HARDEE JUNIOR HIGH

LOCKED IN, BUILT TO WIN!

WE ARE THE WILDCATS

STUDENT HANDBOOK

2026-2027

Hardee Junior High School

2405 US HIGHWAY 17 NORTH, WAUCHULA, FLORIDA 33873
TELEPHONE: (863) 773-3147; FAX: (863) 773-3167
WEBSITE: HTTP://HJH.HARDEE.K12.FL.US/ FACEBOOK: HTTPS://WWW.FACEBOOK.COM/HJHWILDCATS/

Dear Students and Parents,

At Hardee Junior High School, we are dedicated to fostering a secure, nurturing, and academically challenging atmosphere for both our students and staff. We highly value parental engagement in the educational voyage of our students, recognizing the crucial role it plays in navigating the myriad challenges and triumphs each young individual encounters. Through this student handbook, we aim to provide comprehensive guidance to students and parents, elucidating the elevated standards and collective commitment that the faculty and staff at Hardee Junior High School hold for all members of our student body.

SCHOOL ADMINISTRATION

Principal: Ms. Suzanne Stagg
Assistant Principal: Mr. Brian Kemp
Assistant Principal: Ms. Linda Calvillo

DEAN OF STUDENTS

Mrs. Sharri Knight
Mr. Ezayi Youyoute

SCHOOL COUNSELORS

Mrs. Elizabeth Jaquez
Mrs. Monica Neal

Mission Statement

Hardee Junior High will provide appropriate educational opportunities for all students, so that each may reach maximum potential; thereby, enabling them to become competitive and productive citizens in a global society.

DISTRICT ADMINISTRATION

Superintendent of Schools:..... Mrs. Sonja Bennett
Deputy Superintendent: ..... Dr. Sherri Albritton

HARDEE COUNTY SCHOOL BOARD

Mark Gilliard, Chairperson
Dr. Stacy Sharp
Mrs. Claire Cornell,
Mr. Andrew Smith,
Mrs. Marie Dasher

IMPORTANT NUMBERS

Administration Building	**(863) 773-3147**
Principal- Suzanne Stagg	Ext. 2142
Assistant Principal- Brian Kemp	Ext. 2424
Assistant Principal- Linda Calvillo	Ext. 2169
Attendance Office	Ext. 2153
Dean's Office	Ext. 2149
Dean of Students-Mrs. Sharri Knight	Ext. 2145
Dean of Students-Mr. Ezayi Youyoute	Ext. 2146
Guidance Department	Ext. 2157
Counselor (A-L)- Mrs. Monica Neal	Ext. 2155
Counselor (M-Z)- Mrs. Elizabeth Jaquez	Ext. 2156
Media Center	Ext. 2217 & 2218
Nurse's Station	Ext. 2170

Resource Officer-	Ext.
Resource Officer- Deputy Dan Arnold	Ext. 2166
School Cafeteria	Ext. 2186
We Care Hotline	**1-800-486-2358**

Hardee District upholds a non-discriminatory policy across all aspects of its educational programs, services, activities, and employment practices. We do not discriminate based on race, color, national origin, gender, age, disability, marital status, or genetic information. Furthermore, in accordance with the Boys Scout of America Equal Access Act, the district ensures equal access to its facilities for the Boy Scouts and other patriotic youth groups.

For inquiries, complaints, or requests for further information regarding discrimination or harassment, please direct correspondence to:

Kathryn Maddox: Liaison of the Federal Programs Office
Address: 230 South Florida Avenue, Wauchula, FL 33873
Phone Number: 863-767-0662 Ext: 1317
E-mail: kmaddox@hardee.k12.fl.us

Sherri Albritton: Student Academic Services
Address: 230 South Florida Avenue, Wauchula, FL 33873
Phone Number: 863-767-0662
E-mail: salbritton@hardee.k12.fl.us

OR

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

HJH Bell Schedule 2026-2027

Standard 7 Period Day Schedule (Mon, Tues, Fri)		
6th Grade	**7th Grade**	**8th Grade**
1st Bell 8:00	1st Bell 8:00	1st Bell 8:00
1st 8:30-9:18	1st 8:30-9:18	1st 8:30-9:18
2nd 9:22-10:10	2nd 9:22-10:10	2nd 9:22-10:10
3rd 10:14-11:02	3rd 10:14-11:02	3rd 10:14-11:02
Lunch 11:02-11:32	4th 11:06-11:54	4th 11:06-11:54
4th 11:36-12.24	**Lunch 11:54-12:24**	5th 11:58-12:46
5th 12:28-1:16	5th 12:28-1:16	**Lunch 12:46-1:16**
6th 1:20-2:08	6th 1:20-2:08	6th 1:20-2:08
7th 2:12-3:00	7th 2:12-3:00	7th 2:12-3:00

Traditional Block Attending 1st Period each day (Wed, Thurs)		
6th Grade	**7th Grade**	**8th Grade**
1st Bell 8:00	1st Bell 8:00	1st Bell 8:00
1st 8:30-9:20	1st 8:30-9:20	1st 8:30-9:20
2nd/3rd 9:24-11:02	2nd/3rd 9:24-11:02	2nd/3rd 9:24-11:02
Lunch 11:06-11:36	4th/5th 11:06-11:40	4th/5th 11:06-12:14
4th/5th 11:40-1:18	**Lunch 11:40-12:10**	**Lunch 12:14-12:44**
6th/7th 1:22-3:00	4th/5th 12:14-1:18	4th/5th 12:48-1:18
	6th/7th 1:22-3:00	6th/7th 1:22-3:00

ASSEMBLIES

During assemblies, a demonstration of maturity is indicated by maintaining attentiveness and exhibiting politeness. Prior to assembly days, the schedule will be communicated to all students. Upon the commencement of an assembly, the presence of a speaker on the platform warrants immediate quiet and attentive behavior from all attendees. It is expected that students enter and exit the gymnasium or auditorium in a manner that is both quiet and respectful, utilizing the designated doors. In the event that an assembly does not capture one's interest, it is essential to demonstrate respect for others by maintaining silence. All regulations regarding student conduct remain in effect during assemblies. Students who accumulate five or more In-School Suspension (ISS) days or any Out-of-School Suspension (OSS) days within a nine-week period from the date of the infraction will forfeit the privilege of attending or participating in any on-campus assemblies. This restriction extends to club memberships and attendance at after-school activities. The discretion of the principal applies to school-day functions.

ATTENDANCE

The administration, faculty, and staff of Hardee Junior High School recognize the critical importance of regular attendance for academic success. Classroom instruction delivers valuable content, and the efficacy of conveying this material through make-up work is often limited compared to active participation in the classroom setting. Our attendance policy aims to promote and incentivize consistent attendance. We are committed to fostering a culture of high attendance through collaborative efforts among school personnel, parents, and students themselves. It is our belief that with mutual cooperation, we can achieve this objective effectively. It is worth noting that Florida legislation mandates student attendance until the age of 16.

ABSENCES

An absence is anytime the student is not present in class for the minimum of one half the length of the class period. For purpose of determining attendance, a student is absent for the full day if he/she does not attend school at all or leaves school before 10:30 a.m.. From 10:30 a.m. to 12:30 a.m., the student will have missed half a day.

