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

Vision
To become the nation’s leader in developing successful students

“We Deliver Excellence”
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.

---

**Hillsborough County**

**Public Schools**

Excellence in Education

901 East Kennedy Boulevard
Tampa, Florida 33602
813-272-4000

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

**Strategic Plan Summary**

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<th>Mission</th>
<th>Vision</th>
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<td>To become the nation’s leader in developing successful students.</td>
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<th>Values</th>
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<td>Equality and Opportunity</td>
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<td>Respect</td>
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<td>Effective Communication</td>
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<td>Accountability</td>
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<td>Quality Service</td>
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<th>Strategic Objectives</th>
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<td><strong>Student Achievement</strong></td>
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<td>1.1 Improve student achievement</td>
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<td>1.2 Demonstrate consistent and effective teaching methods</td>
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<td>1.3 Challenge motivate and support all students with an appropriate curriculum</td>
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<td><strong>Human Resources</strong></td>
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<td>2.1 Recruit, develop, support, reward and retain a highly effective, diverse workforce</td>
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<td><strong>Financial Management</strong></td>
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<tr>
<td>3.1 Align financial resources to support the district’s strategic goals</td>
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<td>3.2 Demonstrate best financial practices</td>
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<td><strong>Health and Safety</strong></td>
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<tr>
<td>4.1 Promote a culture of safety and respect that is free from harassment, bullying, and aggression, while demonstrating best practice in all areas of safety</td>
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<tr>
<td>4.2 Promote a culture of healthy living</td>
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| **Achievement** |
| **Respect** |
| **Effective Communication** |
| **Accountability** |
| **Quality Service** |
| **Continuous Improvement** |
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MISSION:
To provide an education that enables each student to excel as a successful and responsible citizen.

VISION:
To become the nation’s leader in developing successful students.

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

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

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

The changes will be posted on the district home page - 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

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

The contents of this handbook is current as of June 2014. 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
SECTION I - STUDENT 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;
- 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;
- follow bus, classroom, school, and all Hillsborough County Public Schools’ rules and procedures in the classroom, school, or on the bus.

GRADES

Students have the right to:

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

Students have the responsibility to:

- 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);
- refrain from cheating or plagiarizing on all tests and work assignments.

CONSULTATION

Students have the right to:

- consultations with special services personnel (Social Worker, Counselor, School Psychologist, Student Intervention Specialist) in the areas of vocational opportunities, personal and social development, and educational planning;
- be informed of all special student support services available in their school;
- be informed about the availability of community services to help them with their counseling needs.

Students have the responsibility to:

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

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.
   - authenticated birth date can be verified by one of the following:
     Certified copy of birth certificate/State of Florida Birth Registration Card;
     Baptismal certificate showing date of birth, place of baptism, accompanied by parents’ sworn affidavit;
     Insurance policy on the child in force for at least two years;
     Bible record of child’s birth accompanied by parents’ sworn affidavit;
     Passport or certificate of arrival in the United States showing age of child (view only, do not copy);
     School record at least four years prior, showing date of birth;
     Parent’s sworn affidavit accompanied by a certificate of examination from a health officer or physician verifying the child’s age (physical); and
   - immunization records showing proof of proper immunization.

4. All students must reside with at least one parent or legal guardian. Proof of guardianship is a photocopy of the court order appointing guardianship. Under extenuating circumstances, a notarized statement may be accepted if proof of residence can be validated.

5. All students must attend the school in the district where their parents/legal guardians reside or have a Homeless Affidavit, unless they have received a seat assignment to another school or program through Hillsborough Choice Options. Applications for Hillsborough Choice Options may be obtained by visiting http://choice.mvsdchc.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 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: 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: Non-magnet elementary, middle, and high schools with available space. Transportation is provided to some School Choice options.

Career and Technical Programs: 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

1. Student change-of-placement
2. Violation of level one-zero tolerance offense and/or violation of level two-major offense
3. Student conduct
4. Student tardies
5. Student pick-up
6. Attendance
7. Civility
8. Submission of fraudulent, false, or misleading information
HOMELESS STUDENT ENROLLMENT PROCEDURES:  (HCPS Policy 5111.01)

1. A homeless student (also referred to as child and youth in transition) is defined under the Federal McKinney-Vento Homeless Assistance Act as lacking a fixed, regular and adequate nighttime residence, and includes:

   a) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

   b) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

   c) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

   d) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (a) through (c).

Homeless unaccompanied youth are those students who meet the above definition of homeless and not in the physical custody of parents. 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.

1. 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.

2. All students must show immunization records which 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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<tr>
<td>Varicella - 2 doses</td>
<td>X</td>
<td>X</td>
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<td>Varicella - 1 dose</td>
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<td>DPT - 5 doses</td>
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<td>Polio - (New for KG 2012) - 3-5 doses</td>
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<td>Polio - 4 doses</td>
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<td>MMR - 2 doses</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>Hepatitis B - 3 doses</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<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.

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

4. 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

5. 1st, 2nd, 3rd, 4th, 5th and 6th Grade Students
   - 5 doses DPT (diphtheria, pertussis, tetanus)
   - 4 doses Polio vaccine
   - 2 doses MMR (measles, mumps, rubella)
   - 3 doses Hepatitis B
   - 2 doses Varicella (chicken pox) or have had the disease

6. 7th 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.
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 a 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. 4/24/2014) 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. 4/24/2014)**

Side A
**Side B**

**Student Residency Form**

*Complete Side B of this form if Parent/Guardian cannot provide Proof of Residence. If Parent/Guardian can provide Proof of Residence, complete Side A.*

This form defines 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?**

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

   - [ ] Sharing or using the housing of other persons (must also include signature of party with whom family resides)*
   - [ ] Is this on a temporary basis and due to a loss of housing/financial hardship? ☐ Yes (Homeless code B)* ☐ No
   - [ ] Living in car, park, campground, public space, abandoned building, substandard housing, or similar (Homeless code D)*
   - [ ] Living in hotels or motels on a temporary basis due to a loss of housing or financial hardship (Homeless code E)*

   *Enrollment should not be denied to families in transition/homeless identified under coded categories A, B, D or E above.

   Is this student an “Unaccompanied Homeless Youth” (student is homeless and not in the physical custody of a parent/guardian, runaway, living alone with no adult, or abandoned by parent/guardian)? ☐ Yes ☐ No (code UAC field accordingly)

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

2. **The undersigned certifies that 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.

