literacy

- Students should evaluate the quality, credibility, and validity of websites and provide proper credit and citing techniques.

Internet Safety

- Students should only use appropriate web sites and will notify district personnel of inappropriate websites.

Privacy and Security

- Students should create and use strong passwords and adhere to privacy policies. A strong password is a word or phrase of at least 8 characters that is easy to remember but reasonably hard to guess and consists of numbers, letters and special characters.
  - Students MUST NOT share personal passwords.
  - Students MUST NOT use the passwords of others.

For more information on password security, consult the digital citizenship website available on our district web page or http://www.sdhc.k12.fl.us/doc/list/instructional-technology/privacy-security/177-850/
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 the School Board of Hillsborough County.

**Kindergarten – Fifth Grades**

- 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.
- 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.
- 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.
- Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

**Sixth – Twelfth Grades**

- Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and not allowed.
- 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.
- 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.
- Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

**Consequences for Dress Code Violation Include:**

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

**Second Offense Consequences**
- conference with student;
- notification of parent or guardian;
- change of inappropriate attire;
- detention or “other consequence” determined by the site administrator.

**Third Offense Consequences**
- conference with student;
- notification of parent or guardian;
- change of inappropriate attire;
- in-school suspension or “other consequence” determined by the site administrator.
Fourth and Subsequent Offenses

- considered disobedient subject to referral to the school administrator for further disciplinary action, which may include out-of-school suspension.

Florida Statutory Requirements for Student Dress

In the 2011 Legislative Sessions, Florida’s legislature passed, and Governor Scott signed into law, changes to sections 1006.07 and 1006.15 Florida Statute requirements for district Codes of Student Conduct (commonly known as the Baggy Pants Bill). In these sections are new school board requirements to include in the code of conduct, “an explanation of the responsibilities of each student with regard to appropriate dress, respect for self and others, and the role that appropriate dress and respect for self and others has on an orderly learning environment.” This law provides penalties for students who wear clothing that exposes underwear or body parts in an indecent or vulgar manner. Lastly, the law includes adherence to the Dress Code and Code of Student Conduct as a condition for participation in extracurricular activities.

Principals have been instructed to share the law and consequences with students, parents, and staff.

- For a first offense, a student shall be given a verbal warning and the administrator shall call the student’s parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five days and the administrator shall meet with the student’s parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension for a period not to exceed three days. The student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the administrator shall call the student’s parent or guardian and send the parent or guardian a written letter regarding the student’s in-school suspension and ineligibility to participate in extracurricular activities.

As outlined in a memo dated July 15, 2011, from the Florida Department of Education, the consequences outlined above are for “wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.”

- Clothing that disrupts the orderly learning environment includes clothing that exposes underwear or body parts in an indecent or vulgar manner and clothing with sexually suggestive, drug or alcohol-related or otherwise offensive wording or graphics.

Districts will be required to impose these penalties as outlined in the bill. No other statute prescribes penalties for Code of Conduct offenses.

School Boards cannot override described penalties in the law.

NOTE: Eligibility standards for participation in interscholastic and intrascholastic extracurricular student activities have not changed except for the dress code policy. The student must maintain satisfactory conduct, including adherence to appropriate dress and other codes of student conduct policies described in Florida Statute 1006.07(2).

Required Uniform Policy with Opt-Out Plan

In order for a school to institute a Mandatory 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.
ATTENDANCE (HCPS POLICY 5200, 5230)

Students have the right to:
- physically attend a public school within their attendance area;
- attend a Technical 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 30 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 16. Students ages 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 an exit interview;
- abide by School Board attendance policies;

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 Student Academic Calendar and coordinate trips, vacations, and personal business to support attendance on school days.

ATTENDANCE ALERT TO PARENTS:
When a student accumulates five absences during a grading period, notification shall be sent to the parent or guardian unless school personnel have informed the parents/guardians previously. When a student accumulates ten unexcused absences (not including suspensions) within a 90 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 non-attendance 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.

In the preparation of cases for prosecution under the Compulsory School Attendance Act: Florida Statute Section 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.
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 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, cell, 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 each absence. Records of telephone calls or parent contacts shall be retained by the school for future references.

Students in attendance for “meaningful instruction” during any part of the school day are counted present for the day. Additionally, attendance for students in grades 6-12 shall be recorded each period. To be considered present in any period, a student must be present for at least one-half of that period.

EXCUSED ABSENCES:

Examples include:
- an illness of the student or a medical or dental appointment; six (6) or more absences within a nine-week grading period, may require a doctor’s statement by school officials;
- an accident resulting in injury to the student;
- a death in the student’s immediate family;
- 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, 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).

OFF-CAMPUS ACTIVITIES/SCHOOL BUSINESS (HCPS Policy 5200)

Students attending school-sanctioned, off-campus activities and/or school business shall be counted present and will be permitted 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 Area Leadership Director.

MAKE-UP WORK (HCPS Policy 5200)

**Elementary Students:** A student who has been absent and whose absence is excused is permitted to make up the work missed after returning to school. Parents should contact the school and request make-up work at least 24 hours in advance.

**Secondary Students (Grades 6-12):** 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).

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

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.

**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 may be allowed to make up tests and/or graded work missed during the absence at the discretion of the classroom teacher. 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.

**FLORIDA DRIVER’S LICENSE LAW FOR STUDENTS**

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 15 unexcused absences in a period of 90 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 14 until their 18th 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. For more detailed information See: F.S. 322.091 and 1003.27.

**SENIOR DAY ACTIVITIES**

Senior Day activities shall be limited to no more than one day each spring.

**PROCEDURES FOR REPORTING TARDINESS TO SCHOOL:** (HCPS Policy 5230)

A student is tardy when he/she arrives after the beginning of the school day. A student who is 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 and must be accompanied by an adult. An excused tardy exists when reasons acceptable to the principal or his or her designed 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.

**TARDINESS TO CLASS (HCPS Policy 5600)**

A student is tardy when the student arrives after the beginning of the school day or when he/she is not in his/her 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's excessive tardiness shall lead to non-suspension consequences. A student may be suspended if they fail to complete the assigned non-suspension action.

**Consequences for tardiness in a grading period include:**

- tardies will not be considered an incident until the student had accrued four or more tardies within a grading period.

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

**SIGN-IN PROCEDURES: (HCPS Policy 5230)**

Any student arriving to school after the session has begun must report to the 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 and give 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.

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

**Elementary Students:** 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.

**Secondary Students:** 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 the following:**

- medical or dental appointments (doctor’s 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);
- non-educational appointments.

**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 in writing 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 afternoon 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.
STUDENT HEALTH AND MEDICATION

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

Students too ill to remain in class must request permission from their course teacher to report to the clinic unless it is an emergency. 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 and completed every year. Any changes in emergency contact information must be made immediately by the parent/guardian in person. The Principal or designee shall permit a child to leave school only in the custody of one of the following adults:

- parent/guardian of a student, with photo ID;
- person listed on the Emergency Contact Card, with photo ID;
- a law enforcement officer;
- an authorized worker from the Department of Children and Family.

It is recognized that medications may be essential for some students while in school. Only regulated prescribed medication approved by the Food and Drug Administration (FDA) will be accepted for administering at school (Chapter 4-3, Section 3). Over-the-counter or sample medications must be accompanied by orders from a licensed physician, advanced registered nurse practitioner, or physician assistant. Students may not carry over-the-counter medications at school only with the exceptions listed below. Possession of drugs of any kind can lead to serious disciplinary action. A designated school district employee will administer medications following procedures. All medications must be brought to school by the parent or guardian. Sunscreen and non-medicated Chapstick are permissible without an order.

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 medication 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 are required every school year and/or when any changes with the medical 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 other students, and students taking medicine without supervision.
3. Medication must be in the prescription container with the date, dosage, name of drug, and student and physician, advanced registered nurse practitioner, or physician assistant name 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. Exceptions by Florida Statutes 1002.20(h)(i) are life-saving medications such as asthma inhalers, insulin, glucagon, and epipens, which require special parent forms, order from a medical doctor, advanced registered nurse practitioner, or physician assistant.
5. When any medications are added or discontinued, a new authorization form is required.
6. When medications, dosages, or times are changed, both steps must be followed:
   - 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.
   - A new label from the licensed pharmacist or licensed medical doctor, advanced registered nurse practitioner, or physician assistant 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 that students carry, which require special parent permission and licensed medical doctor, advanced registered nurse practitioner, or physician assistant forms/orders.
8. Possession of drugs of any kind can lead to serious disciplinary action.
9. FDA-approved oral nonprescription (over-the-counter) or sample drugs will be dispensed only when accompanied by written orders from a licensed medical doctor, advanced registered nurse practitioner, or physician assistant. Medication is always to remain in the container in which it was purchased. Written parental/guardian authorization is needed for all prescriptions. Cough drops will be treated as an over-the-counter medication. Students may not carry over-the-counter medicines at school. Sunscreen and non-medicated Chapstick are permissible without a medication order.
10. Substances not to be given at school are all unregulated and/or non-FDA approved products. Herbs, food supplements, home remedy treatments, dietary supplements, and/or folk remedies are a few examples of products not to be administered at school. Parents should consult the child’s physician about a schedule for using these preparations outside of school hours.

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. Parents should consult the child’s physician about a schedule for using these preparations outside of school hours.

12. Liquid medication will be given in a calibrated measuring device. The parent/guardian should supply a calibrated measuring device.

13. Special arrangements must be made if a student is self-medicating or attending a school-sponsored field trip.

14. When medication is discontinued or unfinished at the end of the school year, medication not taken home by the parent within three (3) days will be destroyed.

15. Planning and protocols for any medication or treatment which requires a one-time dosage for a specific intent are the responsibility of the Registered Nurse ONLY.

16. Parents of students attending after-school programs will need to make arrangements with the after-school programs when medicines or treatments are needed.

Epinephrine Use
Section 1002.20 (i) Florida Statute states: 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/guardian and physician, advanced registered nurse practitioner or physician assistant authorization. The parent or guardian of a student authorized to carry an epinephrine auto-injector must complete permission forms annually which eliminates any and all liability with respect to the student’s use of an epinephrine auto-injector. The physician, physician assistant, or advanced registered nurse practitioner must complete permission forms annually attesting the student is able to recognize the signs and symptoms and manage their life-threatening allergies (ss.Chapters 464, 458, and 459).

Inhaler Use
Asthmatic students may carry a metered dose inhaler while in school with written permission from their parent/guardian and physician, advanced registered nurse practitioner, or physician assistant (Section 1002.20 (h) Florida Statute) (ss.Chapters 464, 458, and 459). The forms must be competed annually.

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 doctor, advanced registered nurse practitioner, or physician assistant 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 medical order is important in 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 physician, advanced registered nurse practitioner, or physician assistant stating the length of the exemption; in all cases, the principal should be notified.

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, and cystic fibrosis. Guidelines for this process are based on F.S. 1002.20(3) (h)-(k). Written authorization is needed from the student’s physician, advanced registered nurse practitioner, or physician assistant certifying that the student has the life-threatening illness. In addition, the licensed health care provider is attesting that the student is capable of and has been instructed in the proper administration of the required medicine and/or procedure for management of life-threatening health condition(s). Also, the parent/guardian must sign a written authorization for their child to self-administer medication. 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 child’s school site for appropriate paperwork.
**Communicable Disease**

Students with signs and/or 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 physician, advanced registered nurse practitioner, or physician assistant, and/or the student is free of signs and symptoms for at least 24 hours to 48 hours. (F.S. 381.0056, F.S. 1003.22, School Board of Hillsborough County Bylaw and Policies - Policy 8450.)

**Emergency Cards**

An Emergency Information card must be on file in the school office annually. Any changes with emergency contact information must be made immediately by the parent or guardian in person. The principal or designee may permit a child to leave school only in the custody of one of the following adults in accordance with school district policies and procedures:

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

**Head Lice**

The School Board of Hillsborough County has a “No Nit” policy. If a child is identified as having head lice or nits, he or she shall be excluded from school and shall not be permitted to return to school until he or she is free from lice and nits. Nits are the white eggs that lice lay that 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)

**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 but are not limited to the following activities: vision, hearing, measurement of height and weight, with Body Mass Indexing calculations, scoliosis, and some school sites include dental and 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 annually.
SECTION II – CODE OF STUDENT CONDUCT

(HCPS POLICY 5500, 5600)

INTRODUCTION AND PHILOSOPHICAL BASIS
Hillsborough County Public Schools seeks to provide a safe and equitable 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 applying them appropriately. Schools are responsible for conveying information regarding individual school policies and procedures to students and parents.
• acquiring approval from the Area Superintendent for suspensions above 5 days up to 10 days.

The Code of Student Conduct applies to all students; however, **students with disabilities are afforded protections** not available to nondisabled students. Students with disabilities include students who are eligible for an individual educational plan (IEP) per the Individuals with Disabilities Education Act, and students who are 504-eligible per Section 504 of the Rehabilitation Act of 1973. The protections for students with disabilities address disciplinary actions which may and may not be imposed, and other actions which may be required in addressing the needs of students with disabilities, relative to behavior and/or discipline. For more information regarding discipline procedures for students with IEPs, contact the Exceptional Student Education (ESE) Department, at 273-7025. For more information regarding discipline procedures for students who are 504-eligible, contact the district’s 504 Coordinator, at 273-7095.

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 that 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.
CLASSIFICATIONS OF VIOLATIONS

ZERO TOLERANCE OFFENSES

Zero-tolerance policies must require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system.

- Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school sponsored transportation or possessing a firearm at school.
- Making a threat or false report, as defined by ss.790.162 and 790.163, respectively, involving school or school personnel’s property, school transportation, or a school-sponsored activity.

OTHER MAJOR INCIDENTS

LEVEL ONE

Offenses include but are not limited to:

- arson;
- battery;
- homicide;
- kidnapping;
- sexual battery;
- Code 81 (off campus – arrested or charged with an off campus offense);
- continual disruptive behavior.

Consequences include but are not limited to:

- mandatory parent conference;
- consult with Area Superintendent absent of special circumstances, for further recommendation of disciplinary action that may include a recommendation for expulsion or change of placement;
- * three (3) to ten (10) days out-of-school suspension; six (6) or more days must have Area Superintendent approval;
- consult with law enforcement agency as appropriate;
- sanctions;
- counseling by support services personnel.

Consequences of felony drug-related incidents include but are not limited to:

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

LEVEL TWO

Offenses include but are not limited to:

- breaking and entering/burglary;
- drug sale/distribution excluding alcohol;
- physical attack;
- robbery;
- sexual assault;
- trespassing;
- weapons possession.

Consequences include but are not limited to:

- mandatory parent conference;
- * in-school suspension or up to five (5) days out-of-school suspension;
- sanctions;
- consult with Area Superintendent absent of special circumstances, for further recommendation of disciplinary action that may include a recommendation for expulsion or change of placement;
- consult with law enforcement agency as appropriate;
- counseling by support services personnel.

* Any out-of-school suspension for six (6) or more days must be approved by the Area Superintendent.
Additional consequences of first marijuana offense [less than twenty (20) grams] and first alcohol offense include but are not limited to:

- * five (5) days mandatory out-of-school suspension for marijuana and three (3) to five (5) days for alcohol;
- consult with law enforcement agency as appropriate;
- referral to the Juvenile Drug Court Program/Goodwill Program;
- 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 in placement;
- sanctions;
- counseling by support services personnel.

LEVEL THREE

Offenses include but are not limited to:

- disruption on campus-major;
- drug use/possession excluding alcohol;
- hazing;
- larceny/theft;
- sexual offenses;
- threat/intimidation;
- vandalism;
- other major;
- fighting;
- sexual harassment;
- bus – disrespectful;
- bus – disruptive;
- bus – not silent at railroad crossing;
- disobedience/insubordination;
- disrespectful;
- falsification of records;
- petty theft.

Consequences include but are not limited to:

- mandatory parent conference;
- * in-school suspension or up to five (5) days out-of-school suspension;
- sanctions;
- consult with Area Superintendent absent of special circumstances, for further recommendation of disciplinary action that may include a recommendation for expulsion or change of placement;
- consult with law enforcement agency as appropriate;
- counseling by support services personnel.