EXCUSED ABSENCES

A student may be legally absent from school for the following reasons, **PROVIDED THE PROPER DOCUMENTATION IS PRESENTED WITHIN FIVE (5) SCHOOL DAYS OF THE STUDENT'S RETURN:**

1. Personal illness (doctor's note required)
2. Dental appointment (doctor's note required)
3. Court appearance (bailiff's signature or other appropriate documentation)
4. School related activity (permission slip with signature of sponsor)
5. Funeral/bereavement (funeral notice, Mass card or other documentation)
6. Suspension from school (notification by dean or attendance office)
7. Pre-arranged absence (signature of administrator in charge of attendance)
8. Family emergency (proper verification)
9. Three (3) handwritten notes will be accepted each semester

Signing out early (30 minutes before the end of the day) is considered an unexcused absence unless the school is provided with a parent/guardian or physician's note. Absence policy will be enacted. HJH discourages signing out students after 2:30PM.

It is the responsibility of the student to make arrangements with teachers for "Make-up" work. Any "make-up" work not completed and returned in a timely manner will have a serious effect on the child's average for that grading period.

After a total of fifteen (15) or more absences, a letter will be sent from the school notifying the parents that a physician's note will be required in order to receive an excused absence for any further absences due to illness.

Two (2) unexcused half-days will equal one unexcused day. Each unexcused tardy will have the value of one class period. Five unexcused tardies will equal one unexcused day.

Extended absences for personal reasons require that a student make arrangements by bringing a written request from their parent or guardian to the Attendance Dean and having a Special Excuse form approved by the Principal and signed by all the student's teachers. In most cases, the principal will approve the student to "make-up" any missing work, but the absence will be unexcused unless otherwise approved by the principal or

designee. The student must make pre-arrangements for class work with each teacher at least two days prior to the expected absence. If a student will be absent for an extended period of time, the Guidance Office should be contacted, and arrangements should be made for withdrawal from school. The student will re-enroll upon their return.

Students requiring an extended absence due to medical reasons may be able to receive educational services from a medical homebound teacher if a physician requires that the student be out of school for more than three weeks due to medical reasons. A medical homebound form can be requested by visiting the Guidance Office. Pre-arranged absences must be requested at least five days in advance of the expected absence. Students are to arrange to complete all assignments and all course content missed.

SCHOOL-SPONSORED ABSENCES

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

UNEXCUSED ABSENCES

An absence for which there is no documentation or which occurs for any reason other than those mentioned above (see EXCUSED ABSENCES) will be considered an unexcused absence. **STUDENTS WILL BE ALLOWED NO MORE THAN SIX (6) UNEXCUSED ABSENCES PER CLASS PERIOD DURING THE 18 WEEK SEMESTER. A HANDWRITTEN NOTE WILL ONLY EXCUSE A STUDENT FOR 2 CONSECUTIVE MISSED DAYS. A DOCTOR'S NOTE IS REQUIRED IF THE STUDENT IS ABSENT FOR MORE THAN 3 CONSECUTIVE DAYS.**

1. A note from a parent does **NOT** excuse an absence. However, parent's notes will be kept in the student's file and will be taken into consideration by the attendance committee.

2. Signing out of school does **NOT** excuse an absence unless the reason for signing out is documented and occurs for one of the reasons listed above (see EXCUSED ABSENCES).

NON-ATTENDANCE INTERVENTION PROCEDURES

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

After five (5) unexcused absences in any thirty (30) calendar day period, or after ten (10) unexcused absences in any ninety (90) calendar day period, a verbal notice or notice sent by mail will require the parent or guardian to appear before an Attendance Child Study Team. The purpose of that meeting will be to discuss possible interventions that can be put in place to resolve the student's attendance problem. If the parent or guardian refuses to participate in the remedial strategies discussed at the Attendance Child Study Team meeting because they believe they are unnecessary or inappropriate, the parent or guardian may appeal to the School Board. A hearing officer will make a recommendation for final action to the School Board. If the Board determines the strategies are appropriate and the parent or guardian still refuses to participate or cooperate.

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

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

ATTENDANCE OFFICE

The attendance office maintains student records of attendance and issuing absentee slips. It is located in the front office room 104.

SIGNING OUT PROCEDURES

A parent or an individual listed on the student's emergency care card may sign the student out of school through the Attendance Office. The parent or individual must

present proper identification to do so; such as a driver's license or government issued identification. Students signing out early will adhere to the absence policy.

TARDINESS

If a student arrives at school or homeroom after the tardy bell has rung, he/she is tardy. **TARDY STUDENTS MUST SIGN-IN AT THE ATTENDANCE OFFICE AND RECEIVE A PASS TO CLASS AT THAT TIME.**

Habitual tardiness will be referred to the Dean's Office. Any further tardies will result in disciplinary action. Students who are tardy to class during the school day will receive consequences as established by the school discipline handbook.

*Within a semester, upon a student's third (4th) tardy to class and each tardy thereafter, a lunch detention will be assigned to the student by the classroom teacher.

PHONE CALLS

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

LOST AND FOUND

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

CAFETERIA

The food service staff strives to provide nutritious food choices which students will find appealing. Certain rules must be followed to maintain a safe and pleasant atmosphere.

- All students, including those bringing lunches from home, must report to the cafeteria.
- Walk to and from the cafeteria and maintain good behavior in line.
- Enter and leave by the doors assigned.
- All students will sit in the area assigned by the staff members on duty.
- Students assigned lunch detention must wait in designated areas.
- Soft drinks are not allowed in the cafeteria.

- No energy drinks are allowed in the cafeteria or school campus.
- Food/drink must remain in the cafeteria unless given special permission.
- Keep tables clean, observe good manners, and be courteous
- Stay in the designated area after eating.

LUNCH ACCOUNTS

Breakfast and lunch are provided free of charge to all students. A keypad system is used to access a student lunch account. The student identification number serves as the student lunch account number. Students simply enter their student identification number for their lunch/breakfast. This account remains valid throughout the school year.

Hardee Junior High School "Dress for Success" Policy for the 2026-2027 School Year

To maintain a conducive learning environment, Hardee Junior High School has established the following attire requirements for all students:

Shirt Requirements

- ****Fit and Style****: Acceptable upper body attire includes T-shirts, polo-style shirts, button-down garments, and blouses of any color (excluding white). Such apparel may be worn either tucked or untucked, provided the material is not see-through. Clothing must be within one size of the student's physical measurements; with necklines not descending more than 2 inches below the collarbone, and the hemline must extend beyond the waist.
- ****Graphics and Wording****: Garments may feature imagery or text, provided such content is not deemed indecent, suggestive, or disruptive to the educational environment. The final determination regarding the appropriateness of any graphics or wording rests with the school principal or their designee.

Pants/Shorts/Skirt Requirements

- ****Fit and Style****: Lower body attire must be fastened securely at the student's natural waistline. Excessively baggy or tight clothing, such as leggings and jeggings, is prohibited. For garments including shorts and skirts, a minimum length of 3 inches above the knee—approximately the size of a school identification card—must be maintained.

- **Condition**: Clothing must be free from rips and tears. Rips or tears backed with material will still be considered out of dress code.
- **Sweatpants/Joggers and Elastic Waistband Pants**: These must fit within one size of the student's measured size.