   Print name of party with whom student resides         Signature         Date

   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 a 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

   Administrator Signature:         Date:

   **Data Processors – This form SB 60711 (Rev. 4/24/2014) must be coded into 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 Healthy Meals Application Center at (813) 840-7114.

   SB 60711 (Rev. 4/24/2014)
WITHDRAWALS AND RE-ENTRY

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.
SCHOOL SAFETY AND SECURITY

Civility

(HCPS Policy 0110, 1380, 3380, 4380)

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 trained operators. All administrators, all teachers, and all bus drivers have emergency action checklists.
It is each school’s responsibility to remain proactive by promoting a learning environment free of crime, violence, discrimination, and the effects of drugs and alcohol.

School Security Services
School Security Services provides 24-hour-a-day protection and service to the school community. Its officers are well equipped and prepared to handle school site disruptions, threats to school personnel, trespassers, property damage, theft, vandalism, and burglary.
School Security Officers also conduct random metal detection searches in our schools on a regular basis. In addition, officers provide counsel and general guidance on safety and security measures and concerns. 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
Our Transportation Department ranks 12th in the nation for fleet size and 1st in Florida for the number of students transported.

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

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

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).
ELECTRONIC DEVICES (HCPS Policy 7540.03)

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 can only be used in approved areas and students must comply with the directives of school/district staff regarding when and where electronic devices can 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:

1. **First Offense:** The device will be confiscated by the staff member, labeled, and given to the administrator. The administrator will notify the parent/guardian and will return the device to the student at the end of the day.

2. **Second Offense:** The device will be confiscated by the staff member, labeled and given to the administrator. A mandatory conference is scheduled and the electronic device is returned to the parent. This can be a phone conference since some parents cannot physically come to the school.

3. **Third Offense:** The device will be confiscated by the staff member, labeled, and given to the administrator. A mandatory conference will be held with the parent/guardian and disciplinary actions will be imposed by administration (detention, work detail, etc.).

4. Any future offenses will result in the device being confiscated and a meeting arranged with the parent/guardian to discuss further disciplinary action for willful disobedience and possible Out-of-School Suspension.

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

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 the resource sharing, 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 will offer 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 Policy 7540.03, 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 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, 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 profile
  - Students must report any suspicion of cyberbullying to a teacher or administrator.

- **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
  o Students should evaluate the quality, credibility, and validity of websites and provide proper credit and citing techniques.
• Internet Safety
  o Students should only use appropriate web sites and will notify district personnel of inappropriate websites.
• Privacy and Security
  o 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.
  o Students should not share personal passwords.
  o Students should not use the passwords of others.

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 telecommunications services, through district equipment or authorization, will be supervised. District procedures that comply with CIPA guidelines include technology protection measures that block or filter visual depictions that are obscene, include child pornography, or are harmful to minors. 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.
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:**

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

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

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

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

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

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

**Senate Bill 228 (Commonly Known as the “Baggy Pants” Bill)**

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.” The new 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 new law and consequences with students, parents and staff.

a. **For a first offense, a student shall be given a verbal warning and the Principal shall call the student’s parent or guardian.**

b. **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 Principal shall meet with the student’s parent or guardian.**

c. **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 Principal 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;
- make an application for services with the Exceptional Student Education office if they are eligible for homebound instruction.

Parents have the responsibility to:

- notify school personnel about their child’s absence from school on the day of the absence;
- notify the school of any change of address, phone numbers, and emergency contact numbers;
- make application to the Exceptional Student Education office if a student is eligible for homebound instruction;
- notify school personnel if the family is moving out of town or out of the school’s attendance boundary;
- be aware of 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 nonattendance may be required to present medical evidence.

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

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 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 the absence whenever a student’s absence has not been explained. Records of telephone calls or parent contacts shall be retained by the school for future references.

Students in attendance for any part of the school day are counted present for the day but shall be counted absent for any class missed. Students in grades 6-12 in attendance for any part of the day are counted present for the day but shall be counted absent for any class missed.

EXCUSED ABSENCES:

Examples include:

- an illness of the student or a medical or dental appointment; six (6) or more absences within a 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).

TARDINESS (HCP Policy 5200, 5230, 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 failing to make an effort to attend class shall be considered truant and subject to disciplinary action. A student’s excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.
Consequences for tardiness in a grading period include:

- first unexcused tardy within a grading period, the student is notified by the teacher;
- second unexcused tardy within a grading period, the student is issued a warning by the teacher that each additional unexcused tardy will result in a referral to the Assistant Principal, and the teacher will notify the parent or guardian;
- three or more unexcused tardies within a grading period, the student is referred to the Assistant Principal for willful disobedience; disciplinary action shall result, and the school shall notify the parent or guardian.

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

PROCEDURE FOR REPORTING TARDIES: (HCPS Policy 5230)

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

An excused sign-in includes:

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

Unexcused sign-ins include the following:

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

Excessive tardies may result in revocation of choice hardship.

SIGN-IN PROCEDURES: (HCPS Policy 5230)

Any student arriving to school after the session has begun must report to 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);
- violation of dress code (to obtain appropriate dress);
- 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.

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

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. Activities lasting no longer than two class periods may be approved. No school time may be used for field trips relating to Senior Day activities.
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. Any changes with emergency contact information must be made immediately by the parent 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’s and Family.

Only prescription medication shall be administered at school. Over-the-counter or sample medications must be accompanied by orders from a physician or licensed health care provider. Cough drops will be treated as an over-the-counter medication. Students may not carry over the counter medications at school. Possession of drugs of any kind can lead to serious disciplinary action. Only medication approved by the Food and Drug Administration will be accepted for administering at school. All medications must be brought to school by the parent or guardian. Sunscreen is permissible without a medication order.

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

1. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication. The official authorization form (SB 87034) must be returned to school within two (2) days following the initial receipt of the medication. New authorization forms are required every school year, 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 friends, and students taking medicine unsupervised.

3. Medication must be in the prescription container with the date, dosage, name of drug, and student’s and physician’s licensed health care provider names clearly marked. Medication must remain in the container in which it was originally dispensed. Most pharmacies will provide an extra empty labeled bottle for parents if requested when the prescription is filled.

4. Parents should arrange for a separate supply of medication for school. Medication will not be transported between home and school on a daily or weekly basis. Exceptions by Florida Statutes 1002.20(h)(i) are Asthma Inhalers and Epipens which require special parent forms and physician forms/doctor’s orders.

5. When any medications are added or discontinued, a new authorization form will be required.

6. When medications dosages or times are changed, both steps must be followed:
   a. A written note from the parent requesting the changes must be sent to the school and then a new signed authorization form with the correct information must be completed.
   b. A new label from the pharmacist or physician licensed health care provider 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 and that require special parent and physician licensed health care provider forms/doctor’s orders.