Consequences of fighting include but are not limited to:

- * up to five (5) days out-of-school suspension;
- successful completion of peer mediation, conflict resolution or anger management training;
- consult with law enforcement agency as appropriate;
- sanctions;
- counseling by support services personnel;
- mandatory parent conference.

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 but are not limited to:

- restitution;
- * in-school suspension or up to five (5) days out-of-school suspension;
- consult with Area Superintendent absent of special circumstances, for further recommendation of disciplinary action that may include a recommendation for expulsion or change of placement;
- consult with law enforcement agency as appropriate;
- mandatory parent conference;

* Any out-of-school suspension for six (6) or more days must be approved by the Area Superintendent.
• counseling by support services personnel.

**Consequences of sexual harassment include but are not limited to:**
• mandatory parent conference;
• verbal and written reprimand;
• * in-school suspension or up to five (5) days of out-of-school suspension;
• consult with Area Superintendent absent of special circumstances, for further recommendation of disciplinary action that may include a recommendation for expulsion or change of placement;
• counseling by support services personnel.

**LEVEL FOUR**

**Offenses include but are not limited to:**
• alcohol;
• bullying;
• harassment;
• tobacco;
• bus – hanging out of window;
• bus – injurious/objectionable articles;
• bus – throwing objects;
• disruptive;
• dress code;
• left campus without permission;
• left class without permission;
• non-compliance with assigned discipline;
• non-controlled substance;
• other minor incidents;
• parking violations;
• profanity;
• skipping class;
• tardiness;
• truancy (all day).

**Consequences include but are not limited to:**
• mandatory parent conference;
• * in-school suspension or up to five (5) days of out-of-school suspension;
• consult with law enforcement agency as appropriate;
• counseling by support services personnel.

**Consequences of bullying include but are not limited to:**
• mandatory parent conference;
• verbal and written reprimand;
• * in-school suspension or up to five (5) days of out-of-school suspension;
• consult with Area Superintendent absent of special circumstances, for further recommendation of disciplinary action that may include a recommendation for expulsion or change of placement;
• counseling by support services personnel.

**Consequences of tobacco or tobacco products include but are not limited to:**

**First Offense**
• mandatory parent conference;
• consult with law enforcement agency as appropriate;
• mandatory anti-tobacco education;
• sanctions;
• counseling by support services personnel.

**Subsequent Offenses**
• consult with law enforcement agency as appropriate;
• in-school suspension;
• * in-school suspension or up to five (5) days of out-of-school suspension;
• sanctions;
• counseling by support services personnel;
• mandatory parent conference.

*Any out-of-school suspension for six (6) or more days must be approved by the Area Superintendent.*
JUVENILE ASSESSMENT ACCOUNTABILITY PROGRAM (JAAP) (Formerly Civil Citation)

In lieu of an arrest, a student under the age of 18 charged with certain misdemeanors/infractions may be a candidate for referral into the JAAP if he/she has no prior arrests or previous enrollment in JAAP. The student must accept responsibility for his/her actions and agree to participate in the program. As law enforcement personnel are the point of intake of JAAP, they have the final decision of referral. 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 extracurricular activities for a period of time which, in the opinion of the principal, is justified.

Students arrested or charged for “off campus” matters that would have been Zero Tolerance Offense or a Major Offense had it occurred on a campus, may be suspended from extracurricular activities and/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 5610.02)

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 which support the Florida State Assessments;
• Character Education component;
• Career Exploration component; and
• opportunity for students to complete school-based assignments with instructional support.

SEARCH AND SEIZURE (HCPS Policy 5771)

The Fourth Amendment to the U.S. Constitution prohibits unreasonable searches and seizures. For reasonable suspicion to exist, the search must be justified at its inception, and the search must be reasonably related in scope. Therefore:

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;
• 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, property, or in violation of existing HCPS policy that would bring rise to a search;
• be given prior notification of any searches except in case of emergency or exigent circumstances.

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 or inception by existing policy.
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:

- a crime or school-rule violation has been or is being committed;
- a particular student has committed a crime or school-rule violation;
- physical evidence of the suspected crime or school-rule violation is likely to exist; and
- 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. 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 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). Law enforcement can search with a warrant OR consent.

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 school-related incidents, 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 principal may exercise his or her discretion in determining whether to request assistance of law enforcement in investigating school-related incidents, 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 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 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 principal and the law enforcement officer shall follow the general guidelines set forth herein 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 make it necessary to interview students at school, the law enforcement agency shall first contact the principal regarding the planned visit and inform him/her of the probable cause to investigate within the school and obtain his/her 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 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 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 voluntary 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 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 principal or his/her designee shall be present during the interview. Administrative - If the interview by the law enforcement officer is at the request of the principal for the purpose of enforcing school discipline, 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 principal, interviews shall not commence unless a parent/guardian or responsible adult/advocate 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 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 deemed circumstances make it necessary to interview students at school, the law enforcement officer shall first contact the principal regarding the planned interview and inform him/her of the probable cause to investigate within the school and obtain his/her approval. If criminal prosecution is contemplated by law enforcement or the principal, interviews shall not commence unless a parent/guardian or responsible adult/advocate is present. 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 above 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 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 principal and advise him/her of such fact. The student shall first be summoned to the office by the 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 principal must be notified of the action as soon as possible.

USE OF CANINE

A “canine sniff” of a person or object is not a search for constitutional purposes. A trained drug-sniffing dog may be walked around school lockers, school grounds or vehicles in the school parking lot without violating any student’s constitutional rights – provided that students themselves are not being detained (without reasonable suspicion) while the dog is sniffing. For example, walking a drug-sniffing dog around a student’s car in a school parking lot while the student is in class is permissible; however, detaining that same student in the school parking lot, without reasonable suspicion, while a drug-sniffing dog walks around the student’s car is not permissible.

An alert by a trained drug-sniffing dog that drugs are present in a particular location provides school officials and law enforcement officers alike with probable cause to conduct a search of the person or place to which the dog alerted. Vehicles brought on school grounds by students are subject to the same criteria for searches as students’ personal belongings. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination of the privilege of bringing a motor vehicle onto school premises.
USE OF METAL DETECTORS

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 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 effecting 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.

USE OF SOCIAL MEDIA

Prevalent in student cultures is the use of social media outlets. When students use social media to threaten other students, faculty, or staff which has a direct effect on school property, school security may be requested to conduct a “home visit” and/or law enforcement may be involved which could result in criminal prosecution.

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 and workplace 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” includes “cyberbullying” and 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 an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

- teasing
- threat
- intimidation
- stalking
- cyberstalking
- physical violence
- theft
- sexual, religious, or racial harassment
- public or private humiliation
- destruction of property; and
- social-exclusion

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

**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.

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

“**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:

- places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; or
- has the effect of substantially interfering with a student’s education performance, opportunities, or benefits; or
- has the effect of substantially disrupting the orderly operation of a school

**Bullying and harassment also encompasses:**

- 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.
- 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:
  - incitement or coercion;
  - 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
  - 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, email, cellular telephone, personal digital assistant (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).

**Expected Behavior**

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

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high quality education in a uniform, safe, secure, efficient, and high quality system of education.

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

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

- during any education program or activity conducted by a school site’s education institution;
- during any school-related or school-sponsored program or activity;
- on a school bus or at a bus stop of a school site’s educational institution; or
- 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 action, especially bullying, the common reaction of that person 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 reports an incident(s) of bullying.

Ways to Report a Bully:
- Verbally to an adult at school
- On a Bullying Reporting Form located in the Guidance Office
- Via email to school administrator or district office
- Via a telephone call to school administrator or district office
- Online at the district’s website at http://www.sdhc.k12.fl.us/bullyprevention/
- Crime Stoppers (1-800-873-8477)

If You Are the Victim of Bullying:
- Clearly tell the bully(ies) to stop.
- 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).
- 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.
- Report the incident immediately to an adult who has authority over the bully(ies); for example: teacher, school counselor, assistant principal, or principal.
- Avoid being alone with the person(s) who has attempted to bully you in the past.
- 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/bullyprevention/
  ✓ Guidance Services, - Elementary/Middle School 273-7330, High School 273-7346;
  ✓ School Social Work Services, 273-7090;
  ✓ Psychological Services, 273-7095;
  ✓ Area Leadership 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 (stressed, scared, intimidated).
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:

- verbal harassment or abuse of a sexual nature;
- subtle pressure for sexual activity;
- 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);
- 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 unwelcomed:

- sexual comments, jokes, or gestures;
- suggestive comments;
- being “sexually rated” by an individual, for example, on a scale from 1 to 10;
- being pressured to go out with someone;
- being the recipient of whistles, jeers, or catcalls;
- being touched, grabbed, or pinched in a sexual way;
- being intentionally brushed up against in a sexual way;
- spreading sexual rumors about a person;
- having clothing pulled in a sexual way;
- being shown, given, or left sexual pictures, photographs, illustrations, messages or notes;
- being forced (because of their location) to view centerfolds, photographs, posters, or drawings of a sexual nature;
- having one’s way blocked in a sexual way;
- others placing messages or graffiti written about that person on a computer screen, bathroom walls, in locker rooms, or any other public site;
- being forced to kiss someone;
- being forced to do something sexual other than kissing;
- being called gay, lesbian, or any other term that denigrates sexual identity;
- having clothing pulled off or down;
- being spied on while dressing or showering;
- requesting sexual favors;
- continually teasing, annoying, threatening or insulting another person in either a verbal, physical or written manner;
- teasing annoying, threatening or insulting.

Those being harassed should take the following steps:

- **Clearly** tell the harasser to stop.
- If the harassment continues, make a written record of the incident including date, time, witness or witnesses, and parties involved in the incident.
• Report the incident immediately to an adult who has authority over the harasser. For example: teacher, school counselor, assistant principal, or principal.
• Report the incident immediately to your parent(s) or guardian.
• If harassment continues or you feel uncomfortable reporting this fact to adult personnel at your school, contact someone on the following list:
  ✓ Guidance Services, Elementary/Middle School 273-7330, High School 273-7346;
  ✓ School Social Work Services, 273-7090;
  ✓ Psychological Services, 273-7095;
  ✓ Area Superintendent for your school. The phone number is available at your school;
  ✓ Chief of Schools, 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:
• 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, mail or a computer to retaliate in any way.

To Minimize the Risk of Being Accused of Harassment

DO:
• Keep your hands to yourself.
• Think before you speak.
• Avoid/minimize contact with harasser.

DON’T:
• Touch anyone in an inappropriate way.
• Keep asking a person to go out with you after he/she has said “No.”
• Be in a room alone with a person with the door closed.
• Make remarks that have sexual overtones or implications.

If You Have Been Harassed

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

DON’T:
• Think that if you just ignore the problem, it will go away.

OPEN DISPLAYS OF AFFECTION (HCPS Policy 5500)
Open displays of affection are NOT permitted on school grounds and may result in disciplinary action.

DUE PROCESS (HCPS Policy 2260.02, 3139, 5611, 9130)
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, Elementary/Middle School 273-7203, High School 273-7346;
- School Social Work Services, 273-7090;
- Psychological Services, 273-7095;
- Area Superintendent for your school. The phone number is available at your school;
- Chief of Schools, 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 school counselor, student success coach, 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 Superintendent 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 Superintendent 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. Formal Grievance forms are available in the principal’s office and shall be provided upon request.
- 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 Boulevard, Tampa, Florida 33602, (813) 272-4227, no later than ten school days from the date of said decision.

The Office of Employee Relations will have 10 school or work days after receipt of the grievance in which to schedule a hearing to be heard by a Review Board composed of persons appointed by the Superintendent.

Procedure for Parent Input

To give parents the opportunity to provide input into employee performance assessment, we encourage parent participation in Hillsborough County Public Schools. Parent Input Forms are available in each school’s main office. On completion, the employee has the right to review and rebut.
ALCOHOL POSSESSION AND/OR USE: Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

ARSON: To cause damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

BATTERY: The physical use of force or violence by an individual against another and resulting in more serious bodily injury. The attack must be serious enough to warrant consulting law enforcement and must also be reported in the related element “INJURY RELATED.” To distinguish from FIGHTING, REPORT AN INCIDENT AS Battery only when the force or violence is carried out against a person who is not fighting back.

BREAKING/ENTERING: The unlawful entry with force or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person.

BULLYING: The incident is bullying if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual’s school performance or participation.

BUS – DISRESPECTFUL: Talking back to bus driver or other adult person.

BUS – DISRUPTIVE: Causing a disturbance on the bus.

BUS – HANGING OUT OF WINDOW: Sticking head, arms, legs, or any other part of the body out of a window.

BUS – INJURIOUS/OBJECTIONAL ARTICLES: Any article the bus driver or school administrator finds to be inappropriate (or the use of this article) for a bus setting.

BUS – NOT SILENT AT RAILROAD CROSSING: Failure to stop talking or making noise at a railroad crossing.

BUS – THROWING OBJECTS: Throwing any articles on the bus is prohibited.

CODE 81-OFF CAMPUS NON-SCHOOL RELATED: Used for a student that has been arrested or charged with an off-campus offense.

CONTINUAL DISRUPTIVE BEHAVIOR: Failure to obey the reasonable request of an adult in authority.

DISOBEDIENCE/INSUBORDINATION: Failure to obey the reasonable request of an adult in authority.

DISRESPECTFUL: Talking back to teacher or other adult person. Exhibiting a lack of respect, regard and rude behavior toward another person.

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

DISRUPTIVE: Causing a disturbance in the lunch room, hallway, library, etc.

DRESS CODE: Failure to meet the schools dress code policy.

DRUG POSSESSION AND/OR USE: The use or possession of any drug, narcotic, or controlled substance or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

DRUG SALES AND/OR DISTRIBUTION: The manufacture, cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug.

FALSIFICATION OF RECORDS: Any forgery of school records or student documents.
FIGHTING: When two or more persons mutually participate in use of force or physical violence that requires physical restraint or results in injury.

HARASSMENT: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

HAZING: Any action or situation that endangers the mental or physical health or safety of a student at a school with any of the grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization.

HOMICIDE: The unjustified killing of one human being by another.

KIDNAPPING: Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

LARCENY/THEFT/MOTOR VEHICLE THEFT: The unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicle, without threat, violence, or bodily harm.

LEFT CAMPUS WITHOUT PERMISSION: Not receiving permission to leave the campus.

NON-COMPLIANCE WITH ASSIGNED DISCIPLINE: Failure to follow directions concerning disciplinary action assigned by the teacher of school administrator.

NON-CONTROLLED SUBSTANCE: Improper use or possession of over-the-counter medicines in violation of school policies, school district policies, or by local, state, or federal laws.

OTHER MAJOR UNCLASSIFIED OFFENSES: Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.

OTHER MINOR INCIDENTS: Any other minor incidents that are not included in one of the above categories. Specific description of incident will be recorded.

PARKING VIOLATIONS: Failure to follow directions in the school parking lot or neighborhood off-campus street parking. These may include areas normally used for parking by students. (Secondary Students Only)

PETTY THEFT: Taking property of another person without that person’s permission. The dollar amount or the value of the property taken is not more than $300.

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

PROFANITY: Use of profane or abusive language directed towards or in the presence of another student, teacher, or other adult.

ROBBERY: The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat or force or violence and/or putting the victim in fear.

SEXUAL ASSAULT: An incident that includes a threat of rape, fondling, indecent liberties, child molestation, or sodomy. The threat must include all of the following elements: 1) intent, 2) fear, and 3) capability.

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

SEXUAL HARASSMENT: Unwanted verbal or physical behavior with sexual connotations 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. (State Board of Education Rule 6A-19.008(1). An incident when one person demands a sexual favor from another consequence.

SEXUAL OFFENSES: 1) Other sexual contact, including intercourse, without force or threat of force, 2) subjecting an individual to lewd sexual gestures, comments, sexual activity, or exposing private body parts in a lewd manner.
SKIPPING CLASS: Not reporting to class for the whole or majority of a class period(s).