Additional "Dress for Success" Requirements

- **Footwear**: Shoes must be worn at all times.
- **Prohibited Items**: Clothing, jewelry, buttons, or any items with indecent, suggestive, or inappropriate language or symbols, including drug/alcohol or gang-related content. The final determination regarding the appropriateness of any item rests with the school principal or their designee.
- **Extremes in Dress**: Body piercings, excluding traditional ear piercings, are prohibited if they attract excessive focus or interfere with the learning process. The final determination concerning the suitability of such adornments are at the sole discretion of the principal or their designee.

State Statute 1006.07 (Student dress code)

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 have on an orderly learning environment. Each district school board shall adopt a dress code policy that prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

Consequences for Non-Compliance of State Statute 1006.07

For a first offense, a student shall be given a verbal warning, and the school 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 5 days, and the school 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 pursuant to s. 1003.01(13) for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school 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

Items Not Allowed at School

- Meta Glasses
- Apple Watches or Smart Watches
- Blankets
- Bandanas, shower caps, nylon caps, hair nets, and skull caps, and hair bonnets
- Hair rollers
- Chain wallets, dog/cat collars/ears, spiked wristbands, or neckbands
- Unbuckled belts, overalls, or suspenders
- Pajamas or sleepwear
- Leggings, Jeggings, spandex pants/shorts
- Excessively short or tight clothing
- Bedroom slippers or skate shoes
- Bare feet
- Gang-related items

Winter/Cold Weather Policy

- Hooded garments are allowed. **Wearing of the hood on your head is prohibited at all times.**
- Coats/jackets may have graphics; however, they may not contain graphics or language that can be interpreted as offensive or inappropriate for middle school as determined by the school principal or his/her designee.

Compliance and Enforcement

- All students are expected to comply with the "Dress for Success" attire plan from the first day of the school year. Exceptions are made only for religious reasons with a formal written request and documentation.
- Students entering later in the school year will have a one-week grace period for purchasing attire.
- Disciplinary action will be taken to encourage compliance. Positive measures will be prioritized, and parents will be contacted before any disciplinary action is initiated.

Consequences for Non-Compliance

****First Offense****: Phone call to parents and the student remains in the Alternative Classroom Environment (ACE) until compliant.
****Further Violations****: May result in lunch detention(s) and/or ACE assignment.
**The administration holds the final authority to determine when personal appearance and attire do not comply with school board standards and reserves the right to take appropriate disciplinary action.

We appreciate the cooperation of parents and students in adhering to the "Dress for Success" attire plan, which helps foster an environment that serves the best interests of all students. For any inquiries or requests for exemptions, please contact the school administration.

PROTECTION OF PUPILS' RIGHTS AMENDMENT (PPRA)

Protection of Pupils' Rights Amendment (PPRA), 20 U.S.C. 1232h, requires the Hardee County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight (8) areas ("protected information surveys")

1. Political affiliations or beliefs of the student or student's parent;
2. mental or psychological problems of the student or student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

NOTE: The Hardee County School District works in partnership with the Department of Children and Families; therefore, the Department of Children and Families has a right to speak to children without parental consent.

Human Services Resource List

CHILD/ADOLESCENT-DRUG/BEHAVIOR PROBLEMS	
AA and Alanon/Alateen Groups (Adult and Youth)	
Local	1-863-773-4766
Polk County	1-863-687-3800
Toll Free	1-888-425-2666
Nationwide	1-800-344-2666
ACTS	1-863-428-1520
Central Florida Human Service Center (Adults and Youth)	1-863-682-8111
Charter Behavior Health Systems (Adults and Youth)	1-800-CHARTER
Drug Abuse Hotline: Local area	1-863-678-0101
Nationwide	1-800-662-4357
Fairwinds Treatment Center (Eating Disorders)	1-800-226-0301
George Harris Youth Shelter	1-863-595-0220
Information/Referral Service, United Way	1-863-648-1515
Toll Free	1-800-881-8929
Inner Act Alliance	1-863-802-0777
Lakeland Regional Medical Center for Counseling	1-863-687-1222
24 Hour	1-863-687-1112
Crisis Hotline	1-800-448-4663
National Youth Crisis Hotline Toll Free	1-800-442-4673
Peace River Center (Adults and Youth) Local	1-863-773-3228
App. Center	1-863-248-3311
24 Hour Crisis	1-863-519-3744
Toll Free	1-800-627-5906
Domestic Violence	1-863-413-2700
Rape Recovery	1-863-413-2707
Tri-County Human Services Mon.-Tues.	1-863-773-2226
Wed.- Thurs.	1-863-452-0106
Youth and Family Alternatives (Truant, Run-away, or Ungovernable Behavior)	1-863-499-2430
CHILD/ADOLESCENT-ABUSE, NEGLECT, ASSAULT	

Abuse Registry Toll Free	**1-800-962-2873**
Department of Children and Families	**1-863-471-5535**
Parent Helpline Toll Free	**1-800-352-5683**
Rape Crisis Toll Free	**1-800-500-1119**

EXTRACURRICULAR ACTIVITIES

Hardee Junior High encourages participation in extracurricular activities. These activities allow students the opportunities to explore and expand their interests in various areas.

ART CLUB- The Art Club is for students interested in promoting art and participating in art-related activities. Membership is open to 6th graders, subject to sponsor approval.

ATHLETICS- Hardee Junior High offers a well-rounded program of interscholastic sports for 6th-8th grade girls and boys, including football, softball, volleyball, soccer, and basketball. In order to participate in any athletic program at HJH, a student must maintain at least a 2.0 minimum grade point average. The student must provide proof of insurance. The school does not provide insurance coverage.

BAND- Instrumental instruction is available to 6th, 7th, and 8th graders. Most musical instruments must be purchased or rented by the student. There are a limited number of musical instruments available for student use.

CHEERLEADERS- HJH Cheerleaders from 6th to 8th grade provide support and encouragement for the athletic programs. They perform at pep rallies, football, and basketball games. Selection is based upon performance, a minimum 2.5 G.P.A., and a good citizenship record and attendance at school.

FELLOWSHIP OF CHRISTIAN ATHLETES- Any student may be a member of this organization.

NATIONAL JUNIOR HONOR SOCIETY- Membership is open to 7th and 8th graders based on leadership, scholarship, loyalty, citizenship and service. To be eligible, a student must meet the following criteria: be enrolled in grade level classes; have a 3.5 grade point average for four grading periods; and maintain a 3.5 grade point average.

STUDENT COUNCIL- Representatives are elected by classmates from each grade at HJH. The Council's purpose is to promote participation in school activities by the entire student body. Students must have a t least a C average in academics and no grade lower than a B in citizenship the previous year to be eligible for election.

S.W.A.T. Students Working Together Against Tobacco-Students work to educate their peers about the dangers of tobacco and vaping.

YEARBOOK STAFF- The yearbook staff is responsible for the publication of the HJH yearbook. Staff members also take photos for the yearbook. Sponsor approval is required.

Jr. FFA- Membership is open to 6th, 7th, and 8th grade students who are taking Agriculture as an elective. Dues are required.

FIRE DRILLS

Carefully planned fire drills shall be conducted at times designated by the principal. The constant ringing of the bell will be the signal for the drill. Students must leave the building quickly and quietly, following the instructions of the classroom teachers. At a given signal, the students will return to their classrooms. Windows and doors should be closed before leaving the room, and lights should be turned off.