8. Since there are a number of students who receive medication during school hours, a school district employee designated by the Principal will administer medication.

9. Oral nonprescription (over-the-counter) or sample drugs will be dispensed only when accompanied by written orders from a physician licensed health care provider. Medication is always to remain in the container in which it was purchased. Written parental authorization is needed for all nonprescription drugs. Cough drops will be treated as an over-the-counter medication. Students may not carry over-the-counter medicines at school. Sunscreen is permissible without a medication order. Possession of drugs of any kind can lead to serious disciplinary action.

10. Substances not to be given at school are all unregulated products, such as herbs and food supplements that are being used as treatments, dietary supplements, or folk remedies.

11. No Prescription Narcotic analgesics are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics.

12. Liquid medication will be given in a calibrated measuring device. The parent should supply a calibrated measuring device.
13. Special arrangements must be made if a student is self-medicating or attending a school-sponsored field trip.
14. When medication is discontinued or 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 and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt rules for such use of epinephrine auto-injectors. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student’s use of an epinephrine auto-injector pursuant to this paragraph.

Inhaler Use
Section 1002.20 (h) Florida Statute states: asthmatic students whose parent and physician or licensed health care provider provide their approval to the Principal may carry a metered dose inhaler while in school. The Principal or designee shall be provided a copy of the parent’s and physician’s approval.

Use of Assistive Medical Equipment: Crutches, Canes, Walkers, Wheelchairs, Braces, Splints
Medical devices such as crutches, canes, walkers, wheelchairs, braces, and splints are prescribed by the medical care provider to facilitate mobility or provide support or alignment of an injured or deformed body part. Health professionals specifically fit these devices to a child, taking into consideration such parameters as height, weight, angle of alignment required, and degree of mobility assist required; and train the child/parent in their safe use and appropriate care. In order to reasonably and safely accommodate the child who has been prescribed an assistive device in the educational setting, a doctor’s order is 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 health care provider 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, cystic fibrosis and others. Guidelines for this process are based on F.S. 1002.20(3) (h)-(k). Written authorization is needed from the student’s physician certifying that the student has the life-threatening illness, and that they are capable of and have been instructed in the proper administration of the required medicine and/or procedure. Also, the parent/guardian must sign a written authorization for their permission. This authorization also includes a statement that the school district shall incur no liability as a result of any injury arising from the self-administration. The permission is effective for the school year and will be reviewed annually. Please note that permission may be revoked if there is reason to believe that the life-sustaining medication, treatment, equipment or supplies are being used inappropriately. Parent/guardian should contact the clinic at their child’s school site for appropriate paperwork.

Communicable Disease
Students with symptoms indicating the possible presence of a communicable or infectious disease shall be isolated from other students. The parent or guardian shall be contacted in order to take the student home. The student shall be readmitted with a written statement from a licensed physician or licensed health care provider, and/or when in the Principal’s or designee’s judgment, the student meets the criteria for readmission set forth in the School Health Services Manual. (F.S. 381.0056, F.S.1003.22, School Board of Hillsborough County Bylaw and Policies - Policy 8450.)
Head Lice
The School Board of Hillsborough County has a “No Nit” policy. If a child is identified as having head lice, he or she shall be excluded from school and shall not be permitted to return to school until 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 the following activities: vision screening, hearing screening, measurement of height and weight, with Body Mass Indexing calculations, scoliosis screening, and some school sites include dental screenings and screening for hypertension-high blood pressure. Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

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.

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.

We uphold the constitutional standard of separation of church and state.
INTRODUCTION AND PHILOSOPHICAL BASIS

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

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

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

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

CLASSIFICATION OF VIOLATIONS

The School Board of Hillsborough County gives principals a reasonable degree of choice in determining the level of the offense and the resulting consequences. Students who are arrested or charged for off-campus matters 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.
LEVEL ONE – ZERO TOLERANCE OFFENSES

Offenses include, but are not limited to, the following:

- arson;
- aggravated battery;
- battery on, threat or intimidation of a School Board employee, or agent;
- bomb threats or general threats to school population;
- breaking/entering of School Board property;
- false fire alarms;
- gang related activities;
- homicide;
- kidnapping;
- major disruption to a school function;
- misrepresentation of facts resulting in public slander toward School Board employee or school;
- motor vehicle theft;
- passing counterfeit money;
- possession, sale, purchase, or use of alcoholic beverages;
- possession, use, or sale of a firearm, bombs, explosives or a weapon;
- possession, use, sale, distribution, purchase, or being under the influence of a controlled substance;
- possession or purchase of over 20 grams of marijuana;
- robbery;
- sale, distribution, or purchase of any substance represented by a student as being a controlled substance;
- sexual battery (attempted or actual) or lewd and lascivious;
- threats/intimidation;
- use of a non-weapon as a weapon;
- willfully and knowingly attempting to do bodily harm to a School Board employee, agent or student;
- grand theft.

CONSEQUENCES INCLUDE:

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

Consequences of felony drug-related incidents include:

- expulsion from Hillsborough County Public Schools for one year;
- permission to attend an alternative placement if the student participates in a drug treatment program.
LEVEL TWO – OTHER MAJOR OFFENSES (SERIOUS ACTS OF MISCONDUCT)

Offenses include, but are not limited to, the following:

- battery on, threat or intimidation of a student;
- bullying;
- computer/Internet misuse;
- defiance, disrespect or profanity directed at School Board employees, agents, or students;
- falsely reporting incidents of bullying/harassment (sexual or otherwise);
- fighting;
- larceny or theft (misdemeanor/petty theft);
- property offenses against School Board employees, agents, or students that when referred to law enforcement could result in criminal charges;
- pattern of continuous disobedient/disruptive behavior;
- physical attack;
- possession or purchase of any drug paraphernalia;
- possession of less than 21 grams of marijuana;
- possession or use of tobacco or tobacco products;
- possession or use of e-cigarettes;
- sexual assault;
- sexual harassment;
- sexual offenses;
- trespassing;
- vandalism.

Consequences Include:

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

Additional consequences of first marijuana offense (less than twenty grams) and first alcohol offense include:

- ten days mandatory out-of-school suspension for marijuana and three to ten days for alcohol;
- report to law enforcement;
- 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 of placement;
- sanctions.