TARDINESS: Not being in assigned seat or location at the sound of the bell.

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 – a reasonable 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.

TOBACCO POSSESSION AND/OR USE: (Cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

TRESPASSING: (Illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.

TRUANCY: Non-approved absence all day from school or other previously approved activity at which the student was assigned to attend.

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

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

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

WEAPONS POSSESSION: Possession of any instrument or object (as defined by Section 790.001(13), Florida Statutes, or district code of conduct) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

OTHER IMPORTANT DEFINITIONS

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

BYOD (Bring Your Own Device): This program allows students to wirelessly access the Internet for limited educational purposes.

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

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.

ELECTRONIC DEVICES (DIGITAL): Any district provided or personally owned computer or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearable (e.g. Google Glass, smartwatches), iPod touches (or similar), and e-readers. Under teacher or administrator approval and supervision, students are able to wirelessly access the Internet for limited education purposes. Use of
broadband networks, provided by cellular carriers via device or hotspot is prohibited while on Hillsborough County Public School property.

**ELECTRONIC DEVICES (NON-DIGITAL):** Any radios, tape players, laser pointers, or other 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:** 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.

**JUVENILE ASSESSMENT ACCOUNTABILITY PROGRAM (JAAP) (Formerly Civil Citation):** Consequence in lieu of an arrest.

**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; presenting as new and original an idea or product derived from existing source.

**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.

**WEAPON:** Any dirk, knife, metallic knuckles, slingshot, billie, tear gas gun, electronic weapon or device, chemical weapon or device, or other deadly weapon except a firearm or a common pocket-knife, plastic knife, blunt-bladed table knife, or any object that can inflict serious harm.

**ZERO TOLERANCE POLICY:** It is the intent of the legislature to promote a safe and supportive learning environment in schools, to protect students and staff from conduct that poses a serious threat to school safety, and to encourage schools to use alternatives to expulsion or referral to law enforcement agencies by addressing disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice; or similar programs.
SECTION III – BUS TRANSPORTATION AND SAFETY

GENERAL: (HCPS Policy 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 within 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 a method of operations by which students will be assigned to bus stops and may not use another bus stop a bus that services routes different from those to which the student was assigned.

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 a bus other than the one to which the student was assigned, 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 afternoon 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 elementary students who live within two miles of the school if hazardous conditions as outlined by Florida Statute 1006.23 exist;
• transportation as determined by a student’s Individual Education Plan (IEP).

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 cannot be held responsible for personal property brought on school buses;
• 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, balloons, weapons, skateboards, live animals, plants 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, or destroying property;
• 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;
• ensure 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.

PERSONAL DIGITAL DEVICES ON SCHOOL BUSES
Beginning with the 2014-2015 school year, students will be allowed to bring personal devices to school to enhance their academic experience and facilitate learning. The Bring Your Own Device (BYOD) procedures are previously outlines in this handbook. For BYOD purposes, a device is any district-provided or personally-owned computer or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearables (e.g. Google Glass, smartwatches), iPod touches (or similar), and e-readers. Please keep in mind that school buses are an extension of the school and appropriate classroom-type student behavior is needed to ensure student safety. All BYOD procedures also apply to school buses; the following are some of these procedures:

• Students have a limited right to, nor should they have an expectation of, privacy while on the school bus.
• Use of broadband networks, provided by cellular carriers via device or hotspot is prohibited while on Hillsborough County Public Schools’ property.
• Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded is prohibited.
• Cell phone conversations on the school bus are prohibited unless under the supervision of the bus driver.
• Students bring personal devices to school at their own risk. The district will not be held responsible if a device is lost, stolen or misplaced, including those that have been confiscated.
• If reasonable belief exists that a student has violated the district’s Acceptable Use Policy (7540.03), or other district policy (e.g. 7542), the student’s device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action as determined by Hillsborough County Public Schools.
• Using functions on electronic devices in any manner that disrupts the school bus environment or violates the Acceptable Use Policy will be subject to disciplinary action. (See “Consequences” below.)

Consequences
While on the school bus, students may use their personal devices for non-disruptive activities such as completing school work, reading, privately listening to music with earphones, or playing games. However, use of personal devices is under the sole discretion of the bus driver. Failure to comply with directives given by school staff/bus driver may result in the consequences outlined below.

First Offense: If the offense happens on the A.M. run, the bus driver will notify the site administrator upon arrival at the bus ramp. If the offense happens on the P.M. run, the bus driver will notify the site administrator upon arrival at the bus ramp the next morning.

Second Offense: If the offense happens on the A.M. run, the bus driver will notify the site administrator upon arrival at the bus ramp. A mandatory parent conference is scheduled. If the offense happens on the P.M. run, the bus driver will notify the site administrator upon arrival at the bus ramp the next morning. A mandatory parent conference will be held.

Third Offense: If the offense happens on the A.M. run, the bus driver will notify the site administrator upon arrival at the bus ramp. A
A mandatory conference will be held with the parent/guardian and disciplinary actions will be imposed by administration (detention, work detail, etc.) If the offense happens on the P.M. run, the bus driver will notify the site administrator upon arrival at the bus ramp the next morning.

Any future offenses will result in a meeting arranged with the parent/guardian to discuss further disciplinary action.

**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 principal or designee. The principal or designee will determine the type and extent of punishment; a student may have bus privileges suspended if warranted.

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### STUDENT CONSEQUENCES FOR VIOLATING MUTUAL STUDENT RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Actions by the Bus Driver
- One-on-one verbal warning to student
- Changing assigned seat
- Written warning to the student with a copy for the student /parent and administration
- Referral to Administrator
- Mandatory parent conference

### STUDENT CONSEQUENCES FOR MAJOR STUDENT DISCIPLINARY VIOLATION INCLUDE BUT ARE NOT LIMITED TO:

- Mandatory parent conference
- Immediate action by school administrator will occur for offenses such as fighting and weapons violation
- * Up to five (5) days bus suspension and possible bus privileges revoked
- In extreme cases, a student may be considered for expulsion from the bus and/or school.

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<th>Administrator</th>
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<td>Mandatory parent conference</td>
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<td>Contact parent</td>
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<td>Conference with student</td>
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<td>Disciplinary action</td>
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- Work detail
- In-School Suspension
- * Up to three days bus suspension
- Mandatory parent conference

### Second referral

- * Up to five days bus suspension
- Principal warning letter for continuous disruptive behavior (CDB)
- Mandatory parent conference

### Third referral

- Mandatory conference with Transportation Supervisor or designee, parent, administrator, and student
- * Up to five (5) days bus suspension
- Possible bus privileges revoked

*Any bus suspension for six (6) or more days must be approved by Area Superintendent.*
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  _______________________________

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 breaking one of the rules listed below. 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, skateboards, live animals, plants 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  _____________________________________


SAFETY TO AND FROM SCHOOL

Parents have the responsibility to:

• obey all traffic signs on and around school grounds;
• not block driveways, streets, or bus loading zones;
• know and abide by the traffic rules that 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.

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: 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 every day for the school year;
• designate the magnet transfer ramps as a designated bus stop every day for the school year;
• complete a ramp information card that 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.

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.

Students have the responsibility to:

• 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 10 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 students who break the rules on the bus 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.

**MAGNET TRANSPORTATION**

**Disruptions at Magnet Transfer Ramps**

As used in this section, the term “school” means the grounds or any facility of any 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 on the campus or any other Hillsborough County Public School facility commits trespassing on 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 on 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.

**TRANSPORTATION WEBSITE**

The Transportation Department website is located at [http://www.sdhc.k12.fl.us/transportation/](http://www.sdhc.k12.fl.us/transportation/). Please check regularly for updates and other useful links to safety information.
CURRICULUM INFORMATION (HCPS Policy 5420)

Hillsborough County Public Schools uses state-adopted standards as the foundation for content area instruction. These standards may be viewed at the Florida Department of Education website. The standards serve as the curricula for subjects taught in elementary school.

REPORTING PUPIL PROGRESS

• Hillsborough County Public School district recognizes the right of parents to be informed of their children’s instructional level, academic progress, and progress toward mastery of standards or progress in response to interventions when appropriate. Teachers communicate student progress to parents through a system of progress reports, parent conferences and notes, progress alerts, and other school-based forms of communication.

• Hillsborough County Public School district has developed a system of reporting growth and development of children that reflects best practice and current research in the area of assessment and evaluation. It combines traditional assessments and alternative assessments to reflect an overall evaluation of the student’s academic achievement over time. Thus, the report card is a multi-dimensional summary of a student’s growth and progress at a given time.

• Assessment is the gathering and recording of information, evaluation of that information in terms of a child’s progress toward specific standards, and reporting that information to students, parents, and colleagues. The focus of most of our assessment should be for the child as an individual.

• Assessment is an on-going process throughout the reporting period and should involve a variety of techniques, both formal and informal. A more accurate decision about a student’s grade is made when multiple measures of the student’s achievement are used. These methods may include but are not limited to:
  ✓ oral questioning/interviewing;
  ✓ teacher made tests;
  ✓ textbook tests;
  ✓ student self-assessment;
  ✓ observing the student’s performance, (i.e., shared reading activities, guided reading, revisions of writing, mathematics problem-solving, scientific investigations, etc.) and
  ✓ portfolios for Reading, Writing, Science, and/or Mathematics expectations.

• One assessment method is not inherently superior to another; however, certain methods may more appropriately enable students to indicate their progress.

• The K-5 report card reflects the student’s achievement in comparison to grade placement and instructional level.

• The K-5 report cards that are issued each grading period can be interpreted by the teacher at a conference. Report cards are only a part of the reporting system. Parent-teacher conferences and samples of work sent home throughout the year are designed to keep parents informed of the child’s progress.

• A Student Progress Alert is an interim report to alert parents that their child is not making satisfactory progress. It can be used at any time during the nine-week assessment period that the student’s work and/or behavior reflect below-satisfactory progress (N or U).

• Regular conferences between teacher and parent are an important part of the school’s reporting system. Conference times are scheduled each year. The teacher will send written invitations, which should be answered promptly for efficient scheduling.

• Parents may also schedule conferences by contacting the school for an appointment. Conference times vary according to individual school schedules.

• The Hillsborough County Public School’s Student Progression Plan reflects the Florida School Code. This code states: “Beginning with the 2002-2003 school year, if the student's reading deficiency is not remedied by the end of Grade 3, as demonstrated by scoring a Level 2 or higher on the statewide reading assessment test in reading for Grade 3, the student must be retained unless exempt from mandatory retention for good cause.”

GUIDANCE SERVICES - ELEMENTARY SCHOOL: (HCPS Policy 2411)

Elementary school counselors provide an ongoing comprehensive guidance program to help students develop self-understanding, self-acceptance, effective interpersonal skills, academic achievement, and career awareness. Counselors work directly with students, parents, teachers, administrators, student support personnel, and others to determine the appropriate educational assistance and support needed for all students.
HOMEWORK (HCPS Policy 5420)

A student has the right to:

- meaningful and relevant homework activity that reinforces school learning;
- homework that matches their individual abilities and interests to ensure the facilitation of independent, successful completion;
- homework that includes varied activities that reinforce the basic skills or extend and enrich concepts learned;
- homework that does not introduce new concepts;
- assignments that are made according to individual student needs and abilities;
- regular feedback to include parents regarding assignments. Parents should be notified when a student routinely does not complete homework.

Homework Assignments:

- should not be punitive in nature;
- should not require students to have specific resources such as Internet access;
- should be coordinated among team members so as not to exceed the recommended amount of time devoted to homework;
- should not exceed a total of 15 to 20 minutes per night for kindergarten; a total of 30 minutes per night for students in grades 1, 2, and 3; and 45 minutes per night in grades 4 and 5. It is recommended that homework not be assigned on Fridays with special consideration given around testing and holidays;
- appropriate completion of homework assignments will be reflected in the Expected Behaviors section of the K-5 report card.

MEDIA CENTER SERVICES AND RESOURCES:

- Each elementary school media center is staffed by a full-time media specialist who assists students with the selection of reading material and information literacy strategies.
- All students are encouraged and allowed to check out media center books.
- Each school has a book loan policy regarding the number of books checked out at any given time.
- Students are responsible for all books checked out through their card.
- Lost or damaged media center books must be paid for by parent or guardian. Media center book records must be cleared prior to withdrawing from school.
- Students may access on-line media center resources via the Internet from school or home. On-line resources include: encyclopedia, e-books, reference materials, and full-text periodicals. Student user IDs and passwords are provided by the Media Specialist.
- myOn Reader may be accessed at www.myon.com
  Type in school name; username (7 digit student #); password (birthcode mm/yyyy)

MIDDLE SCHOOL GRADES 6-8

CURRICULUM AND INSTRUCTION INFORMATION

Membership

- A full-time student is defined as one who attends school each day for seven academic periods, however, the seven periods can be comprised of on-site and/or Florida/Hillsborough Virtual classes.

Course Requirements

- In all middle school courses, the weighted average of the two nine weeks grades and the district scaled semester exam must be greater than or equal to 0.5, with at least one passing nine weeks grade, for the student to pass the semester course.
- State End of Course (EOC) exams are mandated by the state for students enrolled in Civics, Algebra I, Algebra I Honors, Geometry Honors and Biology. EOC exams will be computed as defined in state statutes or district guidelines. Where the EOC exam is taken and required by the State or district, the exam weight will be 30% for each semester as per Florida Statutes.

Grading Procedures for Middle School Courses

- Grade reporting periods are at least nine weeks in length.
- By the end of the fifth week of each grading period, Interim Progress Reports or Scholarship Warnings will be issued to students who are failing or who are in danger of failing. Interim Progress Reports or Scholarship Warnings should be returned with parent or guardian signature.
- At the end of each grading period, a Progress Report (Report Card) indicating academic and conduct grades earned in each class is provided to the parent and student.
- The academic grade reflects learning gains; the conduct grade reflects behavior. In some cases, the academic grade may be impacted by disciplinary consequences.
• For all middle school courses either a semester exam or state End of Course (EOC) exam is required.
• The nine weeks grades and semester exam grades will appear separately on the Progress Report (Report Card).
• The final semester grade is earned based on both nine weeks grades and the semester exam. Grades are calculated using each nine weeks grade and the semester exam grade at their designated weight. Weighting of middle school semester exams depends upon the course and ranges from 15% to 30%.

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• Course grade scenarios depending on the semester exam weight include:

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<tr>
<th>Middle School Final Semester Grade Calculations Based on Exam Weight</th>
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<td><strong>9 Week Grade Combinations</strong></td>
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Grading Procedures for Middle School Students Enrolled in High School Credit Courses

- Grades earned for high school credit courses are part of the high school transcript and are included in the high school grade point average (GPA). Grades for honors-level courses are weighted to correlate a student’s achievement with his/her class standing. A 0.04 bonus is added to the student’s cumulative grade point average for each semester completed in an honors course (see High School Policy).
- The grade forgiveness policy allows middle school students who earn a “C” average or below for a high school credit course to re-take the course. (See High School Policy).
- Advanced Placement (AP) or Dual Enrollment classes are only available for credit when students are in the 9th grade or higher, in accordance with the Hillsborough County Pupil Progression Plan. This policy extends to virtual and traditional classwork.