GRADING

GRADING SCALE The grading scale is as follows:
A – 90-100
B – 80-89
C – 70-79
D – 60-69
F – Below 60

WEEKLY ASSIGNMENTS The student handbook is designed to provide the students and parents a record of the assignments for each class throughout the week. Parents please assist your son/daughter in developing good study habits by checking on the completion of his/her homework and any other class work or projects the teachers have assigned.

PROGRESS REPORTS Progress reports will be completed and sent home for all students, at the midpoint of each nine (9) weeks. Notices may be sent more frequently when there is a drastic change in a student's grade or effort.

REPORT CARDS Report cards will be issued at the end of each nine-week period. Any student who has been enrolled in a class less than ten (10) days will not receive a grade on his/her report card for that class.

ACADEMIC ACHIEVEMENT Students who earn all A's or A's and B's will receive special recognition each nine-week grading period.

COUNSELING DEPARTMENT

Hardee County Junior High School provides an organized counseling program for all students to help in planning a productive adult life. Counselors assist students in finding workable solutions to problems. They also administer standardized tests scheduled during the year, handle the enrollment and withdrawal processes, and assign class schedules for students. Parents/Guardians are encouraged to take an active part in their child's education. Teacher conferences are an ideal way to maintain contact with your child's teachers. Parents may request a teacher conference by calling 773-3147, extension 2157. The Guidance Department is located in the Administration Building. **Guests and parents are required to sign in at the front desk and be given a visitor pass, and then they will be directed to the guidance department.**

CRITERIA FOR GRANTING A SCHEDULE CHANGE

Registration for the following school year takes place each spring. Electives will be determined by the grade level the student is entering as well as the score on the Florida Standards
Assessment test. Academic placement will be decided by previous years' Florida Standards Assessment test scores. Schedule changes may occur only if one or more of the following conditions exist:

A) The teacher/ counselor determine that the student is placed at an inappropriate level.
B) If the student has successfully completed the course during the current school year.
C) An error has occurred in scheduling.

INSURANCE

At the beginning of school, each student will receive information on insurance available for school hours or 24-hour coverage for accidents. This insurance is optional and all claims are handled directly with the company.

MEDIA CENTER

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

- Students and teachers will be provided service before school hours, during regular class periods, noon, and after school in accordance with other school policies.
- A faculty member may schedule regular classes in the Media Center. An individual student's use will be limited to those who present passes signed by faculty

members. Independent use will be encouraged during unscheduled time as long as the time is profitably used.
- Students must remain in the library until properly dismissed.
- Students must conduct themselves in a manner conducive to a good learning situation for themselves and others.
- Adequate reimbursement for lost, damaged, or abused resources must be made.
- The library will make reprints of reference material for the nominal fee of 10 cents per page.
- Students will restrict their use of the library magazines to the library.
- Students may check out one (1) book at any given time.
- Any abuse of library privileges may result in the loss of library privileges other than during class time.

GENERAL GUIDELINES FOR COMPUTER USAGE

The use of a network is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials. A student's activities while using the network in this school must be in support of education and research and consistent with the educational objectives of the Hardee District School Board. In addition, a student accessing the network from a school site is responsible for all online activities that take place while using the networked computer. When using another organization's network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network.

ACCEPTABLE USES OF THE NETWORK

- All activities which support learning and teaching in Hardee County Schools.
- Users are encouraged to develop uses which meet their individual needs and which take advantage of the networks function: electronic, conferences, bulletin boards, data bases, and access to the Internet.

EXAMPLES OF UNACCEPTABLE USES OF THE NETWORK

- Using unauthorized chat rooms;
- Using electronic mail (e-mail) for anything other than educational purposes;
- Using impolite, abusive, or objectionable language;
- Using the network in ways that violate federal, state, or local laws;
- Activities which cause congestion of the network or otherwise interfere with the work of others;
- Using the network for commercial purposes or financial gain;
- Sending or receiving copyrighted materials without permission;
- Using the network for sending or retrieving obscene materials;
- Circumventing security and/or authentication measures;

- Unauthorized access to another's resources, programs, or data;
- Vandalizing network resources, including the uploading or creation of computer viruses;
- Installation of unauthorized software on the computer networks;
- Use of network resources to commit forgery, or to create a forged instrument.
- Any other infraction deemed inappropriate by school or county personnel.

PUBLIC INFORMATION

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

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

NURSE'S OFFICE

Students needing first aid should report immediately to the Nurse's Office in the Administration building. All first aid supplies are located in this office. If a student becomes ill or is injured during the school day, he/she will report to the Nurse's Office with a pass from a classroom teacher. A parent/guardian will be called if deemed necessary. The student will wait in the Attendance Office if signing out.

All prescription and non-prescription medications, with the exception of cough lozenges and asthma inhalers, are to be kept in the Nurse's Office at all times during the school year. Before medication can be administered to a student, a form or note signed by a parent/guardian must accompany all medication. The form may be obtained from this office. All prescription medication must be in the original, labeled container or it will not be administered to the student.

Menstrual hygiene products are available in the school clinic for students free of charge, regardless of consent for school health services.

COMPREHENSIVE SCHOOL HEALTH PROGRAM

This program is a special School Health Program provided by a collaboration between the Hardee County Public Health Unit, Department of Health, and the Hardee County School District. The Hardee Junior High Nurse's Office provides the following health education programs: reproductive health awareness, alcohol and drug abuse prevention, safety, prevention of self-destructive behaviors, and personal health. Additional services include a health care plan for all students, counseling students and staff on health-related issues, routine vision and hearing

screenings, and follow-up on health referrals. Florida Law 81-18 requires that parents or guardians be informed at the beginning of each school year that children in school will receive non-invasive screenings during the year. Such screenings and examinations will be for vision, hearing, height, weight, dental, scoliosis, head lice, etc. These screenings are visual checks for any problem of health the child may have. Should any problems be found, parents/guardians will be notified at once. Invasive screenings such as immunizations, tuberculin tests, etc. will always require prior written permission from parents or guardians before they are scheduled.

PUBLIC NOTICES

PARENTS' RIGHT TO KNOW

Parents have the right to request the following information:

a. Whether the teacher has met State qualifications and licensing for the grade levels and subject areas in which the teacher provides instruction.

b. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

c. The baccalaureate degree major of the teacher and other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.

d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish more information, please contact the Principal at (863) 773-3147 to set up a time to discuss any information from the above list.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

Students, of course, have all the rights of any other citizen of the United States of America. Their rights are guaranteed in the Constitution and shall not be abridged.

Rights, however, are accompanied by very grave responsibilities based almost entirely on respect for others as well as for oneself. For example, each student has the right to pursue an education, but no student has the right to interfere with the education of his fellow students. He must respect himself enough to respect others.

We must base all our statements concerning student conduct on one major idea – RESPECT. It is the responsibility of each student to respect the rights of all those involved in the process of education. Accompanying responsibilities flow from the exercise of rights. Equal in value among these are the following:

- Respect for Oneself
- Respect for Individual Dignity
- Respect for the Property of Others

- Respect for Legally Constituted Authority
- Respect for the Rights of Others

EQUITY PLAN

NON-DISCRIMINATION The Hardee County School Board adheres to a policy of Non-discrimination in educational programs, activities, benefits, and employment practices. It strives affirmatively to provide equal opportunity for all. No person shall, on the basis of race, national origin, sex, handicap, color, religion, age, or marital status, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity, or in any employment conditions or practices of the Hardee County School Board.