Consequences of fighting include:

- up to ten days suspension;
- successful completion of peer mediation, conflict resolution or anger management training;
- report to law enforcement as appropriate (see page 26 for consideration factors) resulting in possible arrest or civil citation;
- sanctions.

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

Consequences of vandalism of any School Board facility include:

- restitution;
- suspension, change of placement, and/or expulsion;
- report to the appropriate law enforcement agency, shall be subject to arrest and prosecution or civil citation.
Consequences of sexual harassment and bullying include:
  o mandatory parent conference;
  o verbal and written reprimand;
  o in-school or out-of-school suspension up to ten days;
  o change of placement and/or expulsion.

Consequences of tobacco or tobacco products include for:

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

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

LEVEL THREE – OTHER OFFENSES

Examples of Level Three Offenses:

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

Examples of possible consequences for Level Three Offenses:

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

Dress code violation consequences can be found in the Dress Code section found on page 16.
Examples of plagiarism and cheating:

- participating in using, copying, or providing another student with any test answers, answer keys or another person’s work representing it to be his or her own work (plagiarism);
- use of a cell phone during a test or quiz is considered cheating.

Consequences of plagiarism and cheating include:

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

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 receive a JAAP if he/she has no prior arrests or JAAP. The student must accept responsibility for his/her actions and agree to participate in the program. The parent or guardian must agree to allow the student to participate in the program and sign the citation. Community service hours along with Character Education classes will be assigned.

SANCTIONS

Students found to be in violation of the Zero Tolerance Offenses or Major Offenses as defined in the Code of Student Conduct may be suspended from participation in 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, with an emphasis on Common Core Standards and FCAT Skills;
- Character Education component;
- Career Exploration component;
- Primarily independent work with small-group work when necessary;
- SAT/ACT preparatory exercises available for students who have met FCAT requirements.
- Utilization of Best Practices and AVID strategies.

SEARCH AND SEIZURE (HCPS Policy 5771)

Students have the right:

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

Students have the responsibility:

- to not carry, possess or conceal any material that is prohibited by law; to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.
Guidelines
Students and visitors are subject to random metal detector searches as approved by the School Board as defined in this section.

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

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

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

Authority to Initiate a Student Search: Reasonable Suspicion
To initiate a lawful search, a public school official must have a reasonable suspicion of all of the following:

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

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

By School Administrators:
The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. 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).

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 warnings 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 voluntariness of any admission or confession of the student shall later have to be established in any criminal proceeding, 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 is involved, 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 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. 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.

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

BULLYING: (HCPS Policy 5517.01)

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

Definitions:
“Bullying” 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, photoelectronic system, or photooptical 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:

1. incitement or coercion;
2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

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

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:

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

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

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

Some examples of retaliations are:

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

Therefore, allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who 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: (HCPS Policy 5517, 5517.01, 5517.03)

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 unwelcome:

- 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 Leadership Director for your school. The phone number is available at your school;
  - Assistant Superintendent of Administration, 272-4000.

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

**Retaliation** is defined in the dictionary as meaning “to pay back (an injury) in kind.” When a person is alleged to have engaged in any harassment, the common reaction of that person is to be angry and want to pay him or her back (retaliate). Retaliation must not occur.
Some examples of retaliation are:
- 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 273-7330, 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.

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, a student intervention specialist or some other person who may be able to assist you.
- If the above conferences have not resolved your complaint, talk with a school administrator such as an Assistant Principal for Student Affairs, an Assistant Principal II, or the Principal.
- If necessary, contact the Area Leadership Director responsible for your school and request that he or she look into your complaint.
- Students should involve their parents or guardians in resolving school level grievance.
- Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel.
- If efforts to resolve your complaint on an informal level with school administrators and/or the Area Leadership Director are unsuccessful, a Level I Formal Grievance may be filed with the Principal, who will provide a written decision to accept or reject the grievant’s position, including an explanation detailing the reason(s) for his/her action. 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 Blvd., 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 15 school or work days after receipt of the grievance in which to schedule a hearing to be heard before the Superintendent or designee. The Review Board shall be composed of persons appointed by the Superintendent. The person filing the grievance may bring witnesses to the hearing.

Procedure for Parent Input
To give parents the opportunity to provide input into employee performance assessment, we encourage parent participation in Hillsborough County Public Schools. Parent Input Forms are available in each school’s main office. On completion, the employee has the right to review and rebut.
CODE OF STUDENT CONDUCT DEFINITIONS (HCPS Policy 5500)

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

BULLYING: Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation.

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.

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

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

ELECTRONIC DEVICES (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.

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

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

PARENTLINK: 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.

PROFANITY: Disrespectful language or gestures that are deemed vile, vulgar or debasing.
SKIPPING: Unexcused absence(s) from class period(s) or unexcused absence(s) for school days.

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

TARDY: Late for school or class.

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

TRUANCY: The absence of a student from school without prior knowledge or justifiable consent of the parent or legal guardian. The absence is recorded as unexcused. Habitual truancy occurs when a student has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the student’s parent or legal guardian. This student, parent, or legal guardian is then subject to compulsory school attendance requirements.

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

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, or blunt-bladed table knife.

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

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

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

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

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

Kindergarten students must be met at the 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 students residing less than two miles from school if they have a handicapping condition or if a hazardous walking condition exists.

Students have the responsibility to:

- stand off the roadway while at bus stops;
- wait for the bus driver to signal them across the roadway;
- walk 10-12 feet in front of the bus while attempting to board the bus;
- keep valuables at home, as the school district nor the bus driver can not be held responsible for personal property brought on school buses;
- keep cell phones and other electronic devices off until student has exited bus;
- follow safety procedures and wear seatbelts when available;
- ride only the designated bus, and only enter and exit the bus safely at designated stop;
- not carry onto the bus any glass items, animals, balloons, weapons, 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, destroying property, or being willfully disobedient;
- be silent at all railroad crossings and when requested by driver;
- not throw objects on the bus or out the windows;
- not eat, drink, or smoke on the bus;
- use the bus stop assigned based on the address of record.
Parents have the responsibility to:

- ensure the student is at the bus stop and ready to board the bus at least 10 minutes prior to the scheduled bus arrival time;
- wait for a bus that may be late due to traffic and other conditions;
- walk with their children to and from bus stops;
- 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 outlined beginning on page 13 of this Student 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.

1. First Offense: If the offense happens on the AM run, the bus driver will notify the site administrator upon arrival at the bus ramp and the device will be confiscated by the site administrator. The administrator will notify the parent/guardian and will return the device to the student at the end of the day. If the offense happens on the PM run, the bus driver will notify the site administrator upon arrival at the bus ramp the next morning, and the device will be confiscated by the site administrator and returned to the student at the end of the day.