Semester Exam Procedures for Middle School Students Enrolled in High School Credit Courses

- Semester examinations are district wide, mandatory in every subject and used in final grade calculations.
- The district scaled semester exams carry the weight of 25% (unless mandated differently by state statute or district guidelines) of the semester grade. *See grading policies for detailed grade information. A semester final exam score below 50% (or the scaled score equivalent) will result in an automatic failure in that subject for that semester if the student does not take a make-up exam and score 50% (or the scaled score equivalent) or higher. A student who scores below 50% (or the scaled score equivalent) can request to retake an exam if the student has earned:
  ✓ a total of three quality points during the two grading periods of the semester; and
  ✓ at least one quality point during the second grading period of that semester.
- The student who retakes an exam shall be graded on a satisfactory or unsatisfactory basis as follows:
  ✓ score of 50% (or the scaled score equivalent) or higher on the make-up exam shall be graded as F above 50% (or satisfactory), and the automatic failure provision shall be waived; the student’s semester average shall be computed on the basis of his or her previously earned nine weeks grades and the F earned on the re-graded exam;
  ✓ any score below 50% (or the scaled score equivalent) on the make-up exam shall be graded as unsatisfactory, and the automatic failure provision will not be waived.
- Students who are absent on an exam day (or days) must verify their absence to be eligible for a make-up exam. Schools may request a doctor’s note.
- All students who do not take or make up an exam, if eligible, will receive an Incomplete—“I” which results in an automatic failure for the semester until such time the exam is taken and scored.
- Students who are truant or present and refuse to take the examination shall receive an “F” below 50%, resulting in an automatic failure for the subject with no option to take a make-up exam.
- After review by the principal, any student found guilty of cheating on a final examination shall receive a zero on the examination. If the student has earned three or more quality points during the two grading periods and has passed each grading period of that semester, the student shall be permitted, if he or she so requests, to take a make-up examination. The student shall not receive a grade higher than F on the make-up examinations; a grade below 50% shall result in a failure for the course.
- End of Course exams are state mandated examinations for specific subjects based on state legislation.

* Please note: Semester Examination procedures may change due to legislation.

Honor Roll Criteria

- To attain the Principal’s Honor Roll, students must earn A’s for all academic and conduct grades.
- To attain the High Honor Roll, students must earn at least four A’s on a seven-period schedule with no grade lower than a B for academic and conduct grades.
- To attain the Regular Honor Roll, students must earn B’s or higher for all academic and conduct grades.

Promotion Requirements

- To be promoted to the next grade, sixth and seventh grade students must:
  ✓ pass language arts, mathematics, science, and social studies.
- To be promoted to ninth grade, eighth grade students must:
  ✓ successfully complete three middle school or higher level courses in language arts, mathematics, science, and social studies;
  ✓ successfully complete a civics education course;
  ✓ complete the career and planning curriculum component and complete a personalized academic and career plan.

Extended Learning Program (ELP)

- The Extended Learning Program is an intervention program that provides immediate and continuous academic support for students during the school year. Schools may choose to offer ELP after school, before school, and/or on Saturdays.
- ELP tutorial support provides academic support to students who need assistance to gain mastery.
Guidance Services

- School counselors are available in every middle school to assist students, parents, and teachers with making the most effective use of educational resources.
- Counselors work directly with students, in groups and/or in classroom settings, with a focus on academic planning, personal/social development, and career awareness. Referrals to outside agencies are provided when appropriate.

Media Center Services and Resources

- Each middle school media center is staffed by a full-time media specialist who assists students with the selection of reading materials and research strategies.
- Students are encouraged to check-out media center books.
- Books may be checked out for two weeks and may be renewed once. Overdue books are subject to a five cent, per book, per day fine. Each school shall establish a book loan policy regarding the maximum number of books that may be checked out at the same time.
- Students are responsible for all books checked out through their card. Lost or damaged media center books must be paid for by the student, parent, or guardian.
- Student book records must be cleared prior to withdrawing from school.
- Students may access on-line media center resources via the Internet from school or home. On-line resources include: encyclopedias, e-books, reference books, and full text periodicals. Student user IDs and passwords are provided by the Media Specialist.
- Media center computers are intended for educational purposes only.
- myOn Reader may be accessed at www.myon.com
  Type in school name; username (7 digit student #); password (birthdate mm/yyyy)

Math Homework Hotline

- Students may call in for math assistance at 840-7260 between 5:30 p.m. and 7:00 p.m. each Thursday evening. Here is a live broadcast each Thursday from 6:00 p.m. to 7:00 p.m. on the Education Channel.

Career and Technical Education (CTE)

- Middle School Career and Technical Education programs may include: Agribusiness, Business, Family and Consumer Sciences, Marketing, Health Science, Public Service, and Technology.
- CTE programs provide students with an opportunity to explore careers and develop college readiness. Due to the interdisciplinary nature of the curriculum, CTE students experience and realize the practical application of knowledge and skills acquired through Language Arts, Math, Science and Social Studies courses.
- CTE curriculum is extended through Career and Technical Student Organizations (CTSO) with a focus on leadership development. Numerous high school credit CTE courses and industry certifications are offered at the middle schools. Contact a school counselor or assistant principal for more information regarding CTE course offerings and opportunities.

HIGH SCHOOL GRADES 9-12

ACADEMIC AND CURRICULUM INFORMATION

Additional information may be found in the Board approved Student Progression Plan found on the district website. www.sdhc.k12.fl.us.

MEMBERSHIP

A full-time student is defined as one who attends school each day for seven courses; however, the seven courses can be comprised of any combination of on-site, Florida/Hillsborough Virtual, and dual enrollment classes. To be considered a high school student in Hillsborough County Public Schools, a student must maintain enrollment in at least one on-site high school course each year. Any student enrolled full time with Hillsborough Virtual School is also considered a Hillsborough County Public high school student.

Part-time enrollment for Hillsborough County students is an option limited to students co-enrolled in hospital/homebound, home school, fifth year potential graduates or certificate of completion students. No other students can be enrolled part time.

For a student to be eligible for a diploma from any Hillsborough County high school, he/she must be enrolled full time in the district within the first 15 days of his/her last semester.

ACADEMIC OPTIONS (HCPS Policy 2215, 2370)

Advanced Placement

- The Advanced Placement program offered by the College Board is an opportunity for students to earn up to one year of college
credit in certain subject areas.

- To receive college credit, students must pass the College Board examination in the given subject area at the end of the school year. Students interested in this program should contact their school counselor for more information.
- The final decision regarding college credit and/or placement is made by the college.
- Students scheduled into an AP course must remain in the course and take the AP exam unless released by the teacher and administration.
- Students must have prior approval from their school before enrolling in any off-campus/Advanced Placement course.

Courses of Study/Graduation Plans (HCPS Policy 2220)

Please note: Courses of study may change due to legislation.

Students have an opportunity to pursue one of the following:

- College Preparatory
- Standard Traditional
- The 18 Credit ACCEL Option

Dual Enrollment (HCPS Policy 2271)

- Dual enrollment is the process by which a student is enrolled in both a high school and a college or university and credit earned applies toward high school credit and a college degree or postsecondary career and technical certificate. A student enrolled as a dual enrolled student is exempt from the payment of registration, tuition, and laboratory fees.
- A student may be enrolled full time in a high school and part time in a Florida Public college or university and must meet the following requirements:
  ✓ Students must have PRIOR approval from their school before enrolling in any off-campus dual enrollment course.
  ✓ Students must have an overall minimum GPA of 3.0 state (unweighted) and meet the required score on the SAT, ACT, or PERT, as defined by the postsecondary institution to be enrolled in Dual Enrollment. Dual Enrollment courses in the Career and Technical Education Program require an overall minimum GPA of 2.0 state (unweighted) and an (unweighted) state GPA of 2.5 in the specific Career and Technical Education Program.
  ✓ Any high school student who meets the qualifications of Dual Enrollment may enroll both in a senior high school and a college or university and may use the credits earned to meet high school graduation requirements.
  ✓ Courses approved by the Department of Education and listed in the State Course Code Directory shall qualify as Dual Enrollment.
  ✓ Students are limited to nine credit hours for fall, nine credit hours for spring, and nine credit hours for summer, not to exceed 27 hours per academic year.
  ✓ A bonus of .08 is added to the cumulative (weighted) district GPA for every one half credit earned with a grade of C or higher.
  ✓ The school district is responsible for the purchase of textbooks for dual enrollment students for courses identified on the State Department of Education master list of approved courses.
  ✓ Dual Enrollment students must return textbooks and course materials (CD’s etc.) to the district’s Instructional Materials Warehouse, 5715 E. Hanna Avenue, no later than five days after the last day of class. Previous semester textbooks must be returned before the next semester orders will be processed.

Foreign Study

Students in summer instructional programs other than those offered in the county’s regular summer programs may receive credit if:

- By April 1 of the year in which the summer course is to be offered, a request for approval of the course must be submitted by the sponsor of the course to the Instructional Leadership Director of Secondary Education. The request must show how the preceding criteria will promote the student’s course of study. The Instructional Leadership Director of Secondary Education shall send notice of approval or disapproval to the requesting party by May 1.
- The program must be under the direct supervision of an adult holding a valid Florida teacher’s certificate covering the field for which credit is to be earned.
- The program must be held at the recognized institute of learning in the host country for a time period of no less than five weeks.
- Qualified teachers shall be used to instruct the students in a program consisting of a minimum of 120 clock hours, of which at least one half must be used in supervised cultural excursions. Supervised homework is not to be counted as any portion of the 120 clock hours.
- At the termination of this course of study, a comprehensive examination must be given, and the results made available to the principal of the student’s assigned school for student evaluation.
- After successful completion of the course and having no more than three full days absence, the student may be awarded no more than one unit of credit toward graduation.
Honor Course Weighting

- Students may increase their cumulative weighted district GPA through advanced coursework.
- A (.04) bonus will be added to the student’s cumulative weighted district grade point average for each one-half credit completed in an honors course.
- A (.08) bonus will be added to the student’s cumulative district weighted grade point average for each one half credit completed in an Advanced Placement, Dual Enrollment or International Baccalaureate course. A grade of C or higher must be earned in the Honors, Dual Enrollment, Advanced Placement or International Baccalaureate course for the bonus to be awarded.
- In determining if a transfer course should receive Hillsborough County honors points, all of the following criteria must be met:
  ü the course must have carried an honors designation in the sending school;
  ü the course must carry an honors designation in the State of Florida’s course code directory or Hillsborough County’s course code directory;
  ü the sending school must have granted a weighted grade for the designated honors course.

Junior Reserve Officer Training Corps (JROTC)

- Junior Reserve Officer Training Corps (JROTC) is an elective.
- Students may substitute two full credits in JROTC for the one credit HOPE requirement and one credit Performing Arts requirement. No partial substitutions are permitted.

Online Courses through Hillsborough Virtual School and/or Florida Virtual High School (HCPS Policy 2370)

Hillsborough County Public Schools offers both part-time and full-time virtual options through Hillsborough Virtual School (HVS) and/or Florida Virtual School (FLVS). Programs are available for students in Kindergarten through 12th grade who:

- have scheduling conflicts at their traditional high school;
- work or have other responsibilities;
- need to make up credits in order to graduate on schedule;
- desire an alternative learning environment;
- want to accelerate their academic program;
- are traveling;
- want to take courses not offered at their traditional high school;
- need to make up credits in order to graduate on schedule.

Co-enrolled students must have prior approval from their school before enrolling in any off-campus online course.

Hillsborough Virtual School

- **Hillsborough Virtual Full Time School** - (HVS) offers multiple options for students entering kindergarten through 12th grade. Students apply online through the website: [www.sdhc.k12.fl.us “go hvs”](http://www.sdhc.k12.fl.us). The application window for students starting in August (semester 1) opens 120 days prior to the first day of school. A second window opens in December for students wanting to enter second term. Applications are accepted based on legislatively mandated eligibility requirements and prior academic achievements. Families are invited to register in the HVS office and must provide the same documents as enrolling in any other public school. HVS students are public school students and must meet and maintain certain minimum standards, meet appropriate benchmarks, including FSA and End of Course (EOC) exams, and must provide their own transportation on those testing days.

HVS Full Time is rigorous and takes dedication to succeed. Students may proceed through the curriculum faster than the minimum pace, though students moving too slowly may be removed from their courses at the discretion of the HVS administration. Students are expected and required to submit work weekly for every class in which they are enrolled.

All parents (and especially our K-5 parents) need to understand that no matter how sophisticated the curriculum or self-sufficient the student is, there will always be a need for direct parent involvement as the learning coach to ensure student success.

Students may use HVS courses to accelerate their course of study; however, they must follow the guidelines found in the Student Progression Plan. Students cannot skip over classes or grade levels, and some classes have age, grade, or pre-requisite requirements for participation (ex: Advanced Placement courses require students to be grade 9-12). Students attempting to accelerate for any reason should meet with their school counselor to build a sequence that complies with the Student Progression Plan.

- **Co-Enrolled** – Students are defined as co-enrolled when they take a combination of classes at a physical school and the remainder of their full-time schedule online. It requires the physical school to modify the student schedule. No matter how many online classes the student takes, their primary enrollment remains the physical school for purposes of testing, graduation, etc. Students do not need to apply to HVS to use HVS classes; they only need approval from their school (normally the school
counselor). Each school site determines the co-enrolled policies for their school, because it impacts student schedules, staff allotment, etc.

- **Home Education Program** – The district welcomes home school families to take classes with HVS. Home education students are considered co-enrolled when using curriculum provided by HVS, with their primary school being their Home School Program. Students do not need to apply to enter HVS, they choose classes online and parents/guardians approve (school counselor approval not required) course enrollment. Students can take one class, a full schedule, or a combination. Students are required to maintain the curriculum pace set by the HVS teacher. Students not meeting minimum weekly submission requirements may be removed from their courses at the discretion of the HVS administration. Students are expected and required to submit work weekly for every class in which they are enrolled. Home Education students do not earn a high school diploma, but may apply to enter HVS full time before their senior year if they meet the entrance requirements. Home Education families need to complete a “Letter of Intent to Home Educate”. For more information, please contact Home Education at (813) 609-6816.

**ACCEPTANCE OF WORK FROM OTHER SCHOOLS**

- Credits and grades earned and offered for acceptance will be based on official transcripts and shall be accepted at face value subject to validation, as determined by AdvancED Accreditation Policy and Procedures and state uniform transfer of high school credits policy (Florida DOE Rule 6A-1.09941).
- For additional information on the Interstate Compact on Educational Opportunity for Military Children, see F.S. 1000.36, www.FLDOE.org.

**ADULT HIGH SCHOOL**

- The adult high school may accept students 16 years old or older who withdraw from day school and seek to earn an adult high school diploma, GED, or continuing education options.
- Upon written approval of a senior high school principal, a student may attend an adult high school to earn make-up credits. A student will be scheduled (at the principal’s discretion) for co-enrollment in an adult high school for a two core course maximum per school year. A student may not use credits earned in an adult high school to graduate prior to his or her normal time of graduation based upon the date of entry into grade one. A letter addressing the student’s particular needs and responsibilities must accompany the student. This letter of authorization must include the student’s name, state student number, the name of the courses to be taken, and the amount of credit to be earned.
- Students enrolled in the adult high school program (with the exception of co-enrolled students) must be assessed block tuition fees. However, co-enrolled students are limited to two core curricular courses annually.
- A student withdrawn from the day school and accepted in an adult high school may return to the day school prior to his or her 18th birthday, if approved by the principal.

**High School Equivalency Examination**

- Any candidate for State of Florida High School Equivalency Diploma shall be at least 18 years of age on the date of the examination.
- In extraordinary circumstances, as provided for rules of the School Board of the district in which the candidate resides or attends school, said candidate may take the examination after reaching the age of 16, upon the successful completion of an approved underage GED program.
- Any adult student enrolled in GED must be assessed block tuition fees.

**CAREER AND TECHNICAL**

**Articulation Agreements of Technical Programs (HCPS Policy 2423.01)**

- Articulation is a cooperative effort that links high school career academies and Career and Technical Education (CTE) programs with college certificate, diploma, and Associate Degree programs. It provides students with an opportunity to receive free college credit for successfully completed high school CTE courses.
- Students enrolled in a Career Preparatory or College and Career Preparatory course of study can earn credit towards an Associate in Science Degree, Associate in Applied Science, or advanced standing in an adult registered apprenticeship program by completing a Career Preparatory high school program. Currently, there are over 100 articulation agreements that exist between the school district and postsecondary institutions. For details, see your CTE teacher and/or school counselor.
- For further details on how to get a head start on a college degree while in high school, the student and parent should contact the high school counselor, college and career counselor or CTE teacher.