SEXUAL HARASSMENT: Sexual harassment is the unwelcome conduct of a sexual nature. It may include verbal or physical sexual advances, including subtle pressure for sexual activity. Verbal or physical conduct of a sexual nature will constitute sexual harassment when the allegedly harassed individual has indicated by his or her conduct that it is unwelcome. An individual who has initially accepted such conduct by active participation must give specific notice to the alleged harasser that such conduct is not welcome for any such subsequent conduct to be deemed unwelcome.

BULLYING REPORTING PROCEDURE: Bullying or harassment of any student or employee at Hardee Junior High School will not be tolerated. Employees, students, parents, and visitors are encouraged to report suspected incidents of bullying or harassment to the administration either verbally or in writing. Anonymous reports may be called into the Dean's office.

CYBERBULLYING POLICY: The cyberbullying policy may be viewed on the Hardee Junior High website.

Parent Complaints Regarding Concerns of Student Welfare & Services

Any parent with a concern regarding the implementation of the provisions of F.S. 1001.42 (8)(c) at their child's school may file a written complaint with the school's Principal.

A. The written complaint can be provided in a format chosen by the parent.
B. The written complaint must be delivered to the Principal of their child's school via hand delivery, U.S. Mail, or e-mail.
C. Upon receipt of the written complaint, the Principal will review the concerns and communicate with those involved. The Principal, after reviewing the concerns and communicating with those involved, may meet with the parent (in-person or

electronically) to try to resolve the complaint informally. This process must be completed within seven (7) calendar days of receipt of the parent's written complaint.
D. If the parent notifies the Principal of their child's school that their written complaint remains unresolved, the Principal shall notify the Superintendent. The District must, within thirty (30) days after such notification from the parent, either resolve the complaint to the parent's satisfaction or provide a written statement of the reasons for not resolving the concern.

If a concern is not resolved by the District, a parent may seek to pursue those remedies available under F.S. 1001.42 (8)(c)7.b.(I-II).

RIGHTS TO STUDENT RECORDS MAINTAINED BY THE HARDEE COUNTY PUBLIC SCHOOLS

WHAT IS THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974?

In August of 1974, President Ford signed into law a series of legislative amendments known as the Education Amendments. Among them is an amendment, sponsored by Senator J. James Buckley, entitled Family Educational Rights and Privacy Act of 1974. This amendment grants to parents and/or students, over the age of 18 years, the right to inspect/review, to challenge, and to control the release of personally identifiable information contained in education records.

WHAT IS AN EDUCATION RECORD? WHAT TYPE OF INFORMATION IS MAINTAINED IN THE RECORD?

A permanent cumulative education record is maintained for each student from entrance into school through the twelfth grade or its equivalent. The school that initially enrolls a student is responsible for establishing the record. Each school principal has the legal responsibility for maintaining the record. Educational records are those records, documents, and other materials which contain information directly related to the student and which are maintained by an educational institution or agency. Information contained in the record is classified as follows: Category A: Permanent information of clear educational importance that is retained indefinitely. Category A information includes student's full legal name and any known changes, birthday, place of birth, race, sex, address, parent/guardian name, name, location and dates of last school attended, days present, absent, date of enrollment and withdrawal, courses taken and achievement record, graduation date and requirements.
Category B: Temporary information of clear education importance that will be periodically corrected and/or eliminated as prescribed by law. Category B information includes but is not listed to: health information, test scores, honors/activities, disciplinary

record, exceptional student record, driver education certificates and correspondences from external agencies.

WHAT ARE THE RIGHTS OF A PARENT OR ELIGIBLE STUDENT?

Parents, legal guardian(s) or eligible students, have the rights of access, challenge, and privacy with respect to their education records. Whatever rights are vested in the parent of guardian shall pass to the student whenever the student has attained 18 years of age or is attending an institution of post-secondary education. Parents shall have access to their dependent children's records regardless of age but shall not have the right to sign for release of these records. Upon request, the parent of an eligible student shall have the right to be provided with a list of all records, directly related to the student; the right to be shown any report or record on the student; the right to receive an interpretation of the record; and the right to be provided with copies of the record (not to exceed actual duplicating costs). Requests to view student records should be made directly to the school principals or his designee. The school must comply within 30 calendar days of the request. In addition to rights of access, the parent and eligible student have the right to challenge the content and request correction/deletion of records if he/she thinks they are misleading, or inaccurate. These requests should be made to the school principal and may be further appealed to the Superintendent. Parents and eligible students also have the right to waive their rights to inspect education records in part or whole. The right of waiver to access includes, but is not limited to, access to confidential letters of statements. Parents or eligible students have the right to file a complaint with the Department of Health Education and Welfare concerning an alleged failure by an educational agency to comply with The Family Educational Rights and Privacy Act.

ARE THERE ANY RECORDS THAT THE SCHOOL CAN REFUSE TO SHOW A PARENT OR ELIGIBLE STUDENT?

The right to access does not pertain to the following education records: Teacher/counselor/administrator's personal notes and records that are not accessible to any other person except a substitute; law enforcement records which are maintained solely for their purposes; personnel records; physical or psychologist records that are maintained solely in connection with treatment; and letters of recommendation/evaluation which were considered confidential and entered into the record prior to July 1, 1977.

WHO ELSE HAS THE RIGHT TO ACCESS STUDENT RECORDS?

An educational agency/institution may disclose personally identifiable information from a student's education record without the prior written consent of the parent or eligible student if the disclosure is:

- Director information, such as school events, handbills, roster, and local news media. Such information will be limited to; name, address, grade level, age, telephone number, date and place of birth, date of attendance, school sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received. Parents who object to this use of directory information must notify the school principal within 15 days of receiving notification.
- In cases of child abuse, school officials are authorized and mandated by Florida Statute to report name to Protective Services and to provide them with the necessary information to pursue such complaints.
- To school officials, including teachers, who have a legitimate educational interest as determined by school board policy.
- To officials of other schools or post-secondary institutions in which the student seeks to or has enrolled.
- To authorized representatives of the Comptroller General of the U. S., Director of the National Institute of Education, Assistant Secretary for Education, State Auditor General, and state educational authorities in order to comply with state or federal program requirements.
- In connection with a student's application for financial aid, this includes information to the Social Security Agency and welfare agencies as well as college/universities.
- Organizations conducting educational studies for the purpose of developing or validating tests, student aid, or improving instruction.
- To accrediting organizations
- In connection with health and safety emergencies.
- To legal authorities in compliance with judicial order or subpoenas, upon the condition that the school makes a reasonable attempt to notify the parent or eligible student.

Copies of education records are released only on the condition that the information will not be subsequently transferred to another party without obtaining the proper consent of the parent or eligible student.

Hardee Junior High will forward, without consent, educational records to schools and school systems in which a student seeks or intends to enroll. ***Florida Statute, Section 513, Public Law 93-380***, provides that an educational institution may, without authorization from parents, guardians, or eligible students, release "Directory Information." Directory information includes the following:

- Student's name
- Address
- Telephone listing —unless unlisted

- Date and place of birth
- Participation in recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards received
- Most recent educational institution
- Photographs in the school yearbook

PRIVACY RIGHTS OF STUDENTS AND PARENTS

Hardee County schools annually notify all parents and guardians of students enrolled that they have a right to review their child's record, challenge the content that may be incorrect or misleading, receive a copy of the record, or waive their right of access to confidential information. Written permission is required for disclosure of educational records except as provided by Federal Regulation. These rights are transferred to the student at age 18 or upon his attendance at a post-secondary school.