2. Second Offense: If the offense happens on the AM run, the bus driver will notify the site administrator upon arrival at the bus ramp. The device will be confiscated by the site administrator and labeled. 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. If the offense happens on the PM run, the bus driver will notify the site administrator upon arrival at the bus ramp the next morning. The device will then be confiscated by the site administrator and labeled. The above conference procedures will then be followed.

3. **Third Offense:** If the offense happens on the AM run, the bus driver will notify the site administrator upon arrival at the bus ramp. The device will be confiscated by the site administrator and labeled. 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 PM run, the bus driver will notify the site administrator upon arrival at the bus ramp the next morning. The device will then be confiscated by the site administrator and labeled. The above conference procedures will then be followed.

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

**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.

<table>
<thead>
<tr>
<th>STUDENT CONSEQUENCES FOR VIOLATING MUTUAL STUDENT RESPONSIBILITIES</th>
<th>STUDENT CONSEQUENCES FOR MAJOR STUDENT DISCIPLINARY VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Actions by the Bus Driver</td>
<td>❖ Immediate action by school administrator will occur for offenses such as fighting and weapons violations</td>
</tr>
<tr>
<td>❖ One-on-one verbal warning to the student</td>
<td>❖ Up to ten days bus suspension and possible bus privileges revoked</td>
</tr>
<tr>
<td>❖ Changing assigned seat</td>
<td>❖ In extreme cases, a student may be considered for expulsion from the bus and/or school.</td>
</tr>
<tr>
<td>❖ Written warning to the student with a copy for the student/ parent and administration</td>
<td></td>
</tr>
<tr>
<td>❖ Referral to Administrator</td>
<td></td>
</tr>
</tbody>
</table>

**Administrator**

❖ contact parent
❖ conference with student
❖ disciplinary action

**First referral**

❖ work detail
❖ ISS
❖ up to three days bus suspension

**Second referral**

❖ up to five days bus suspension
❖ Principal warning letter for continuous disruptive behavior (CDB)

**Third referral**

❖ conference with Transportation Supervisor or designee, parent, administrator and student
❖ up to ten days bus suspension
❖ possible bus privileges revoked
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 inappropriate behavior on the bus. The student will need to correct the behavior listed below or a referral may be issued and given to the school for disciplinary actions that could result in suspending the student’s bus riding privileges.

Improvement is needed in the following area:

1. Students must follow safety procedures and wear seatbelts when available.
2. Students must only ride designated bus, and only enter and exit the bus safely at designated stop.
3. Students must not carry onto the bus any glass items, animals, balloons, weapons, 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 ________________________________
TRANSPORTATION SAFETY

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.

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

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

Student Behavior:

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

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

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

- A warning/referral will be submitted to document the incident.

**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 web site is located at http://www.sdhc.k12.fl.us/transportation/.

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

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

ELEMENTARY SCHOOLS GRADES K-5

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 Schools recognizes the right of parents to be informed of their children’s instructional level, academic progress, and progress toward mastery of standards. 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 Schools 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. 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 ongoing 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, 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 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.
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

- Students must earn at least two quality points per semester to pass an annual Middle School course. Students with at least two quality points will be assigned a final semester grade based on the average of two, nine-week grades. Students who do not earn the minimum quality points must recover the corresponding semester of the course.
- Students must earn a minimum of two quality points to pass a semester course.

Grading Policies 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.
- Grades are based on the following chart.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Letter Grade</th>
<th>Achievement Level</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
<td>Outstanding</td>
<td>4</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>D</td>
<td>Lowest Acceptable Progress</td>
<td>1</td>
</tr>
<tr>
<td>0% - 59%</td>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

Grading Policies 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 .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 coursework.

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

- Semester exams and/or end of course exams are mandatory for high school credit courses.
- A semester exam score below 50%, or the equivalent scaled score, will result in a failing grade for the course. However, middle school students who score below 50%, or the equivalent scaled score on the semester exam and have earned a minimum of a “C” average may re-take the semester exam.
  - Students who earn at least 50%, or the equivalent scaled score, on re-take exams will be graded as satisfactory, but will earn zero quality points for the exam. The semester average will include the two grading periods for the semester and the exam.
  - Students who score below 50%, or the equivalent scaled score, on re-take exams will be graded as unsatisfactory.
Students who are absent on an exam day (or days) due to illness may be required to present a doctor's certificate to verify the illness.

Students who refuse to take an exam or who are truant on an exam day will receive a zero with no option to take a make-up exam.

After review by the Principal, any student found guilty of cheating on an exam will receive a zero on the exam. If the student has earned five or more quality points during the two grading periods of that semester, the student will be permitted to take a make-up exam. A score below 50%, or the equivalent scaled score on the make-up exam will be graded as unsatisfactory.

Algebra and Geometry End of Course (EOC) exams are state-mandated exams for students enrolled in Algebra I, Algebra I Honors, and Geometry Honors. Students must receive a passing score to earn high school credit for the course.

**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 struggling 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 scoring below level 3 on the FCAT Reading and Math (required when transportation is provided) and students needing assistance with advanced level courses.
- ELP grade enhancement courses provide support for students who receive a failing nine-week grade for Language Arts, Math, Science, or Social Studies. Students who successfully complete the ELP grade enhancement course will earn one quality point, which is credited to the total points for the corresponding course. Students may not earn grade enhancement for high school credit courses.
- ELP course recovery courses provide an opportunity for students who failed a Language Arts, Math, Science, or Social Studies course in a previous year to make up one semester of the failed course. Students may not use ELP to earn credit recovery for high school credit courses.

**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.

**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, or fifth year seniors.

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

*See a school counselor for information on the 18 credit courses of study.

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.
- 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.

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.

Co-Enrollment

A senior who needs one credit or less to graduate may request special permission from his or her principal to meet graduation and attendance requirements through co-enrollment with a college or university. Under this category, a student shall be responsible for the payment of all fees and the purchase of all textbooks.

Extended School Year Program
There are several options available to serve students for the Extended School Year program. Students and parents should contact their school and/or school counselor in the spring for more information.

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 General Director of Secondary Education. The request must show how the preceding criteria will promote the student’s course of study. The General 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 Courses

- 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:
  - the course must have carried an honors designation in the sending school;
  - the course must carry an honors designation in the State of Florida’s course code directory or Hillsborough County’s course code directory;
  - 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.