**Career Academy (HCPS Policy 2423.01)**

- Career Academies are small, personalized learning communities within a high school or middle school that select a subset of students and teachers for a two, three, or four year span. Career Academies integrate a rigorous academic curriculum with a rigorous Career and Technical Education curriculum. A career academy involves teachers from different subjects working
A career academy includes the following essential elements:
✓ a small learning community;
✓ a college prep curriculum with a career theme;
✓ partnerships with employers, business and industry, the community, and postsecondary education.

Career and Technical Programs (HCPS Policy 2210, 2250)
• All Hillsborough County high schools offer Career and Technical Education. For information regarding these course offerings, students should contact the guidance department or Assistant Principal for Curriculum of their individual school.
• When a student completes a specific Career and Technical Education program in agribusiness, health science or business technology education, he or she may be eligible for a substitution of required credits.

Industry Certification (HCPS Policy 2423.01)
The Florida Career and Professional Education Act (CAPE) established industry certifications for high school and middle school students. An industry certification is an industry-recognized credential that signifies the student is proficient in a specified skill set. The certifications are regulated by state and federal agencies and require the student to pass an end of program assessment. In addition to the certification earned, the graduate receives a diploma seal denoting this accomplishment. Industry certifications can lead to articulated postsecondary credit. For more information, please see your Career and Technical Education teacher.

Statewide Articulation Agreements - Industry Certification (HCPS Policy 2423.01)
The State Board of Education has approved the over 100 statewide Career and Technical Education Articulation Agreements which are based on industry certification. These agreements are intended to be a minimum guarantee of articulated credit and do not preclude institutions from granting additional credit based on local agreements. Please see your CTE teacher and/or counselor for more information.

COLLEGE INFORMATION/COLLEGE ENTRANCE TESTING

PSAT
The PSAT is given each year in October in all area high schools. Ninth, tenth, and eleventh grade students are encouraged to take this test. All students in grades 9-11 have the opportunity to take the PSAT at no charge. Juniors should take the PSAT, because it is the qualifying test for the National Merit Program, the National Achievement Program, and the National Hispanic Scholars Program. It also provides an excellent opportunity for students to prepare for the SAT by learning about their strengths and weaknesses in English and mathematics.

SAT
The SAT Reasoning Test and SAT Subject Tests are administered at local high schools and colleges. Application forms and information may be obtained from the guidance office. The completed application and fee are sent directly to the testing agency by the student. Registration fee waivers are available for students who qualify for free or reduced lunch. www.collegeboard.org

ACT
The ACT is administered at local high schools and colleges. Application forms and information may be obtained in the guidance office. The completed application and fee are sent directly to the agency by the student. Registration fee waivers are available for students who qualify for free or reduced lunch. www.ACT.org

College Nights

<table>
<thead>
<tr>
<th>Monday, September 28, 2015</th>
<th>Tuesday, September 29, 2015</th>
<th>Wednesday, September 30, 2015</th>
<th>Thursday, October 1, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 p.m.</td>
<td>6:00 p.m.</td>
<td>6:00 p.m.</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>Sickles High School</td>
<td>Plant High School</td>
<td>Chamberlain High School</td>
<td>Brandon High School</td>
</tr>
<tr>
<td>7950 Gunn Highway</td>
<td>2415 S. Himes Avenue</td>
<td>9401 North Boulevard</td>
<td>1101 Victoria Street</td>
</tr>
<tr>
<td>Tampa, Florida 33626</td>
<td>Tampa, Florida 33629</td>
<td>Tampa, Florida 33612</td>
<td>Brandon, Florida 33510</td>
</tr>
<tr>
<td>(813) 631-4742</td>
<td>(813) 272-3033</td>
<td>(813) 975-7677</td>
<td>(813) 744-8120</td>
</tr>
</tbody>
</table>

GRADING (HCPS Policy 5421)

Credits Earned
• One half credit is earned by passing a semester course (18 weeks) (9 weeks in a hybrid block class).
• The final semester grade is determined by using each nine weeks grade and the district scaled semester exam grade, unless eligible for an exemption.

63
• Students not enrolled in or who have not completed a course who take and pass a statewide standardized End of Course (EOC) Examination through the Credit Acceleration Program (CAP) will earn credit.

Grade Point Average
The grade point average for all high school students shall be based on quality point values. Quality points are to be earned every nine-week grading period in each subject. Quality point values are as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Value</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59</td>
<td>0</td>
</tr>
</tbody>
</table>

All final course grades earned will be placed on the student’s permanent record and appear on all official transcripts from the school.

Conduct Grades
• Some high schools issue conduct grades in addition to academic grades for each class. Each student starts the grading period with a grade of an A in conduct. If normal behavior is exhibited throughout the nine weeks period, the A is maintained. Misconduct, infractions of rules, or lack of cooperation may be considered a basis for lowering the conduct grade.
• Students must have an issued book and/or materials when attending class. Failure to do so may result in a zero for the class period.
• Conduct will be ranked according to the following scale:
  A - Very Good;
  B - Good;
  C - Marginal;
  D - Poor;
  F - Very Poor

• The prime objective of academic grades is to reflect the extent of achievement in learning, while conduct grades reflect behavior patterns of the student. These are separate grades but may bear a relationship. Disciplinary penalties are not intended to result in diminished academic grade, but such may be the case where suspension, truancy, or out-of-school absenteeism affects an individual student.

Grade Enhancement
• Students can enhance a grade of a D or F in any course by taking the same or a comparable course. The enhanced course grade must be a C or higher.
• The grade enhancement policy allows a student who earned a C average in a high school credit course taken in middle school the opportunity to retake the course for a grade enhancement.
• For the state GPA required for graduation, calculation shall include all grades that the student attempts, including all D’s and F’s, unless enhanced.
• For rank in class, all courses attempted are included in the district GPA.
• All courses attempted will appear on a student’s transcript regardless of grade enhancement.

Grade Level Placement (HCPS Policy 5410)

<table>
<thead>
<tr>
<th>To Move From:</th>
<th>You Must:</th>
<th>You Must Pass These Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 9 → 10</td>
<td>Earn 5 credits and complete one year of high school</td>
<td>Must Include 5 credits towards graduation</td>
</tr>
<tr>
<td>Grade 10 → 11</td>
<td>Earn 11 credits and complete two years of high school</td>
<td>Must Include 11 credits towards graduation</td>
</tr>
<tr>
<td>Grade 11 → 12</td>
<td>Earn 17 credits and complete three high school</td>
<td>Must Include 8 required credits in English, Mathematics, Science, and Social Studies</td>
</tr>
</tbody>
</table>
Grading Procedures in Traditional Senior High School Classes (HCPS Policy 5421)

To pass a subject and be awarded a credit, a student must earn:
- three quality points per semester and a grade of 50% or above (or the scale score equivalent) on the final exam;
- a passing grade on at least two of the three grades awarded.
- End of Course (EOC) exams will be computed as defined in state statutes or district guidelines. Where the EOC exam is taken and required by the State or district, the exam weight will be 30% for each semester as per Florida Statutes.

### Final Semester Grade Calculations with Exam Weighted 25%

<table>
<thead>
<tr>
<th>9 Week Grade Combinations</th>
<th>Exam Grade (25%)</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A</td>
<td>A, B, C</td>
<td>A</td>
</tr>
<tr>
<td>A, A</td>
<td>D, F</td>
<td>B</td>
</tr>
<tr>
<td>A, B</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>A, B</td>
<td>B, C, D, F</td>
<td>B</td>
</tr>
<tr>
<td>A, C</td>
<td>A, B, C, D</td>
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<tr>
<td>A, C</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>A, D</td>
<td>A, B</td>
<td>B</td>
</tr>
<tr>
<td>A, D</td>
<td>C, D, F</td>
<td>C</td>
</tr>
<tr>
<td>A, F</td>
<td>A</td>
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<td>A, F</td>
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<tr>
<td>A, B, C, D</td>
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</tr>
</tbody>
</table>

### Final Semester Grade Calculations with Exams Weighted 30%

*Applied Both Semesters

<table>
<thead>
<tr>
<th>9 Week Grade Combinations</th>
<th>Exam Grade (30%)</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A</td>
<td>A, B</td>
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<td>F</td>
<td>C</td>
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<tr>
<td>A, C</td>
<td>D, F</td>
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</tbody>
</table>
Grading Procedures in Hybrid Block Senior High School Classes (HCPS Policy 5421)

The following chart is used to calculate the semester grades which are awarded at the end of each quarter.

<table>
<thead>
<tr>
<th>9 Weeks Grade</th>
<th>Exam</th>
<th>Semester Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>A</td>
<td>C</td>
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<td>D</td>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>9 Weeks Grade</th>
<th>Exam</th>
<th>Semester Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>A</td>
<td>C</td>
</tr>
<tr>
<td>D</td>
<td>B</td>
<td>C</td>
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<td>F</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

Grade Reporting Periods (HCPS Policy 5420)

Following the end of each nine-week period, a report indicating the grade the student earned in each subject will be made to parents and students. The final student Progress Report shall be mailed to the student’s home at the end of the year.

Honor Roll (HCPS Policy 5451)

- Honor Roll lists will be published by each school.
- To attain the Principal’s Honor Roll, a student must earn an A in each subject.
- To attain the High Honor Roll, a student must earn at least three academic A’s with no grade lower than a B.
- To attain the Regular Honor Roll, a student must have a grade no lower than a B.
- Honor Rolls are determined based on nine-week grades or the semester average, whichever benefits the student.
- Only classes taken on campus are considered in Honor Roll calculation. To be considered, a student must be taking at least five of his/her classes on campus.
- All academic and conduct grades are used for consideration for Honor Roll.

Scholarship Warnings and/or Progress Reports (HCPS Policy 5420)

- Grade reporting periods are nine weeks in length. By the end of the fifth week of each grading period, scholarship warnings and/or progress reports will be issued to students who are in danger of failing.
- Scholarship warnings and/or progress reports shall be taken home by the students and returned with the signature of a parent or guardian.
- Parents are urged to make appointments with teachers during conference periods, or to contact teachers if an appointment cannot be scheduled.

Semester Examinations (HCPS Policy 5421)

- Semester examinations are districtwide, mandatory in every subject and used in final grade calculations.
- The district scaled semester exams carry the weight of 25% (unless mandated differently by state statute or district guidelines) of the semester grade. *See grading policies for detailed grade information. A semester final exam score below 50% (or the scaled score equivalent) will result in an automatic failure in that subject for that semester if the student does not take a make-up exam and score 50% (or the scaled score equivalent) or higher. A student who scores below 50% (or the scaled score equivalent) can request to retake an exam if the student has earned:
  - a total of three quality points during the two grading periods of the semester; and
  - at least one quality point during the second grading period of that semester.
  - Special Case: Hybrid Block Scheduled class: A student who scores below 50% can request to retake an exam if he or she has earned at least a “C” grade during the nine week grading period.
- The student who retakes an exam shall be graded on a satisfactory or unsatisfactory basis as follows:
  - score of 50% (or the scaled score equivalent) or higher on the make-up exam shall be graded as F above 50% (or satisfactory), and the automatic failure provision shall be waived; the student’s semester average shall be computed on
the basis of his or her previously earned nine weeks grades and the F earned on the re-graded exam;
✓ any score below 50% (or the scaled score equivalent) on the make-up exam shall be graded as unsatisfactory, and the automatic failure provision will not be waived.

• Students who are absent on an exam day (or days) must verify their absence to be eligible for a make-up exam. Schools may request a doctor’s note.
• All students who do not take or make up an exam, if eligible, will receive an “Incomplete” which results in an automatic failure for the semester unless the student qualifies for an exam exemption.
• Students who are truant or present and refuse to take the examination shall receive an “F” below 50%, resulting in an automatic failure for the subject with no option to take a make-up exam.
• After review by the principal, any student found guilty of cheating on a final examination shall receive a zero on the examination. If the student has earned three or more quality points during the two grading periods and has passed each grading period of that semester, the student shall be permitted, if he or she so requests, to take a make-up examination. The student shall not receive a grade higher than F on the make-up examination; a grade below 50% shall result in a failure for the course.
• End of Course exams are state mandated examinations for specific subjects based on state legislation.

* Please note: Semester Examination procedures may change due to legislation.

GRADUATION

Early Admission to College (HCPS Policy 2271, 2370)
• A student may be excused from the last two semesters of his or her high school experience if he or she is accepted for admission into a Florida Public College or university. The student must meet the following requirements:
✓ Students must have PRIOR approval from their school before enrolling in the Early Admissions Program by obtaining a written recommendation from the principal or his or her representative.
✓ Students must have a minimum unweighted state GPA of 3.5 or higher.
✓ Students must meet the required score on the SAT, ACT, or PERT as defined by postsecondary institutions. Students applying for early admission at USF must meet the GPA requirements as calculated by USF. USF has the final approval on accepting students for early admission.
✓ Students need only English IV, economics, American Government, and a fourth year of mathematics to graduate.
✓ Students must attend a public college or university in the state of Florida.
✓ Early Admission students must return textbooks and course materials (CD’s, etc.) to the district’s Instructional Materials Warehouse, 5715 E. Hanna Avenue, no later than five days after the last day of class.
• A student under the above program may be awarded a diploma when the student has completed two college semesters as a full-time student (no fewer than 12 credit hours per semester) participating in eligible courses and earning no less than 24 semester hours.
• It is the student’s responsibility to furnish the high school with a college transcript for work completed at the end of each semester. The student shall retain any honors earned in high school prior to his or her early admission to college. The student may not earn additional honors (i.e. valedictorian, salutatorian, Tribune Honors).
• A student under this program will have the rights and privileges of the Dual Enrollment program if an agreement exists with that college.
• Early Admission students may not participate in extracurricular activities such as interscholastic sports, band, etc.

Early Graduation (Acceleration Graduation Options) (HCPS Policy 2370, 5460, 5464)
* Please note: Acceleration graduation requirements may change due to legislation.

24 Credits, End of Semester One (Senior Year)
• A student who has completed the required 24 credits and all other graduation requirements including state assessments may (by written request from the parent and student to the school) be dismissed the last semester of the senior year to pursue higher education or to begin a career. The student shall receive his or her diploma with the graduating class in the spring. Students electing to graduate early will retain any honors earned throughout the first semester of their senior year. The student must complete the first semester of his/her senior year to be eligible to be named Valedictorian, Salutatorian, or Tampa Tribune Honors student. Students planning to earn a Bright Futures Scholarship must complete all Bright Futures Scholarship requirements by the end of the first semester.

Accelerated Graduation (three years or less)
• A student who has completed the required 24 credits and all other graduation requirements including state assessments may (by written request from the parent and student to the school) be dismissed at that time to pursue higher education or to begin a career. Students are required to follow graduation guidelines based on their entrance to 9th grade. Students planning to earn a Bright Futures Scholarship must complete all Bright Futures Scholarship requirements at the time of graduation.
18 Credit – Academically Challenging Curriculum to Enhance Learning (ACCEL) Option

- Students may pursue a standard diploma option through the ACCEL 18 credit option by meeting all graduation requirements including state assessments. *See your school counselor for more detailed information.

Certificate of Completion

- A student who earns the required 24 credits or the required 18 credits but fails to pass the required state assessments or achieve a 2.0 state unweighted GPA shall be awarded a Certificate of Completion.

Graduating Seniors

- Seniors who have met all graduation requirements by the end of the first semester and exit the school system are exempt from taking a final exam the first semester, and seniors who have met all graduation requirements by the end of semester two and are spring graduates are exempt from taking a final exam the second semester if the senior meets all of the following requirements:
  - has earned three quality points in their final semester; and
  - has earned at least one quality point during the second grading period of their final semester (the senior need not pass both grading periods, but must pass the second grading period); and
  - has no more than five absences in the class for the semester; and
  - has a satisfactory conduct record.
- Seniors completing graduation requirements in summer school must take final exams in all subjects.