Students may waive their rights to inspect and review confidential letters and statements or recommendations requesting admission to any educational agency or institution, an application for employment, or the receipt of an honorary recognition. The student, regardless of age, must execute all such waivers.

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

WHERE CAN COPIES OF SCHOOL BOARD POLICY ON STUDENT RECORDS BE OBTAINED?

Parents of students or eligible students may obtain copies of the Hardee County School Board's records policy at any public-school location.

EXCEPTIONAL STUDENT EDUCATION

"The mission of exceptional student education in Florida, a committed alliance for the development of the unique gifts of each exceptional person, is to ensure the achievement of each and every individual's extraordinary purpose by expanding opportunities through collaboration of families, professionals, and communities who guarantee the highest expectations and individual success." (FLDOE.ORG)

IDENTIFICATION OF EXCEPTIONAL STUDENTS

The Hardee County School District actively seeks to locate exceptional students and is responsible for providing services to students who are eligible for the following exceptional student education (ESE) programs: Autism Spectrum Disorder (ASD), Deaf or

Hard-of-Hearing (DHH), Dual-Sensory Impairment (DSI): Deaf-Blind, Emotional/Behavioral Disability (E/BD), Gifted, Homebound or Hospitalized (HH), Intellectual Disability (IND), Language Impairment (LI), Other Health Impairment (OHI), Orthopedic Impairment (OI), Specific Learning Disability (SLD), Speech Impairment (SI), Traumatic Brain Injury (TBI), and Visual Impairment (VI): Blind and Partially Sighted. Information gathered may include the student's social, emotional, physical, psychological, academic, and communication behaviors and abilities. Information is collected through screening programs, checklists, teacher observations, standardized tests, and from such individuals as parents, teachers, psychologists, audiologists, social workers, physicians, other professional personnel, and the child. Information is used to assist in the development of appropriate educational programs for exceptional students and for reports to state and federal agencies.

Exceptional Student Education Records will be destroyed five (5) years after the student graduates (or its equivalent in time). Parents may contact the school and receive an official copy of these records prior to destruction.

Students are screened periodically for vision, hearing, speech, and academic achievement as the initial step in the process of identifying those students with suspected exceptionalities. If your child is selected for further testing, you will be notified of the content of the evaluation and the procedural safeguards available to you.

Prepared by Student Services Department in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974.

ASBESTOS HAZARD RESPONSE ACT

Visit www.hardee.k12.fl.us, for information concerning policies pertaining to the Asbestos Hazard Response Act.

TELEPHONES

In the case of an emergency, the Attendance Office can call for the student. If a student becomes ill, the Nurse's Office will call for the student.

CELLULAR PHONES AND SPEAKERS

Cell phones are allowed on campus, provided they are turned off during instructional time, are not causing a distraction or disturbance, and are stored out of sight. If a phone is confiscated, a parent/guardian listed on the emergency care card must come and show identification and sign for the phone or speaker to be released. Repeated cell phone and speaker confiscation consequences may include in-school and out-of- school suspensions. **Uploading incidents that occur at Hardee Junior High School involving students on the World Wide Web can result in suspension with a recommendation for expulsion. HJH assumes NO responsibility for lost or stolen cell phones or electronic devices.**

Section 1006.07(2)(f), Florida Statutes) . A student may possess a wireless communications device while the student is on school property or in attendance at a school function; however, elementary and middle school students may not use a wireless communications device during the school day.

TEXTBOOKS

The State of Florida furnishes textbooks for use by students attending public schools. A charge will be made for all textbooks lost or damaged during the school year.

TRANSPORTATION

Supervision of students is not provided before 7:00 a.m. or after 3:30 p.m. except for school scheduled activities.

ARRIVAL - If a student arrives on campus before 8 a.m., he/she must report to the cafeteria. All 6th, 7th and 8th graders will report to 1st period each morning when arriving on campus beyond 8 a.m., unless eating breakfast.

DEPARTURE-There are 2 bus rider/walker bells (2:59 p.m. & 3:01 p.m.) and 1 car rider bell (3:09 p.m.) All students that remain on campus beyond the last bell (3:09 p.m.) should report to a designated area, depending upon what activity they are remaining on school campus to attend.

BUS TRANSPORTATION- All students living within the District, or who are assigned to a school in accordance with F.S. 230.23 and who live two (2) or more miles from their assigned school are eligible for transportation to and from school. ***All students must have their student IDs when entering or exiting the bus.** Curb-to-curb student pick-up and drop-offs will only be made for the following categories of students: wheelchair bound students, medically fragile students, teenage parents with their children when necessary for medical reasons, deaf or blind students, and others if designated in the Individual Education Plan (IEP). Parent/guardian requests for students to ride a bus other than the one serving their residence will be honored under the following conditions: the request is on a permanent, everyday basis; requests will be honored on a space available basis and permissions may be revoked at a later date; and requests for this alternate school transportation must be submitted to the principal or his/her designee for approval.

BUS MISCONDUCT- Riding the bus is a privilege. Misbehavior by a student on a bus or at a bus stop can result in loss of that privilege. Offenses committed by a student will be punished in the same manner as if the offense had been committed at the student's

assigned school. ***See the School Board of Hardee County Code of Student Conduct and the Driver Empowerment Plan for specific consequences.***

NON-BUS TRANSPORTED STUDENTS- Bike riders are not to ride bikes on campus. They should secure their bikes on the west side of the parent pick-up area. Skateboards, skates, and scooters are not to be ridden on campus. If a student rides one to school, it must be stored during the day. No junior high student is allowed to drive a vehicle to school. Automotive vehicles transporting students are to stop only in designated areas. Avoid extended stops to maintain traffic flow.

STUDENT SAFETY TO AND FROM SCHOOL

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

PARENT DRIVERS -PLEASE FOLLOW THESE SAFETY TIPS:

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

RIDERS IN CARS, SUVS, AND TRUCKS

Drivers and passengers in cars, SUVs, and trucks must always use appropriate safety restraints. Anyone transporting children needs a child safety seat, booster seat, or safety belt, depending on the children's sizes and ages.
Preschool-age children should always be restrained properly in a secured child safety restraint system, such as a rear-facing infant seat, rear-facing convertible seat, forward-facing convertible seat, or forward-facing-only seat appropriate to their age and weight range.

All children who have outgrown child safety seats should be properly restrained in booster seats until they are at least 8 years old, unless they are at least 4' 9" tall.
The backseat is the safest place in a crash. Children age 12 and under should ride properly restrained in the back. Infants riding in rear-facing seats must NEVER be placed in front of an airbag.

SCHOOL BUS RIDERS

School officials, bus operators, parents, and students themselves are all responsible for ensuring that school bus riders follow these safety tips:

AT THE BUS STOP:

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

DURING LOADING AND UNLOADING

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

DURING THE BUS RIDE:

- Always follow the driver's directions.
- Never distract the driver from driving unless there is immediate danger to you or others.
- Remain seated and keep the aisles clear.
- Eating, drinking, and chewing gum are prohibited.
- Never bring unsafe or unauthorized items into the bus.
- Always wear your seat belt when one is available.
- Always keep your arms, legs, and head inside the bus.
- Always show respect for your fellow students.
- Keep conversation at a reasonable level and remain quiet at railroad crossings. The Student Code of Conduct applies on the bus as well as in the classroom.