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: online.mysdhc.org. 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 October for students wanting to enter second term. Applications are accepted based on past virtual school achievement, reading scores, grades, and other information. 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 FCAT 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 to ensure student success.

Students may use HVS course 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 (HEP) - The district welcomes home school families to take classes with HVS. HEP students are considered co-enrolled when using curriculum provided by HVS, with their primary school being their Home School. 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. HEP 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. HEP families need to complete a “Letter of Intent to Home Educate”. For more information, please contact Home Education at (813) 272-4995.

ACCEPTANCE OF WORK FROM OTHER SCHOOLS (HCPS Policy 5460.01)

- 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-1.099).

- 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.

**GED (General Education Development) Diploma**

- Any candidate for State of Florida High School (GED) 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 together as a team.
  - 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 Education Career and College Fest (HCPS Policy 2210, 2423.01)**

Annual Career and College opportunities event held in the fall.

**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 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 free waivers are available for students who qualify for free or reduced lunch. www.Collegeboard.com

ACT
The ACT is administered at local high schools and colleges. Applications 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 29, 2014</th>
<th>Tuesday, September 30, 2014</th>
<th>Wednesday, October 1, 2014</th>
<th>Thursday, October 2, 2014</th>
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<tbody>
<tr>
<td>6:00 P.M.</td>
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<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>
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</tbody>
</table>

GRADING

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.
- Students not enrolled in or who have not completed a course who take and pass a statewide standardized assessment through the Credit Acceleration Program (CAP) will earn credit.

Grade Point Average

The grade point average for Senior 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>9 Week Grades</th>
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<tbody>
<tr>
<td>Letter</td>
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<td>A</td>
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<td>D</td>
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<td>F</td>
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</table>

All final course grades earned will be placed on the student’s permanent record and appear on all official transcripts for the school.
Conferences
Parents are urged to make appointments with teachers during conference periods, if possible, or to contact teachers if an appointment cannot be scheduled.

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

Grade Enhancement (HCPS Policy 5421)
- Students can enhance a grade of a D or F in a required course by taking the same or a comparable course. The enhanced grade must be a C or higher.
- Students can enhance a grade in an elective course by taking the same or another elective course, but must earn a C or higher.
- The grade enhancement policy allows a student who earned a C average for 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, this policy does not affect the district GPA calculation, which includes all courses attempted.
- All courses attempted will appear on a student’s transcript regardless of grade enhancement.

Grade Level Placement (Number of Credits) (HCPS Policy 5410)
Students must earn 24 required credits in order to graduate. Students will be assigned to homerooms based on the following credits:

<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 years of high school</td>
<td>MUST INCLUDE 8 required credits in English, Mathematics, Science, and Social Studies</td>
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<tr>
<td>24 credits</td>
<td>MUST INCLUDE All required credits for graduation, GPA requirements, and passing all required state assessments</td>
<td></td>
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</tbody>
</table>
Grading Policies 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 both semesters as per Florida Statutes.

<table>
<thead>
<tr>
<th>Final Semester Grade Calculations with Exam Weighted 25%</th>
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<tbody>
<tr>
<td><strong>9 Week Grade Combinations</strong></td>
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F* F below 50

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<th>Final Semester Grade Calculations with Exams Weighted 30%</th>
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<td><strong>9 Week Grade Combinations</strong></td>
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Grading Policies 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>
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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.

Semester Examinations (HCPS Policy 5421)

- Semester examinations are county 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 scale 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 scale score equivalent) or higher. A student who scores below 50% (or the scale 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 scale score equivalent) or higher on the make-up exam shall be graded as F above 50%, 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 regraded exam;
  - any score below 50% (or the scale 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) due to:
  - illness may have to furnish a doctor's note to verify the illness to be eligible to take a make-up exam;
  - truancy shall receive a zero on the examination and shall not be eligible to take make-up exam, resulting in an automatic failure for the subject.

- The automatic failure provision will apply to all students who do not take or make up an exam, unless the student is eligible for an exam exemption.

- Students who are present and refuse to take the examination shall receive a zero on the exam, resulting in 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.

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

**GRADUATION**

**Early Admission to College (HCPS Policy 2271, 2370)**

- A student may, after earning 18 credits, 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 better.
  - 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 Ave., 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 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 (ACCEL - 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 as-
sessments) 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 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 assess-
ments 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 Credits in Three Years
- A student who has completed the requirements for the 18 credit graduation option (College Preparatory or Career
Preparatory) may graduate at the end of the third year of high school. Students planning to earn a Bright Futures
Scholarship must complete all Bright Futures requirements by the end of the third year of high school. See a
school counselor for information on the 18 credit courses of study.

ACCEL 18 Credit 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 assessments required
or achieve a 2.0 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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<tr>
<th>Senior Semester Grades with Exemptions</th>
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<td><strong>Two Grades Quality Points</strong></td>
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<td>* Not Eligible to exempt final exams</td>
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Graduation Requirements (HCPS Policy 2220, 5430, 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, one of the three year 18 credit options, or the ACCEL 18 credit option from those approved by the Hillsborough County School Board.

- Students earning the credit requirements for the 24 credit option 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 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 option, the 18 credit ACCEL option or one of the three year 18 credit options for a standard diploma, include the following:
  - a 2.0 state unweighted GPA;
  - score of at least 3.0 out of 6.0 on the senior high FCAT Writes! Or Hillsborough Writes!;
  - Achieve a qualifying score on all required state assessments.

- 18 credit/three-year graduation option is available for students who meet eligibility requirements. Courses of study include:
  - College Preparatory
  - Career Preparatory

See your school counselor for requirements.

- 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, may be eligible for an FCAT 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.

Honor Students (HCPS Policy 5451, 5460)

- The senior scholastic honor students to be honored at graduation will consist of the top five percent of the senior class seeking a standard diploma based on the weighted district GPA. Rank in class will be determined upon the completion of seven semesters. 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.

- The five percent 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 for honor court.

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.
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 selecting the 18 credit option must be included in the rank in class for their graduation year based on their cumulative district GPA. These students are also eligible for consideration as valedictorian, salutatorian, and for the Talented 20 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 who have selected one of the three year 18 credit options must have earned the required credits and meet all graduation requirements before the end of the school year in which graduation is anticipated.

- 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 11 public universities for public high school graduating seniors who rank in the top 20 percent 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, 5460)
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.