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<th>Senior Semester Grades with Exemptions</th>
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* Not Eligible to exempt final exam

Deferment of Receipt of Standard High School Diploma by Parents of a Student with an IEP

A student with a disability who meets the standard high school diploma requirements may defer the receipt of the diploma and continue to receive services from the school district if the student meets the requirements found at Section 1003.4282(11)(c), Florida Statutes. The decision of the parent (or age of majority student, when applicable) to accept or defer the standard high school diploma must be made during the school year in which the student is expected to meet all requirements for a standard high school diploma. The decision will be noted in the IEP. The IEP Team must review the benefits of deferring the standard high school diploma, including continuation of educational and related services. The IEP Team must describe to the parent and student, in writing, all services and program options available to students who defer.

Notice to Parent and Student Regarding Deferring the Standard High School Diploma

The district must inform the parent and student in writing, by January 30 of the year in which the student is expected to meet graduation requirements, that failure to defer receipt of a standard high school diploma after all requirements are met releases the school district from the obligation to provide a free appropriate public education (FAPE) to the student. The deadline for acceptance or deferral of the diploma is May 15 of the year in which the student is expected to meet the graduation requirements. Failure to attend a graduation ceremony does not constitute a deferral. The district will ensure that the names of students deferring their diploma will be submitted to appropriate district staff for entry in the district’s management information system.

Graduation Requirements (HCPS Policy 5460, 5464)

* Please note: Graduation requirements may change due to legislation
  - A comprehensive list of graduation requirements can be found on the district website.
  - Proper registration, fulfilling requirements for graduation and passing class work and examinations are the direct responsibility of each student. While the school attempts to check each student’s record and to direct his or her work, it cannot be responsible for seeing that all requirements are met within the regular time. Specific course requirements can be found on the Hillsborough County Public Schools website or through the Guidance Office at each school.
  - A diploma may be presented to any student who completes the 24 credit program or the ACCEL 18 credit option.
  - Students earning the credit requirements for the 24 credit program or the ACCEL 18 credit option, with the exception of the state assessments or the 2.0 state unweighted GPA, may be eligible for a Certificate of Completion.
  - For a student to be eligible for a diploma from any Hillsborough County high school, he/she must be enrolled in the district
full time within the first 15 days of his/her last semester. A student who transfers from outside the district after the first 15
days of the last semester of his/her high school career shall be furnished a transcript of the work completed in the school,
but no diploma shall be awarded. An exception to this regulation may be made if the committee appointed by the principal
recommends such exception. Upon request, a transcript of the work completed in the school shall be forwarded to the last
school attended and that school may grant a diploma if its policies so provide.

- Graduation standards for the 24 credit program or the 18 credit ACCEL option for a standard diploma, include the following:
  - a 2.0 state unweighted GPA;
  - achieve a qualifying score on all required state assessments.
- Any student with disabilities with a current Individual Education Plan (IEP) pursuing a standard diploma who has met district
  graduation requirements, including 24 credits, and who has a minimum of an unweighted state 2.0 GPA, but who has not made
  a passing score on the FCAT/FSA, may be eligible for an FCAT/FSA waiver. Your student’s IEP team will address a possible
  waiver if applicable.
- Defined cohorts of students, beginning with the 2010-2011 9th graders with a current Individual Education Plan (IEP), could
  be eligible for an end of course exam (EOC) waiver relative to the EOC examinations. Your student’s IEP team will address a
  possible waiver if applicable. If you have additional questions, please do not hesitate to call your child’s Exceptional Student
  Education (ESE) case manager.
- Note: Refer to individual school improvement waivers to determine if your school has any additional requirements.
- Diploma Designations – Students who select the 24 credit program may also earn the scholar and/or merit designation in
  addition to their standard high school diploma. See district website for specific graduation requirements.

Honor Graduates (HCPS Policy 5451)
- The senior scholastic honor graduates to be honored at graduation will consist of the top 5% of the senior class seeking a
  standard diploma based on the weighted district GPA. In magnet schools that maintain separate ranks, the top 5% of the magnet
  class and the top 5% of the traditional class will be included. Senior honor graduates will be determined upon the completion
  of seven semesters.
- The 5% of students to be honored will be increased, if necessary, to include all standard diploma seeking students who have
  accumulated at least an unrounded 4.0 grade point average (weighted district GPA).
- Students electing to graduate early are eligible to be honor graduates.

Rank in Class (HCPS Policy 5430, 5451)
- Please note: Rank in class guidelines may change due to legislation.
- At the end of the first semester of the senior year, the final rank in class shall be determined for each senior student. A student
  must be enrolled by the final day of the first semester of his/her senior year in order to be ranked.
- The cumulative weighted district GPA is used to determine rank in class. All high school courses attempted, including
  those from Hillsborough/Florida Virtual School, those earned prior to grade 9, and Dual Enrollment are included in the GPA
  calculation. The end of Semester I of the student’s graduating year will be the final date for completion of coursework and
  adding courses to be included in his/her cumulative district GPA for class rank purposes. Transcripts must be dated on or before
  the final day of the first semester to be used in class rank calculations. Rank is frozen on a designated day during quarter three.
  The time between the end of the first semester of the senior year is provided to allow for corrections.
- Please note: Transcript procedures may vary between outside institutions. It's the student's responsibility to carefully review
  transcript procedures from outside institutions to ensure grades are posted to meet district deadlines for class rank.
- Students in Magnet School Programs are ranked separately from students in the Traditional Program in the same school.
  ✔ Students that enrolled prior to the 2012-13 school year in the International Baccalaureate and/or other Magnet Programs
    who leave their Magnet Program after the first day of their 11th grade year are ranked with their Magnet Program.
  ✔ Students entering 9th grade (2012-13) and thereafter enrolled in the International Baccalaureate and other Magnet
    Programs, and who leave their program after the first day of the second semester of their sophomore year, are ranked
    with their Magnet Program.
  ✔ Students entering a Magnet Program for the first time as a junior and return to a Traditional Program prior to earning first
    semester credits will be ranked with the Traditional Program.
- Students electing to graduate in three years or less with 24 credits, or the 18 credit ACCEL option are promoted to grade 12 in
  May and hand ranked. Therefore, they are not eligible for consideration as valedictorian, salutatorian, Talented 20, and Tribune
  Honors.

Requirements for Participation in Graduation Exercises (HCPS Policy 5460)
- Students must have earned the 24 required credits or the required credits for the 18 credit ACCEL option before the end of the
  school year in which graduation is anticipated to be eligible for participation in the graduation ceremony.
- Students successfully completing the requirements of a performance-based graduation program operated as a component of
  the Hillsborough County Public Schools’ Comprehensive Dropout Prevention Plan shall also be eligible for participation in the
graduation ceremony.

• Students earning a Certificate of Completion are eligible to participate in graduation.

• A student must have met all financial obligations to the school before being given a diploma.

• Participation in a graduation ceremony is dependent upon a student’s meeting both graduation requirements and abiding by discipline standards. Violation of a Level One or Level Two Offense (or other suspendable offenses) may result in the student’s non-participation in graduation. Students shall only participate in one graduation ceremony. Each high school’s principal shall decide who shall and shall not participate in graduation exercises.

• A student may participate in one graduation ceremony with his/her designated class or ninth grade cohort.

**Tampa Tribune Senior Honor Students (HCPS Policy 5451)**

• Each year, The Tampa Tribune honors outstanding senior graduates. Each senior high site may nominate the top 3% of the senior class graduates who are ranked. (Early Admission students are not included.) In senior high schools that house a magnet program up to 3% of the magnet school seniors and up to 3% of the seniors in the traditional program may be nominated. This number is determined by taking 3% of the senior enrollment, excluding any seniors who are not ranked. A fractional part of a number will be rounded (.5 and above will increase to the next whole number). In cases where a student in the top 3% has demonstrated irresponsible citizenship, the student may be replaced by the next student in rank. Policies are subject to change based on rules set forth by the Tampa Tribune.

• Students’ selected as Tribune Honor Students of Hillsborough County will be recognized by the Tampa Tribune.

• All members of this group will be considered candidates for the Tampa Tribune Honor Award Scholarship upon completion and submission of the required essay. A number of one year scholarships will be awarded to a select number of outstanding candidates based upon the students’ completed packets and essay submissions. The Tribune will determine the number of scholarships and dollar amount of each on a yearly basis.

• Achievements considered by the scholarship selection committee will be determined by The Tampa Tribune.

**The Talented 20 Program (HCPS Policy 5451)**

• The Talented 20 Program provides guaranteed admission, within space and fiscal limitations, to one of Florida’s 12 public universities for public high school graduating seniors who rank in the top 20% of their graduating class and who have completed the 18 academic credits required for state university system admission.

• Determination of Talented 20 students at each high school is made upon completion of the seventh semester.

**Valedictorian/Salutatorian (HCPS Policy 5430, 5451)**

Each high school shall recognize a valedictorian and salutatorian from among each year’s graduating seniors. Magnet schools will recognize additional valedictorians and salutatorians for each magnet program. The valedictorian will be the student whose rank in class is number one (1) and the salutatorian will be the student whose rank in class is number two (2). In the event of a tie for valedictorian, each student whose rank is tied for first in the class will be recognized as a co-valedictorian. If there are co-valedictorians, there will be no salutatorian since the next student’s rank would be third (or lower). In instances where there is a tie for the position of salutatorian, each student whose rank is tied for second in the class shall be recognized as a co-salutatorian. If there are co-salutatorians, the rank of the next student would be fourth (or lower).

**GUIDANCE SERVICES (HCPS Policy 2411)**

• School counselors work with students individually, in small groups, and in classroom guidance settings focusing on academic advisement, personal/social development, and college/career planning. Referrals to outside agencies are provided when appropriate.

• The College and Career Counselor is available to assist students and parents with post-secondary planning. They provide a myriad of resources including assistance with career exploration, the college selection and application process, providing current information on available scholarship opportunities, offering assistance with the financial aid application process, and providing information regarding college entrance exams (SAT, ACT and PERT).

**Transcripts**

• All courses attempted will appear on a student’s transcript regardless of grade enhancements.

• Transcripts for scholarships, electronic transcripts, and the student’s final transcript will be furnished free of charge. The fee for all paper transcripts will be payable at the time of request. Charges for transmissions/mailing of transcripts will be established annually by School Board policy.

• The Registrar will record all monies received for transcripts on the “Monies Collected” form.

• Registrars will maintain an on-going log noting the name of the party requesting the transcript (parent or eligible student), the date of the request, the fee, and the date on which the transcript was mailed or sent electronically.

• Transcripts are available from the local high school for only one year following graduation. After that time, all transcript
requests should be made to the district office of student records.

HOME EDUCATION PROGRAM (HCPS Policy 9270)
Validation of high school credits has been established by Hillsborough County Public Schools, in compliance with the Florida Department of Education and the accreditation organization. Refer to the district student progression plan for detailed information on validation.

MEDIA CENTER SERVICES AND RESOURCES

The student has the right to:
• assistance from the media specialist in the selection of reading materials and research information;
• check out media center books;
• access online media center resources via the Internet from school;
• a student user ID and password provided by the media specialist to access resources.

myOn Reader may be accessed at www.myon.com
Type in school name; username (7 digit student #); password (birthdate mm/yyyy)

The student is responsible for:
• following the school established book loan policy;
• all books checked out on his/her card;
• fines for lost or damaged books;
• any overdue fines at a rate of five cents per day for each book overdue to include weekends;
• clearing book records before withdrawing from school;
• using media center computers to work on teacher assignments only.

NATIONAL HONOR SOCIETY (HCPS Policy 5451)
• The National Honor Society is an organization that honors students who are outstanding in (1) Scholarship, (2) Character, (3) Leadership; and (4) Service. Membership in the National Honor Society is a privilege and not a right. Only those individuals who are outstanding in all areas receive this honor.

• All sophomore, junior and senior class students who have been enrolled in their present high school one semester or more will be eligible candidates for the National Honor Society, if they fulfill the following scholastic requirements based on semester grades for grades 9-12:
  ✓ a cumulative weighted grade point average of 3.5 or better (no rounding);
  ✓ all grades earned in grades 9, 10, 11 and first semester of grade 12 are considered by the school in determining a student’s grade point average.

• In order for students to continue membership in the NHS, a student must maintain a 3.5 overall weighted semester average. Students not meeting the requirement shall be placed on probation. Students will be allowed only one probationary period.

• Members may also be placed on probation or dismissed for failure to maintain standards for character, leadership or service.

• The following policies will be observed in selecting students for membership in the National Honor Society:
  ✓ Selection of students from eligible academic candidates will be by majority vote of the faculty council. However, the entire faculty could be invited to recommend a candidate’s eligibility. The selection process will evaluate character, leadership, and service.
  ✓ Character, leadership, and service will be considered in selecting students for membership according to the policy considered fair and appropriate by the faculty of the school.
  ✓ Membership will be by invitation only.
  ✓ A candidate must be enrolled in his or her present high school for at least one semester prior to being eligible for membership.
  ✓ A transfer student from another high school who was a member in good standing of its National Honor Society Chapter will be accepted into the National Honor Society of the school entered.
  ✓ Schools may not limit membership in the National Honor Society by selecting an arbitrary number percentage.
  ✓ Each school may induct new members either once or twice each year, with the number of inductions to be at the discretion of the individual school.
  ✓ See approved exceptions to determine if your school has any additional requirements that have a School Improvement waiver.

NATIONAL TECHNICAL HONOR SOCIETY (HCPS Policy 5451)
• The National Technical Honor Society is an organization that recognizes students who excel in both Career and Technical
Education (CTE) programs and the core curriculum. To be eligible, students must have their CTE teachers affirm that they regularly exhibit a desire to pursue a career in his or her course of study, honesty, dependability, pride in work, cooperation, interest in learning, leadership, and upstanding citizenship.

- Candidates must also fulfill the following requirements:
  - be a senior or second semester junior;
  - have 3.0 weighted GPA;
  - complete 1.5 credits in a CTE sequential program with a 3.5 GPA;
  - have three sequential CTE courses programmed for completion prior to graduation.

**SCHOOL LETTERS**

**Academic Letters (HCPS Policy 5451)**

- To be eligible to receive the academic letter, a student must have received an annual weighted grade point average of 3.5 or higher (no rounding) at the end of the year at grades 10 and 11 and at the end of the first semester for grade 12.
- Courses will be weighted and bonus points will be awarded according to guidelines specified in the Student Progression Plan and Student Handbook (see Honor Courses).
- Remedial summer school credits will not be considered. Other summer school credits will be considered for the ensuing year or semester.
- Students must be enrolled full time.
- A review committee will be established to consider the citizenship of all academically qualified students.
- The review committee will consist of at least one assistant principal for Student Affairs, one counselor, one Assistant Principal for Curriculum or Administration and/or others as appointed by the principal.
- Students must be in attendance a minimum of one semester in the Hillsborough County Public School System and in attendance by the 15th day of the semester.
- Students transferring between Hillsborough County Public Schools after the 15th school day will be eligible to receive a letter at the receiving school.
- Students must have been enrolled in a regionally accredited school or credits must have been validated.
- Each student will receive an academic letter initially and receive a bar and/or letter for each year and/or semester he or she meets the eligibility requirements.
- The academic letter will be consistent in size and quality with other approved school letters such as athletic letters and shall be in the school’s colors.
- Schools will publicize the requirements for earning an academic letter and notify students of their eligibility.

**Co-Curricular and Extracurricular School Letters (HCPS Policy 5451)**

Each student fulfilling requirements for the school letter under any category will receive an initial school letter. In addition, a pin or symbol will be awarded for every co-curricular area for which the student has met requirements. A bar will signify ensuing awards.

**Requirements for band auxiliary units include:**

- earn an overall GPA of C or higher;
- participate in all scheduled rehearsals, performances, and evaluated festivals; excused absences shall be at the Director’s discretion;
- return all assigned materials (not owned by the student) and have no outstanding debts to the music program;
- maintain appropriate behavior at all functions as described in the Student Code of Conduct established by Hillsborough County Public Schools.