PROTECTING CHILDREN FROM SEXUAL OFFENDERS AND PREDATORS

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

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

VISITORS

Student visitors are not allowed during the school day except with the permission of an administrator. For safety reasons, all persons coming to the campus must sign in at the front desk and produce a driver's license or government issued ID, which will be screened through our Raptor Security Screening Processing System.

TOBACCO FREE POLICY

CHAPTER 2 – GENERAL ADMINISTRATION RULE 2.55 COMPREHENSIVE TOBACCO-FREE POLICY

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

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

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

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

D. Off-campus, school-sponsored event means any event sponsored by the school or school district that is not on school property, including, but not limited to, sporting events, day camps, field trips, seminars, dances or theatrical productions. Policy Statement: **No student, employee, volunteer, contractor, or school visitor is permitted to use tobacco products of any kind or e-cigarettes.**

A. In any building, facility, or vehicle that is owned, leased, or rented by the school district. B. On any district-owned, leased, rented, or chartered grounds and property Chapter 2 – General Administration including all schools, district offices, athletic fields, practice fields, playgrounds, parking lots, administrative offices, maintenance or transportation areas. C. At any off-campus, school-sponsored event. Notification of Policy and Implementation: Appropriate signage will be posted in a manner and location on and

surrounding all school district property that adequately notify employees, students, parents, visitors, and the public of this policy. Communication via announcements, memos, presentations, meetings and letters will also be utilized. Tobacco Promotion and Sponsorship Prohibited: Tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events. Educational and Cessation Program: The school district will consult with Student Services, the Hardee County Health Department, the American Lung Association, and other appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment, and to provide students and employees with information and access to support systems, tobacco use cessation programs, and services to encourage them to abstain from the use of tobacco products. Responsibility of School Administrators: A. Communicate this policy verbally to students, employees, family members, volunteers, and visitors at school events through signage and school handbooks. B. Treat violators who are students or employees with disciplinary actions consistent with school district policies. C. Ensure that family members, volunteers, or visitors who violate the policy discontinue using the tobacco product or e-cigarette or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property. D. The expectation of this prohibition will be enforced in contracts with outside groups who utilize school buildings and other facilities. Disciplinary Actions for Student or Employee Violators A. Students: Consequences for students engaging in the prohibited behavior will be provided in accordance with the school's Code of Student Conduct. B. Employees: Consequences for employees who violate the tobacco use policy will be in accordance with the school district's Standards of Conduct. Chapter 2 – General Administration Effective Date of Policy: This policy shall take effect in full on January 1, 2014 Policy Evaluation: This policy shall be assessed by the school district annually to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly. General Statutory Authority: 1001.42, 1001.43, F.S. Specific Statutory Authority: 1001.51, 1001.42, 1001.43, F.S. History: 01/09/14

Note: The entire Comprehensive Tobacco Free policy (rule 2.55) may be viewed on the Hardee County School Board web-site.

DRUG-FREE SCHOOL INFORMATION

The unlawful use and possession of illegal drugs and alcohol is wrong and harmful to both students and staff. Drugs and alcohol can cause a person to make poor decisions that can cause harm to him or others. A person who uses drugs and /or alcohol may have a

criminal record due to stealing to support his habit or because he has been charged with illegal use of possession. Drugs and alcohol harm the user and all those around the user. The Drug-Free School and Community Act requires Hardee County Schools to prevent students and staff from possessing, making, using, giving away, or selling illegal drugs or alcohol. Hardee County Schools do not permit the use or possession of any alcohol or illegal drugs at school or school events. Students or staff found to possess, distribute, or use drugs or alcohol at school or school events may result in discipline described in the Student Code of Conduct and the Faculty Handbook.

Help and referral services for students and staff are available. The guidance counselors or the peer facilitator is able to assist parents and staff in making referrals for evaluation, treatment, and counseling.

SEARCH AND SEIZURE

Lockers are the property of the School Board of Hardee County and are subject to search or inspection at any time by school personnel (Florida Statute 1006.09). The school personnel may also remove any of the contents which may be stolen, unauthorized, or illegal.

The search of a student's person or property shall be based on a reasonable suspicion that the student has in their possession any item of an illicit or illegal nature, stolen property, or other such contraband that he/she is forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. **Building administrators shall have the authority to examine, or cause to be examined, a student's person or property.** In addition, school buses and personal vehicles are also subject to search at the discretion of the building administrator.

Use of metal detectors to minimize the risk of weapons on our campus is determined to be a desirable technique for campus security. No student or teacher should be subject to the dangers inherent in firearms or other weapons carried into our campus by any other person.

Handheld metal detectors may be used at random without cause at times to be determined by the campus principal. The selection of students to be subjected to the detection process as part of a random sweep shall be determined totally by chance and that no bias as to gender, religion, or race shall be entered into the selection.

In the event that the detector indicates that dense metal is present on or about the student's person, the employee shall request the student to indicate what metal is causing the alert. The student will remove the item for inspection. If the student then clears the inspection process without setting off the alarm, then the inspection shall be terminated.

If, however, the item cannot be safely removed, the offending metal or, having been ordered to do so, fails, then the continuation of the alarm from the detector shall constitute full probable cause to conduct a pat-down search or "frisk" the student sufficiently to locate a weapon if one is present.

DISCIPLINE PHILOSOPHY

Florida Statute 230.23(6)(D) requires each school district to distribute to students, parents, guardians, teachers, and other school personnel a code of student conduct developed cooperatively by students, parents and teachers. The District Code of Student Conduct is based on School Board rules that will be enforced fairly throughout the District.
This Code is in force not only on school grounds and on school buses during regular school hours, but also at other times and places (field trips, athletic functions, and other school-sponsored events) where school authorities have jurisdiction over students.
It is the policy of the School Board of Hardee County not to discriminate against employees or students by either deliberate or inadvertent bias based on race, color, sex, age, national origin, handicap, marital status, or religion. It is further recognized that a passive policy of nondiscrimination will not of itself result in providing opportunities to those individuals who might otherwise be adversely affected. It is for this reason that the School Board commits itself to a program of affirmative action designed not to discriminate against anyone.
It is the intent of this Code to be a strict disciplinary guide with its "minimum consequences" listed. **The principal may assign consequences over the "minimum".**

NOTICE

TO: All Parents
FROM: The Hardee County School Board and Superintendent Sonja Bennett

An orderly, disciplined environment is fundamental to education. We expect our staff to teach respect for authority and for others. We hope you will reinforce this lesson. Pupils shall, during the time they are being transported to or from school at public expense, attending school, engaged in a school-sponsored activity, and on the school premises, be under the control and direction of the principal or designee and under the immediate control and direction of the teacher or other member of the staff, bus driver, or volunteer (hereafter referred to as school personnel) to whom such responsibility may be assigned by the principal.
You and your child are expected to understand the rules and he/she needs to know the consequences of breaking rules. The consequences of misbehavior are designed to discourage unacceptable behavior and therefore protect students.

Please read this Code carefully and also be aware and familiar with the rules developed by your child's teacher(s) and the individual school.