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:
o a cumulative weighted grade point average of 3.5 or better (no rounding);
o 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 aver-
age. 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:
o Selection of students from eligible academic candidates will be by majority vote of the faculty council. However, the
total faculty could be invited to recommend a candidate’s eligibility. The selection process will evaluate character,
leadership, and service.
o 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.
o Membership will be by invitation only.
o A candidate must be enrolled in his or her present high school for at least one semester prior to being eligible for
membership.
o 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.
o Schools may not limit membership in the National Honor Society by selecting an arbitrary number percentage.
o 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.
o 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:
o desire to pursue a career in his or her course of study;
o honesty;
o dependability;
o responsibility;
o high quality task performance and pride in work performed;
o cooperation and ability to work well with others;
o interest in learning initiative;
o leadership;
o citizenship.

- Candidates must also fulfill the following requirements:
o be a senior or second semester junior;
o have 3.0 weighted GPA;
o complete 1.5 credits in a CTE sequential program with a 3.5 GPA;
o 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, 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;
- receive recommendation recognition only 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 portfolio 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. 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.

Pre-K Exceptional Education
Special instructional services are provided for approximately 3100 children ages 3 to 5 with developmental delays or 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. To make a referral, contact Child Find at 813-837-7777.

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 and after-school and summer programs for child 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.
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!

Friday, August 29th, 2014 • South Tampa Fellowship
5101 Bayshore Blvd., Tampa, FL 33611

Friday, September 19th, 2014 • Christ Community Church
1310 John Moore Road, Brandon, FL 33511

Friday, October 17th, 2014 • Van Dyke Church
1730 Lakeshore Road, Lutz, FL 33558

Friday, November 14th, 2014 • St. Anne’s Catholic Church
106 11th Avenue North East, Ruskin, FL 33570

Friday, December 12th, 2014 • New Beginnings Christian Church
4100 S. Manhattan Avenue, Tampa, FL 33611

Friday, January 23th, 2015 • Kingsway Quest Community Church
501 South Kingsway Road, Seffner, FL 33584

Friday, February 20th, 2015 • St. Mark’s Catholic Church
9724 Cross Creek Blvd, Tampa, FL 33647

Friday, March 20th, 2015 • Evangelical Presbyterian Church
1107 Charlie Griffin Road, Plant City, FL

Friday, April 10th, 2015 • St. Timothy’s Catholic Church
17512 Lakeshore Road, Lutz, FL 33558

Friday, May 22nd, 2015 • Iglesia Misionera A/D
10651 Anderson Road, Tampa, FL 33625

Thursday, June 11th, 2015 • Lake Carroll Baptist Church
12012 N. Rome Avenue, Tampa, FL 33612

Thursday, July 9th, 2014 • Our Lady of Guadalupe
16650 US Highway 301 South, Wimauma, FL 33598

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

CALL (813) 837-7723
PRUEBA DIAGNÓSTICA DE DESARROLLO PARA BEBÉS, NIÑOS Y PRE-ESCOLARES
EDADES: 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!

Viernes, 29 de agosto de 2014 • South Tampa Fellowship
5101 Bayshore Blvd., Tampa, FL 33611
Viernes, 19 de septiembre de 2014 • Christ Community Church
1310 John Moore Road, Brandon, FL 33511
Viernes, 17 de octubre de 2014 • Van Dyke Church
1730 Lakeshore Road, Lutz, FL 33558
Viernes, 14 de noviembre de 2014 • St. Anne’s Catholic Church
106 11th Avenue North East, Ruskin, FL 33570
Viernes, 12 de diciembre de 2014 • New Beginnings Christian Church
4100 S. Manhattan Avenue, Tampa, FL 33611
Viernes, 23 de enero de 2015 • Kingsway Quest Community Church
501 South Kingsway Road, Seffner, FL 33584
Viernes, 20 de febrero de 2015 • St. Mark’s Catholic Church
9724 Cross Creek Blvd, Tampa, FL 33647
Viernes, 20 de marzo de 2015 • Evangelical Presbyterian Church
1107 Charlie Griffin Road, Plant City, FL
Viernes, 10 de abril de 2015 • St. Timothy’s Catholic Church
17512 Lakeshore Road, Lutz, FL 33558
Viernes, 22 de mayo de 2015 • Iglesia Missionera A/D
10651 Anderson Road, Tampa, FL 33625
Jueves, 11 de junio de 2015 • Lake Carroll Baptist Church
12012 N. Rome Avenue, Tampa, FL 33612
Jueves, 9 de julio de 2015 • Our Lady of Guadalupe
16650 US Highway 301 South, Wimauma, FL 33598

LAS PRUEBAS SON EN LAS SIGUIENTES ÁREAS
VISIÓN - AUDICIÓN - LENGUAJE - COMPORTAMIENTO - DESARROLLO GENERAL

LLAME AHORA
(813) 837-7723
The Student Nutrition Services Department (SNS) operates as a self-supporting business, with an approximately $125 million dollar budget. As the sixth largest feeding program in the country, more than 1,400 dedicated employees serve over 215,000 nutritious meals to students every day.

- **Allergen Information** – Visit the SNS Website to get Allergen information on our most popular breakfast and lunch entrée items.

- **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 choices 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 free and reduced meal 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 a free application is processed and approved.

- **Meal Prices** – Lunch meals will be $2.25 for elementary students and $2.75 for middle and high school students. A variety of a la carte items are available daily at different prices.

- **Nutrition Information** – Visit the SNS website to get nutrition facts such as calories and fat grams for favorite menu items, especially with regard to diabetic diets.


- **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 is waived by the SNS program. Children who qualify for reduced price lunches, through the meal application process, receive their lunch free of charge. SNS offers a fast and convenient way to complete a Free and Reduced Meal Application. Log onto the online application website http://frapp.sdhc.k12.fl.us/ and follow the instructions.

- **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 web page, are required each school year.

- **Stay connected to SNS** – Download our new mobile app, “NutriSlice” for monthly menus and nutritional information. Follow us on Facebook and Twitter @HCPSNutrition for SNS news, events, and nutrition tips.

OUR MISSION:
Together, creating an innovative, efficient, and cost effective student nutrition program that is nationally regarded as “the best”. Both school and community embrace, and actively support, the importance of student nutrition as a vital part of daily education.
STUDENT NUTRITION SERVICES COURTESY MEAL POLICY

(HCPS Policy 8500, 8531)

The following is the courtesy meal policy established in 2005 by the School Board. Every school is required to follow the appropriate policy.

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 parent would be 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 and 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 a courtesy meal consisting of a cheese 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 student’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 would 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 would be encouraged to pay for this meal the next day and reminded of the policy.
4. Students who charge a third meal will receive a courtesy meal consisting of a cheese 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 meal 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.
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 $4.00. Only when lockers are not available may a student “double” with a friend. When locks are returned, $2.00 shall be refunded. For lockers with built-in locks, there will be a charge of $2.00 with no refund. Only school locks are permitted.