**Requirements for band, chorus, and orchestra include:**

- earn a grade of a C or higher in the musical program;
- earn an overall GPA of C or higher;
- participate in all scheduled rehearsals, performances, and evaluated festivals; excused absences shall be at the Director’s discretion; exceptions shall be evaluated by the principal;
- return all assigned materials (not owned by the student) and have no outstanding debts to the music program;
- maintain appropriate behavior at all functions as described in the Student Code of Conduct established by Hillsborough County Public Schools.

**Requirements for Career and Technical Education (CTE) include:**

- earn a GPA of 3.0 in CTE course(s) for the current school year;
- be a current member of a Career and Technical Student Organization (CTSO) Chapter in good standing;
• participate in a district and/or state CTSO competitive event;
• earn community service hours as required by the CTSO or program;
• secure a recommendation from the CTSO Chapter Advisor;
• have no outstanding debts to CTSO Chapter.

Requirements for world language include:
• earn a GPA of 3.5 or higher in the world language; this includes only one year of a world language that is considered a high school course in grade eight;
• earn an overall GPA of 3.0 or higher;
• enrolled in a level three course or higher of the same language;
• be a member of a world language National Honor Society OR participate in world language district and/or state competitions.

Requirements for forensics include:
• earn a GPA of 3.0 or higher in speech and debate;
• participate in 30 hours over and above class time in forensics competition;
• earn recommendation recognition by adviser and/or teacher.

Requirements for journalism include:
• earn one full credit in journalism;
• earn a GPA of 3.0 or higher in journalism;
• participate in 10 hours over and above class time contributing to the school publication;
• earn recommendation recognition by adviser and/or teacher.

Requirements for JROTC include:
• earn a grade of C or higher in the JROTC program;
• earn an overall passing average;
• be active in the team for which the letter is awarded (50% or greater participation in practicing competition);
• earn a recommendation by the team coach and approval by the senior JROTC instructor.

Requirements for a mathematics letter include:
• earn an overall GPA of 3.0 (unweighted or higher);
• be an active member of Mu Alpha Theta: participate in competition (minimum of 60% of school’s participation) OR peer tutoring at school (minimum 30 hours per year);
• take AMC [AHSME] (reported score ≥ 60).

Requirements for theatre arts include:
• earn 75 Thespian points;
• earn a GPA of 3.0 or higher in theatre courses;
• participate in the equivalent of two major productions;
• earn recommendation recognition by adviser and/or teacher.

Requirements for TV production include:
• earn a GPA of 3.0 or higher in television production;
• participate in 30 hours over and above class time in television production;
• earn recommendation recognition by an advisor and/or teacher.

Requirements for visual arts include:
• earn a GPA of 3.0 or higher in visual arts classes;
• earn an overall GPA of C or higher;
• earn recommendation from an art teacher;
• show evidence of 10 hours or more of involvement in the arts above and beyond the school day;
• assist the art teacher in the preparation and display of art work;
• exhibit their own art work in or out of school.
EXTRACURRICULAR

STUDENT ACTIVITIES (HCPS Policy 2260, 2260.01, 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, 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.

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 high school evening activities:
• 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.

Students not picked up in a timely manner may lose the privilege of attending future events.
ATHLETICS (HCPS Policy 2431, 2431.01)

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

Enrollment in a Hillsborough County Public School does not guarantee athletic participation. The participation policy for student athletes who transfer should be taken into consideration prior to withdrawing from a previous school. The entire transfer policy can be found on the district’s website – Policy 2431.01.

It is recommended that students transferring discuss current policy prior to withdrawing. For more information, contact the school’s Assistant Principal of Administration.

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, he/she 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 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 the supervision of a School Board employee, principal, or designee. All activities involving Auxiliary Marching Unit members must be approved by the coach, band director, and the 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 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 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 for one calendar 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 Hillsborough County Public Schools 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 (40) plus four (4) 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.

Marching Band Participation
• All students must be bona fide members of the school and regular members of the organization.
• Students must agree to abide by the rules, regulations and procedures as set forth by Hillsborough County Public Schools and the Florida Bandmasters Association.

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 an 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
Purpose: to be of service to the school and the community.
Membership: open to all students who meet the specific requirements for the club.

Interest Club
Purpose: to give students an opportunity to supplement formal studies in an area of special interest.
Membership: open to all students

Honor Club
Purpose: to bring together students who have achieved high standards of achievement.
Membership: students must meet specific academic requirements and other criteria as outlined by the honor club.

Co-Curricular Club
Purpose: to be an integral part of Career and Technical Education programs, Career and Technical Student Organization (CTSO).
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 their members. Under no circumstances should a club be involved in hazing. Hazing is illegal, demoralizes a student, and sets the wrong tone for the club. (S.1006.135.F.S.)

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.

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.

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.
Child Care Resource and Referral
Child Care Resource and Referral (CCR&R) is a community service organization that works with parents, child care providers, businesses, and community organizations to help promote the accessibility of quality child care services in Hillsborough County. CCR&R provides parents with a computer generated child care referral list based on the family’s needs. To contact CCR&R, call (813) 744-8942.

School Readiness Program
The School Readiness Program provides financial assistance for child care and early education to low-income working parents and families referred by partner agencies. The goal of the School Readiness Program is to provide safe, healthy, and quality early educational experiences that support enhanced outcomes for children, their families, and the surrounding community. Call (813) 744-8941, for additional information.

Pre-K Exceptional Education
Special instructional services are provided for approximately 3100 children ages 3 to 5 with developmental delays and/or others disabilities. The Pre-Kindergarten Exceptional Education Program offers early intervention to improve each child’s level of functioning and enhance successful entry into kindergarten, with appropriate support based on individual need, as determined by the child’s IEP Team, which includes the parent. To make a referral, contact Child Find at (813) 837-7723.

Voluntary Pre-Kindergarten Education Program (VPK)
Hillsborough County Public Schools is a Voluntary Pre-Kindergarten provider. The VPK Program is designed to prepare children for kindergarten and build a foundation for their educational success. It is a state-funded program that is free for all children who are 4 years old on or before September 1st.

Hillsborough County Public Schools offers both school-year and summer-session options. For more information on the Hillsborough County Public Schools VPK Program, parents may call the VPK office at (813) 272-4840.

Head Start
Head Start is a nationwide program that promotes school readiness by enhancing the social and cognitive development of 3 and 4 year olds. The program includes education, social and emotional development, health, nutrition, and other services. For more information, please visit the district’s website at sdhc.k12.fl.us. Use the Quick Links menu and select Head Start or call (813) 740-7870 for information.

Before and After School Programs Hillsborough Out of School Time (HOST)
The district offers fee-based after-school and summer programs for children and youth attending elementary and middle school. Call (813) 744-8941, extension 3 for additional information, inquired at your child’s school or visit host.mysdhc.org.
BY APPOINTMENT ONLY

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

2015-2016

INFANT, TODDLER, PRESCHOOL DEVELOPMENTAL SCREENINGS

AGES: BIRTH to FIVE

Screenings are held from 8:45 a.m. - 11:45 a.m.
Appointments will be scheduled as calls are received, so don’t delay your reservation.

August 28th, 2015 • South Tampa Fellowship
5101 Bayshore Blvd., Tampa, FL 33611

September 18th, 2015 • Kingsway Quest Community Church
501 S. Kingsway Road, Seffner, FL 33584

October 16th, 2015 • Van Dyke Church
17030 Lakeshore Road, Lutz, FL 33558

November 13th, 2015 • St. Anne’s Catholic Church
106 11th Avenue North East, Ruskin, FL 33570

December 11th, 2015 • New Beginnings Christian Church
4100 S. Manhattan Avenue, Tampa, FL 33611

January 22nd, 2016 • Iglesia Misionera A/D
10651 Anderson Road, Tampa, FL 33625

February 19th, 2016 • St. Mark’s Catholic Church
9724 Cross Creek Blvd, Tampa, FL 33647

March 4th, 2016 • Site To Be Announced
Plant City, FL Area

April 1st, 2016 • St. Timothy’s Catholic Church
17512 Lakeshore Road, Lutz, FL 33558

May 18th, 2016 • Site To Be Announced
University Area, Tampa, FL

June 9th, 2016 • First United Methodist Church
121 North Knights Avenue, Brandon, FL 33510

July 14th, 2016 • City Life Church
8411 North Dale Mabry Highway, Tampa, FL 33614

AREAS SCREENED

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

CALL (813) 837-7723
POR CITA SOLAMENTE

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

2015-2016

PRUEBA DIAGNÓSTICA DE DESARROLLO PARA BEBÉS, NIÑOS Y PRE-ESCOLARES

IDADES: Desde el nacimiento hasta los cinco años

Las pruebas se llevarán a cabo 8:45 a.m. - 11:45 a.m.

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

28 de agosto de 2015 • South Tampa Fellowship
5101 Bayshore Blvd., Tampa, FL 33611
18 de septiembre de 2015 • Kingsway Quest Community Church
501 South Kingsway Road, Seffner, FL 33584
16 de octubre de 2015 • Van Dyke Church
17030 Lakeshore Road, Lutz, FL 33558
13 de noviembre de 2015 • St. Anne’s Catholic Church
106 11th Avenue North East, Ruskin, FL 33570
11 de diciembre de 2015 • New Beginnings Christian Church
4100 South Manhattan Avenue, Tampa, FL 33611
22 de enero de 2016 • Iglesia Misionera A/D
10651 Anderson Road, Tampa FL, 33625
19 de febrero de 2016 • St. Mark’s Catholic Church
9724 Cross Creek Blvd, Tampa, FL 33647
4 de marzo de 2016 • Site To Be Announced
Planticity, FL Area
1 de abril de 2016 • St. Timothy’s Catholic Church
17512 Lakeshore Road, Lutz, FL 33558
18 de mayo de 2016 • Site To Be Announced
Tampa, FL University Area
9 de junio de 2016 • First United Methodist Church
121 North Knights Avenue, Brandon, FL 33510
14 de julio de 2016 • City Life Church
8411 North Dale Mabry Highway, Tampa, FL 33614

LAS PRUEBAS SON EN LAS SIGUIENTES ÁREAS

VISIÓN - AUDICIÓN - LENGUAJE - COMPORTAMIENTO - DESARROLLO GENERAL

LLAME AHORA
(813) 837-7723
SECTION V – HEALTHY MEALS

The Student Nutrition Services Department (SNS) operates as a self-supporting $140 million dollar food service business. As the sixth largest feeding program in the country, more than 1,800 dedicated employees serve over 235,000 nutritious meals to students every day.

We have you covered from A to Z!

- **AMP Your Lunch/BOOST Your Breakfast Program**
  - Customers are eligible to purchase an additional entrée at a discounted price with the purchase of a school lunch or breakfast. AMP Your Lunch for an additional $1.50 or BOOST Your Breakfast for 75¢.
  - GreenHouse Salad/Sandwich Bars are excluded.

- **Courtesy Meals** – If a child forgets their lunch money, a “courtesy meal” will be provided. Students in elementary schools are allowed to charge up to five meals. Students in secondary schools are allowed to charge up to two meals. Parents will be immediately notified of the charge and are responsible for payment. Unpaid balances will remain on the child’s account and roll forward from year to year. A La Carte items are not sold to students with meal charges.

- **Free Breakfast Program For All Students** – All students are offered a nutritious breakfast free of charge.

- **Free Meal Benefits** – Lunch meals are available free of charge for those students who qualify. Parents are encouraged to submit a household meal benefit application either online at www.sdhc.k12.fl.us/sns, or via a paper application. A household application means that parents complete only one application for all children in the same home. Parents can learn about the status of their application by calling 1-866-544-5575. Parents are expected to pay for all meals until an application is processed and approved.

- **Fundraisers** – In accordance with Florida State Law, school-sponsored food fundraisers which meet the USDA nutrition standards are permitted to occur on any school day provided it is 30 minutes after the conclusion of the last meal service period.

- **Nutrition Information**
  - Visit the SNS website or NutriSlice, a free mobile app, to get nutrition facts such as calories, fat grams, and allergens for daily menu items.
  - A comprehensive nutrition communication program provides serving line signage and trays to assist customers in making choices as they choose a school meal. Signage includes nutritional facts for all menu options.


- **On-line Meal Status** – Making on-line payments is a quick and easy way to be sure a child has enough money to pay for meals. Just go to the school district website http://www.sdhc.k12.fl.us/ and select “Meal Prepay” under “Quick Links.” Click the MyPaymentsPlus link on the Student Nutrition webpage and follow the instructions for online payments. Plus, you can receive regular e-mail “reminders” when your child’s balance is low.

- **Reduced Meal Charges Eliminated** – The 40¢ meal charge for reduced price lunches, required by federal statute, has been waived by the SNS program. Children who qualify for reduced price lunches, through the meal application process, receive their lunch free of charge.

- **Special Diets/Meals** – If a child requires a diet substitute because of a medical condition, the parent is encouraged to complete a diet prescription form which can be obtained from your school’s SNS manager. A meal preference form can also be completed by the parent if other diet changes are required because of cultural or religion reasons. Both forms, available on the SNS webpage, are required each school year.

- **Stay connected to SNS**
  - Download NutriSlice, a free mobile app for viewing monthly menus, nutritional and allergen information.
  - Follow us on Facebook and Twitter @HCPSNutrition for SNS news, events, and nutrition tips.

- **Smart Snacks in School**
  - USDA’s new standards ensure that all other snack foods and beverages, which includes not only those sold in the school cafeteria, but those available for sale at any location on school property during the school day, must meet “Smart Snacks” guidelines.
  - The new rule also prohibits the sale of competitive food items sold to students during the school day that consist of ready-to-eat combinations of foods of meat and grain products (i.e. pizza) unless they are sold by the school’s food service program.
Policy for Elementary Schools:

1. Students are allowed to charge up to five meals. The student will be given the same school lunch that other children are receiving.
2. Parents of students who charge one meal will be notified by phone after their child has received the meal. The parents are encouraged to quickly pay for this meal and reminded of the policy.
3. Parents of students who charge more than four meals will receive a written letter, warning them that only one more charge is allowed. After the fifth charge, their child will receive an alternative meal.
4. Students who charge a sixth meal, and continue to charge meals, will receive an alternate meal consisting of a cheese or meat sandwich, fruit cup (canned fruit), and low-fat white milk. Students who continue to charge meals will receive the alternative meal.
5. If a pattern of charging continues, attempts will be made to discuss the issue with the parent and encourage them to complete a free and reduced meal application.
6. Any time there is an uncollected balance on a child’s meal account, the child will be prevented from purchasing A La Carte items.
7. Any unpaid balance on a child’s account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.

Policy for Secondary Schools:

1. Students are allowed to charge up to two meals. The student will be given the same school lunch as other students.
2. The student will be reminded that he/she is only allowed two consecutive charges.
3. Parents of students who charge one meal will be notified by phone after their child has received the meal. The parent will be encouraged to pay for this meal the next day and reminded of the policy.
4. Students who charge a third meal will receive an alternate meal consisting of a cheese or meat sandwich, fruit cup (canned fruit), and low-fat white milk.
5. Students may receive up to five alternative meals.
6. Students are not allowed more than five consecutive alternative meals. After that time, the students are not allowed to receive a meal.
7. If a pattern of charging continues, attempts will be made to discuss the issue with the parent and encourage the completion of a free and reduced application.
8. Any time there is an uncollected balance on a child’s meal account, the child will be prevented from purchasing A La Carte items.
9. Any unpaid balance on a student’s account will be carried over from year to year.
10. The parent is responsible for the uncollected balance.
SECTION VI – 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.

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:

Drivers Education Fee ........................................................................................................ $40.00
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 Uniform ............................................................................................. Bid Price + 10%
Media Fines ...................................................................................................................... $ .05 each, per day, per item

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 $5.00. 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.