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<tr>
<th>ANNUAL COURSES</th>
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<tr>
<td>Withdrawal Date</td>
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<td>During 1st Grading Period</td>
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<td>During 2nd Grading Period</td>
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<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>
</tr>
</tbody>
</table>

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.
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

---

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 ______________

---
STUDENT PARKING - GRADES 9-12

Students have the right to:

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

Students have the responsibility to:

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

Students violating any parking policy shall be subject to disciplinary action. Bicycles are to be parked in the area designated for this purpose. Students must exercise extreme caution 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. Automobiles illegally parked or without a parking decal may be towed away at the owner’s expense. Choice Hardship assignment to a school does not guarantee a parking space.

STUDENT RECORDS (HCPS Policy 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.
Parents or eligible students over the age of 18 have the right to:

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 are 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.

- **CRISIS INTERVENTION TEAM SERVICES**
  
The Hillsborough County Public Schools Department of Student Support Services Crisis Intervention Team (CIT) is composed 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, weather 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 and Early Admissions program students refer to pages 53-54 for responsibility for those textbooks.

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

School Administrative Center ..................... 272-4000  HOST Programs .............................. 744-8941 ext. 306
Adult Education Center ............................. 740-7750  Magnet Schools .............................. 272-4667
Career and Technical Education ................. 231-1860  Middle School Education .................... 272-4862
Choice Information Line ........................... 272-4692  Parent / Community Involvement .............. 272-4431
Communications ...................................... 272-4060  School Boundaries .............................. 272-4685
Community and Parent Relations ............... 272-4438  Secondary Education ............................ 272-4451
County Council of PTA Office .................... 272-4979  Security Services .............................. 623-3996
Early Childhood ..................................... 744-8941  SERVE ........................................... 872-5254
Elementary Education .............................. 272-4455  Student Planning and Placement ............. 272-4667
Exceptional Student Education (ESE) ............ 273-7025  Student Services & Federal Programs ......... 272-4879
GED Testing .......................................... 231-1650  Sub Central ........................................ 840-7182
Guidance Services ................................. 273-7330  Substitute Teacher Help Desk ............... 840-7182
Headstart ............................................. 740-7870  Transportation .................................. 982-5500
Health Services ...................................... 273-7020

CRIME STOPPERS
1-800-873-TIPS (8477)
WEB SITE: www.CRIMESTOPPERSTB.COM
Text-a-Tip: Text "CSTB plus your tip" to 274637

HELP LINE TELEPHONE NUMBERS

Abuse Hotline - (Children, Disabled, or Elderly) 1-800-962-2873 1-800-453-5145
AIDS Hotline ........................................ 1-800-352-2437 1-800-545-7432 1-888-243-7101
Adult Emergency Services .......................... 272-2958
Children’s Crisis Unit at Mental Health Care .... 272-2882
Choice .................................................. 272-4692
Crisis Center of Tampa Bay, Inc. ................. 964-1964
Crisis Hotlines - 24 Hours .......................... 234-1234
  Abuse Hotline - (Children, Disabled, or Elderly) Drug Abuse Hotline 2-1-1
  Hotline of Hillsborough ........................... Rape Hotline (Sexual Assault)
  Florida KidCare .................................... 1-888-540-5437 1-877-316-8748
  Hillsborough County Information Line ........ 272-5900 & 307-4739
  Kids Behavior Helpline (Children with ADD, ADHD, EH, SED) 960-1010
  Life Center of Tampa (Support for grief counseling-suicide, death, or dying) 237-3114
  Poison Information Center ........................ 844-4444 1-800-222-1222
  Suicide Hotline .................................... 1-800-784-2433 1-800-799-4889
  Teen Link Helpline ................................ 236-TEEN (8336)
  The Spring (Domestic Violence) .................. 247-7233

* 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>School District</th>
<th>School Name</th>
<th>Address</th>
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<tr>
<td>Hillsborough</td>
<td>Summerfield Crossings</td>
<td>3501 N 15th St</td>
<td>813-272-8932</td>
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**Notes:**
- **School Attendance Lines:**
  - **LEMON TREE:**
    - SUNSET PARK, 744-8140, Ext. 1
  - **SAVANNAH:**
    - RIVERVIEW ELEM, 872-5212, Ext. 1
  - **ALTAMonte:**
    - ROBINSON ELEM, 744-8033, Ext. 1
  - **WINTER PARK:**
    - ROBBINS ELEM, 272-3097, Ext. 1

- **Contact Information:**
  - **ALAFIA:**
    - 1-872-5368, Ext. 1
  - **FROST:**
    - 872-5385, Ext. 1
  - **BROWARD BRYANT:**
    - 872-5388, Ext. 1
  - **CHIBLES:**
    - 744-8155, Ext. 1
  - **CORK:**
    - 558-5432, Ext. 1
  - **EGYPT LAKE:**
    - 872-5225, Ext. 1
  - **DESOTO DOBY:**
    - 672-5181, Ext. 1
  - **EGYPT LAKE:**
    - 872-5225, Ext. 1
  - **ROWS:**
    - 872-5388, Ext. 1
  - **PALM RIVER:**
    - 744-8180, Ext. 1
  - **WESTCHESTER:**
    - 872-5390, Ext. 1
  - **WILLIS:**
    - 975-7363, Ext. 1
  - **WOODRIDGE:**
    - 744-8177, Ext. 1
  - **OAK PARK:**
    - 744-8066, Ext. 1
  - **WILSON:**
    - 975-7363, Ext. 1
  - **OAK PARK:**
    - 744-8177, Ext. 1
  - **WILSON:**
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<td>CAMINITI</td>
<td>975-7611</td>
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<td>BARRINGTON</td>
<td>657-7266, Ext. 1</td>
<td>CARVER</td>
<td>236-3500</td>
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<td>BARTELS</td>
<td>907-6801, Ext. 1</td>
<td>D. THOMAS</td>
<td>975-7355, Ext. 400</td>
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<td>BENITO</td>
<td>631-4694, Ext. 1</td>
<td>LAVOY</td>
<td>872-5285</td>
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<td>BUCHANAN</td>
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<td>LOPEZ</td>
<td>664-8361</td>
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<td>BURNETT</td>
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<td>MENDEZ</td>
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<td>ARMYWOOD</td>
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<td>KING</td>
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<td>McLane</td>
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