<table>
<thead>
<tr>
<th>Annual Courses</th>
<th>Semester Courses</th>
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<tbody>
<tr>
<td>Withdrawal Date</td>
<td>Refund</td>
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<tr>
<td>During 1st Grading Period</td>
<td>3/4 of fees paid</td>
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<tr>
<td>During 2nd Grading Period</td>
<td>1/2 of fees paid</td>
</tr>
<tr>
<td>During 3rd Grading Period</td>
<td>1/4 of fees paid</td>
</tr>
<tr>
<td>During 4th Grading Period</td>
<td>No Refund</td>
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</tbody>
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MEDIA FINES (HCPS Policy 6152)
• Fines for media materials kept beyond the due date shall be exacted as follows:
  ✓ five cents per day per item;
  ✓ not to exceed cost of the book.
• The condition and copyright date of the book do not affect the cost of the book.
• The fines shall be stopped the date the student reports the book lost or stolen.
mySPOT (Student Parent Online Toolkit)

mySPOT is a hub that contains both student and parent resources. It lists current news and announcements, district resources and information specific to registered parents. Note: Resources available on mySPOT may change as more district resources become available. Please check mySPOT.sdhc.k12.fl.us often.

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 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.
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://www2.ed.gov/policy/gen/guid/fpco/hottopics/ht-10-09-02a.html

PARENT OPT-OUT FORM  
2015-2016  
For Senior High School Students Only

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 ________________
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, which is an excused absence with written parental permission;
- 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.

STUDENT 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;
- to obtain information about other programs available to them.

STUDENT PARKING - GRADES 9-12

High school campuses give students the privilege to park on campus when space is available. Students purchase a student parking decal ($5.00).

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 regulations shall be subject to the following consequences:
- First Offense – Written warning to be signed by student driver and parent
- Second Offense – Parking fine of $25.00
- Third Offense – Suspension of parking privileges on campus for the remaining of the semester and disciplinary action
- Fourth Offense – Suspension of parking privileges on campus for the entire school year and disciplinary action.

Bicycles are to be parked in the area designated for this purpose. Students must exercise extreme caution when 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. Choice Hardship assignment to a school does not guarantee a parking space.

STUDENT RECORDS (HCPS Policy 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) 20 U.S.C.S.1232g and Florida Statutes 1002.22 and 1002.221. In accordance with Section 1002.22(2), 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 including, 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 as per Florida Statute 257.36.

Parents and eligible students over the age of 18 may inspect and review that list upon oral or written request.

The General Director of Placement, Planning and Support is the custodian of student records. Records for K-12th grade are kept at the last school attended. The records for students who graduated or withdrew from high school more than one year ago are permanently maintained at the Instructional Services Center in the Student Records Department.

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 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 to 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 18, 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 18) 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 18 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 30 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 18 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.

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 to this use of directory information must notify the principal in writing no later than ten (10) days after receipt of a Student Handbook. The form for this purpose can be found on page 80 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. School records may be disclosed to child welfare agencies.

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 18 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.

Student records may be released pursuant to a court order or subpoena. In the event that student records are the subject of a court order or subpoena, notice will be provided to the parent or student over 18 years of age. Notice will not be given if the court order or subpoena is issued in a case in which the parent is a party.

STUDENT SUPPORT SERVICES

Student Support Services are for all students - those with the normal problems of growth and development and those who require specialized assistance and programs. Student Support Services staff members are concerned with developmental, preventive, and remedial services and programs. They work with instructional personnel, students, parents, and community agencies to provide experiences within the school setting that contribute to maximal development and utilization of each student’s capabilities, interest, and personal effectiveness as a member of society.

The Department of Student Support Services is composed of the following:

Psychological Services

Psychological services are available at all public school sites in the county. Psychologists provide individualized psycho-educational evaluations and behavioral assessments of referred students from schools throughout the district. Psychologists provide assistance in developing interventions to assist students in both regular and special education programs. Counseling and support activities are tailored to meet special student needs. These professionals are also available to support staff and parents through consultation activities. Many of the psychologists have advanced degrees, specialized training, and skills in pre-kindergarten evaluation, and violence characterization. Some are Board Certified (Associate) Behavioral Analysts and some have advanced clinical training. Additional services offered through the department include consultation and intervention during times of crisis.

School Social Work Services

School Social Work Services are available on an itinerant basis in all district elementary, middle, and high schools and special programs, including Head Start and School Readiness. Full-time services are available to select Title 1 schools. School Social Workers are highly trained mental health professionals. They provide leadership in areas of crisis intervention and psychosocial assessments. They provide students the opportunity to achieve to their maximum potential. They serve as liaisons between the school, family, and community agencies. School Social Workers provide outreach services to students and their families to help them become more involved with their schools and community. School Social Workers consult with educators to help students with attendance, behavior, and/or learning difficulties.
School Health Services

School Health Services are provided at all district school sites. The level of services is based on the students’ needs at the school. Assuring adherence to state mandates concerning health requirements and health screenings is a responsibility of this service area. Staff Registered Nurses (School Nurses) provide training and monitoring of health procedures needed during the school day. The school nurse is a resource to school staff for information and training regarding children with special health needs and considerations. School nurse staff provides additional training and teaching in CPR/AED’s life-threatening health conditions, and other health-related educational classes. A Medical Doctor and Advanced Registered Nurse Practitioners provide assessments and management of individual and school-wide health problems, including but not limited to communicable and infectious diseases. In addition, direct health care services, including dental are provided at selected school sites with the goal to place students in permanent medical homes.

MTSS-RtI Services

Hillsborough County Public Schools’ MTSS-RtI Department provides our schools with a framework and process to ensure students have an opportunity to receive multi-tiered instruction and interventions with fidelity within the general education environment. The district’s framework incorporates a problem-solving process for ensuring quality instruction, augmented by school-wide behavior supports delivered to ALL students. Resources and support are provided for schools to ensure interventions are matched to students’ needs in the areas of academics, behavior, and attendance. Within HCPS, MTSS-RtI provides a framework for evidence-based instructional and behavioral supports to be delivered at increasing levels of intensity in a three-tiered model. These levels are often referenced to as: Tier 1 (School-wide or universal supports for all students); Tier 2 (Supplemental interventions for some students); and Tier 3 (Intensive individualized interventions for a few students). The district’s MTSS-RtI team is available to support parents, community stakeholders, and schools while ensuring ALL students have an opportunity to be successful in school.

Crisis Intervention Team Services

The Hillsborough County Public Schools Department of Student Support Services Crisis Intervention Team (CIT) is comprised of school psychologists, school social workers, and staff nurses who are specifically trained and on-call to provide services to schools in times of extreme crisis. CIT members collaborate with school-based personnel to provide immediate and short-term intervention with the goal of minimizing the detrimental emotional impact of a crisis situation. Types of assistance include large and small group presentations, individual and group counseling, consultation, and referral to outside agencies. CIT members may work with students during the time the team is on campus without written parental consent. If a determination is made that a student would require ongoing assistance and/or agency involvement, parental contact is initiated by school-based personnel. Information to parents/guardians is available upon request. Principals may request the assistance of the CIT by contacting the Supervisor of Psychological Services.

Full Service and Parent Resource Center(S)

The mission of the Full Service and Parent Resource Centers is to serve as a support to schools and families primarily located in the east and west Tampa communities. The Sanchez Full Service Center, located at 2100 E. 26th Avenue for the East Tampa families and Just Full Service Center, located at 1315 Spruce Street for the West Tampa families. The centers coordinate the services of multiple agencies by developing partnerships to provide accessible, quality support in the area of academic and social services to families and individuals who are working toward increased self-sufficiency and family stabilization. For more information, please call (813) 272-0673 (Sanchez) or (813) 274-7982 (Just).

Notification of Public Benefits

Part B of IDEA is the Federal law that provides for assistance to States and school districts in making a free appropriate public education (FAPE), which includes special education and related services, available to students with disabilities in the least restrictive environment. If your child has been evaluated and found eligible for services under IDEA because he or she has a disability and needs special education and related services, the district must develop an Individual Educational Plan (IEP) for your child. The district must provide the special education and related services included in your child’s IEP at no charge to you or your child. IDEA funds pay a portion of your child’s special education and related services. Funds from a public benefits or insurance program (for example, Medicaid funds) also may be used by the district to help pay for special education and related services, but only if you choose to provide your consent. Your child will continue to receive services per his/her Individual Educational plan, at no charge, whether or not you give consent. Your consent can be withdrawn at any time, and your state/private benefits are not affected. If you have any questions about the information contained in this notification, please contact the Exceptional Student Education Department, at 273-7025.
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 student to make good such damage may deprive the student of further issuance of free textbooks.
• Dual Enrollment students must return textbooks and course materials (CD’s etc.) to the district’s Instructional Materials Warehouse, 5715 E. Hanna Avenue, no later than five days after the last day of class. Previous semester textbooks must be returned before the next semester orders will be processed.

VISITING OUR SCHOOLS (HCPS Policy 9150, 9160)

Visitors to any 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.

One of the mission statement tenets of Hillsborough County Public Schools is to promote a culture of safety and respect that is free from harassment, bullying and aggression, while demonstrating best practice in all areas of safety. To that end, Hillsborough County Public Schools utilizes the SafeNet System which screens any visitor to our campuses and facilities against the Florida Department of Law Enforcement (FDLE) Sexual Offender/Predator database. All persons wishing to come on to our campuses are required to be screened in SafeNet.
## IMPORTANT DISTRICT TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>School Administrative Center</td>
<td>272-4000</td>
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<tr>
<td>Adult Education Center</td>
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<td>Career and Technical Education</td>
<td>231-1860</td>
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<td>Choice Information Line</td>
<td>272-4692</td>
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<td>Communications</td>
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<tr>
<td>Community and Parent Relations</td>
<td>272-4438</td>
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<td>County Council of PTA Office</td>
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<td>Early Childhood</td>
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<td>Elementary Education</td>
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<td>Exceptional Student Education (ESE)</td>
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<td>GED Testing</td>
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<td>Guidance Services</td>
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<td>Headstart</td>
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<td>Parent/Community Involvement</td>
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<td>School Boundaries</td>
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<td>Secondary Education</td>
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<td>Security Services</td>
<td>623-3996</td>
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<td>SERVE</td>
<td>872-5254</td>
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<td>Student Planning and Placement</td>
<td>272-4667</td>
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<tr>
<td>Transportation</td>
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## CRIME STOPPERS

**1-800-873-TIPS (8477)**

WEBSITE: [WWW.CRIMESTOPPERSTB.COM](http://WWW.CRIMESTOPPERSTB.COM)

TEXT-A-TIP TEXT “CSTB PLUS YOUR TIP” TO 274637

## HELP LINE TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Abuse Hotline – Children, Disabled, or Elderly</td>
<td>1-800-962-2873/*1-800-453-5145</td>
</tr>
<tr>
<td>AIDS Hotline – (English)</td>
<td>1-800-352-2437/*1-888-503-7118</td>
</tr>
<tr>
<td>(Spanish)</td>
<td>1-800-545-7432</td>
</tr>
<tr>
<td>(Creole)</td>
<td>1-800-243-7101</td>
</tr>
<tr>
<td>Adult Emergency Services</td>
<td>272-2958</td>
</tr>
<tr>
<td>Children’s Crisis Unit at Mental Health Care</td>
<td>272-2882</td>
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<tr>
<td>Choice</td>
<td>272-4692</td>
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<tr>
<td>Crisis Center of Tampa Bay, Inc.</td>
<td><strong>964-1964</strong></td>
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<tr>
<td>Crisis Hotlines – 24 Hours</td>
<td><strong>234-1234</strong></td>
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<tr>
<td>Abuse Hotline – Children, Disabled, or Elderly</td>
<td>2-1-1</td>
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<tr>
<td>Drug Abuse Hotline</td>
<td>2-1-1</td>
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<td>Hotline of Hillsborough</td>
<td>2-1-1</td>
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<tr>
<td>Rape Hotline</td>
<td>2-1-1</td>
</tr>
<tr>
<td>Florida KidCare</td>
<td>1-888-540-5437/*1-877-316-8748</td>
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<tr>
<td>Hillsborough County Information Line</td>
<td><strong>272-5900/307-4739</strong></td>
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<tr>
<td>Kids Behavior Helpline (Children with ADD, ADHD, EH, SED) (CRISIS LINE)</td>
<td>960-1010</td>
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<tr>
<td>Life Center of Tampa (Support for grief counseling-suicide, death, or dying)</td>
<td>237-3114</td>
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<tr>
<td>Poison Information Center</td>
<td>1-800-222-1222/844-4444</td>
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<tr>
<td>Suicide Lifeline</td>
<td>1-800-273-8255</td>
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<tr>
<td>Teen Link Helpline</td>
<td>1-866-833-6546</td>
</tr>
<tr>
<td>The Spring (Domestic Violence)</td>
<td>247-7233</td>
</tr>
</tbody>
</table>

*Text Telephone (TTY) ** Voice or Text Telephone
Celebrating over 40 years of commitment to the children of Hillsborough County, SERVE is the official volunteer arm of the Hillsborough County Public Schools. A private, non-profit organization, SERVE assists schools by providing volunteers to increase student achievement and to enhance their educational experiences. SERVE’s programs include:

**Speaker’s Bureau** – Competition for a student’s attention in today’s world makes live classroom presentations an indispensable teaching tool and a complement to most curricula. The largest of its kind in Florida, SERVE’s Speaker’s Bureau taps the life and career experiences of its volunteers to provide a limitless list of topics from which teachers may choose and students may benefit. The Speaker’s Bureau provides the Great American Teach-In experience every day!

**Training and Volunteer Management Program** – SERVE’s TVM program brings volunteers to reinforce classroom lessons, build confidence and help students in need maximize their potential. SERVE’s programs provide the training necessary to ensure a rewarding experience for both volunteers and students. Special emphasis is placed on K-3rd grade reading and literacy, but all ages can benefit, and all curricula are needed. Options are available for K – adult education, and are available during school hours, in the after-school program (HOST) and at Saturday schools. A minimum commitment of one hour per week for 9 weeks is requested.

**School Based Volunteers** – SERVE supports school-based volunteer programs through referrals and training assistance. Individuals are needed in all support areas. If an organization has a desire to become involved, SERVE can help find an interested school or program. In addition, SERVE coordinates recognition events and awards at the district and state levels.

**Volunteer Screening** – Student safety is of paramount concern to SERVE and district schools. SERVE works with schools to make sure all volunteers have completed a registration form, receive appropriate screening, and begin volunteering at their selected school site. Students, parents and staff are assured that volunteers are screened and students are safe.

*A SERVE registration form must be completed at each school where a volunteer is serving.

Find out how much of a difference you can make in the life of a student. Become a partner with SERVE and the Hillsborough County Public Schools. Let students use your life experience as both a resource and a source of inspiration for their future. Call SERVE today at 872-5254 or visit the website for more information.
<table>
<thead>
<tr>
<th>Attendance Line</th>
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<tr>
<td>744-8190, Ext. 1</td>
<td>Edison</td>
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<td>673-1572, Ext. 1</td>
<td>Anderson</td>
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<td>458-9457, Ext. 1</td>
<td>Apollo Beach</td>
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<td>Bailey</td>
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<td>522-4387, Ext. 1</td>
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<td>398-9389, Ext. 1</td>
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<td>448-5608, Ext. 1</td>
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<td>753-1200, Ext. 1</td>
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<td>675-5585, Ext. 1</td>
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<td>553-5422, Ext. 1</td>
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<td>358-5356, Ext. 1</td>
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<td>Town &amp; Country</td>
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<td>Trappell</td>
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<td>Westchase</td>
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<td>Tinker</td>
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<tr>
<th>Middle Schools</th>
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<tr>
<td>Webb</td>
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<td>Williams</td>
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<td>Wilson Middle</td>
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<td>Young</td>
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<td>Bloomingdale</td>
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<td>Brandon</td>
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<td>Chamberlain</td>
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<td>Durant</td>
<td>757-9075, Ext. 500</td>
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<td>Freedom</td>
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<td>Gaither</td>
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<td>King</td>
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<td>Lennard</td>
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<td>Leto</td>
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<td>Sickles</td>
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<td>Spoto</td>
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<td>Steinbrenner</td>
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<th>Career Centers</th>
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<td>Simmons</td>
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