We intend to contact you if there are serious or repeated violations of the rules. To help us reach you during the day or evening, please have accurate and current telephone numbers on file at your child's school.

Thank you for helping us provide a safer and more orderly school setting where your child can achieve the success he or she deserves.

FOREWORD

Across the nation and the state, a rash of serious incidents, accidents, and injuries has awakened educators, parents, and law enforcement officials to the need for more emphasis on maintaining order in the schools. The basis of the Code of Student Conduct is the concept of **RESPECT –** respect for others, for property, for authority, and for self. Each **STUDENT** is responsible for his or her own behavior and for knowing the rules of his or her own school; **TEACHERS** are expected to handle minor misconduct, thus avoiding referral to the principal; and **PARENTS** are involved as quickly and fully as possible. The violations listed in this book are considered serious and will be enforced by school administrators and the Board as consistently as possible.

Unacceptable behaviors are defined uniformly, **but the punishment varies depending on the degree of misconduct, the age and record of the student, and the judgment of the principal.**

STUDENTS' ROLE

STUDENTS HAVE THE RIGHT TO:

- Be informed of all school rules and the consequences of breaking those rules.
- Be shown personal respect by all other students and school personnel.
- Make appropriate use of school facilities, properties, and materials.
- Attend school and benefit from quality educational opportunities.
- Have access to an appropriate education, including instruction and use of materials and tests at a level which allows an opportunity for success.
- Hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression.
- Know in advance how grades in a class will be determined.
- Enjoy a reasonable degree of personal privacy.
- Participate in extracurricular activities and clubs if they qualify academically and/or meet eligibility requirements. Students may not be excluded on the basis of sex (except as allowed under Title IX), color, race, ethnic origin, religion, or handicap.
- In Accordance with F.S. 1003.44, as of July 1, 2016, a student is not required to stand or recite the Pledge of Allegiance"
- Choose whether or not to participate in patriotic or religious activities.

- Receive personal, academic, and vocational counseling.
- Receive due process in all disciplinary actions, including an appeal procedure.
- Dress comfortably in a way appropriate to a school setting.
- Assemble peacefully on school grounds.
- Participate in school government based on a democratic process.
- Remain in the school program if married, if a parent, or if pregnant.
- Have access to records and/or transcripts as provided by statute.
- Use a language other than English if the student is of different national origin, minority, or limited English proficient without fear of disciplinary action.

STUDENTS HAVE THE RESPONSIBILITY TO:

- Observe all school rules or suffer the consequences of unacceptable behavior. Students will be familiar with the District Code of Student Conduct and the school Student Handbook.
- Show respect to all other students and school personnel.
- Respect and protect school facilities, properties, and materials.
- Attend school and all classes on a regular basis.
- Participate in educational opportunities, completing classroom assignments and homework to the best of their abilities.
- Consider and respect the divergent points of view of others. Be sure that personal expressions (speech, written, or symbolic) do not infringe on the rights of others.
- Understand the teachers' grading systems, monitoring their own progress in each class.
- Keep their persons and property free of dangerous or illegal objects, materials, and substances.
- Abide by the rules of extracurricular activities — display school spirit and good sportsmanship.
- Respect the rights of others to participate in patriotic or religious activities.
- Seek personal, academic, and vocational counseling.
- Cooperate with school personnel in cases involving disciplinary actions, following prescribed steps for an appeal and accepting final decisions.
- Dress in a way not offensive to others.
- Assemble so as not to disrupt the educational process.
- Take an active interest in student government.
- Seek medical advice when a health condition affects school attendance.
- Provide the school with all information relevant to making educational decisions.

PARENTS' ROLE

The home and the school need to cooperate and work together to help each child achieve his or her highest potential in life. One of the school's primary responsibilities is to

provide a quality education in a safe environment for all students. Some of the parents' responsibilities include the following:

- Understand and support this Code of Student Conduct. Discuss it with your child and **advise the principal annually in writing if you object to the use of paddling (corporal punishment).**
- Teach your child self-respect, respect for the law, respect for the authority in the school, and respect for the rights and property of others by being a responsible role model.
- Show a positive attitude toward the school and toward your child's learning progress.
- Make certain your child attends school all day, every day, unless the child is ill.
- Know your child's school, its staff, and its curriculum.
- Work closely with school personnel to solve any disciplinary or academic problems.
- Teach your child to dress properly and neatly, and to be clean and well groomed.
- Make sure the school has your correct home and work telephone numbers, the home address, and an emergency contact person.
- Supervise small children attending extracurricular school activities, especially athletic events. Although the school will provide law enforcement, crowd control, and proper supervision, the care of children attending an event is the responsibility of the parent.

CLASSROOM TEACHER'S ROLE

The teacher will inform every student of the classroom discipline plan to be used in that teacher's room. That plan will be compatible with the school plan and this District Code of Student Conduct. The classroom plan will include a series of steps with punishment increasing if the problem persists. The teacher will provide instruction in proper conduct, explaining the punishments for misconduct. This instruction will stress RESPECT.

STEP 1: When a student fails to follow the rules, the teacher will proceed through the steps listed in the Positive Behavior Support Plan.
STEP 2: If the misconduct is repeated, the teacher will attempt to contact the parent and record the result.
STEP 3: The teacher will refer the student's case to a guidance counselor, a school nurse, or other appropriate personnel to seek positive intervention.
STEP 4: If the classroom problem persists or the misconduct has become a major disruption, the teacher will complete the upper section of the Hardee County District Schools Student Discipline Referral Form and refer the student to an administrator who will determine the punishment and advise the teacher of the action taken. Parents will be contacted and notified of student misconduct.

PRINCIPAL'S ROLE

The administrators at each school will, with the assistance of faculty and staff, develop an approved School Discipline Plan based on this Code, the age of the student body, and the school's philosophy. Emphasis will be placed on teaching respect.

Principals have statutory powers that permit their determining disciplinary action appropriate to student misconduct. (See F.S. 231.23 and 232.26) Principals must protect the student's rights of due process and appeal.

Principals will make a **reasonable** attempt to contact students' parents or guardians to involve them in the investigation of cases that may lead to a recommendation of expulsion for their child. The principal or the principal's designee shall make a good faith effort to immediately inform a student's parent or guardian by telephone of a student's suspension and the reasons for the suspension. Each suspension and the reasons for the suspension shall be reported in writing by mail, or hand-delivered, within 24 hours to the student's parents or guardian. Each suspension and the reasons for the suspension shall also be reported in writing within 24 hours to the Superintendent. Principals will make a reasonable effort to contact the parent or guardian of a student who may be placed in personal or legal jeopardy due to interrogation by a police officer.

This does not include questions concerning any other matter pertaining to school or a school-related activity or event. Principals must release a student to law enforcement officers when a warrant is presented for the student's arrest. In this case, the principal should make a reasonable attempt to contact the parent or guardian.

It is understood that disciplinary decisions are based on the judgment of the individual administrator according to the details of each specific case. This Code defines minimum punishments to be assigned for certain serious violations of the rules, **but the principal or his designee determines the punishment. The principal or his designee may assign more than the minimums indicated in this Code.** The student's record may be considered. Punishments will be increasingly severe if rules are broken repeatedly or habitually. Repeated disruptive behavior may constitute "defiance of authority."

The principal is required to report certain infractions to law enforcement authorities and may press charges with the State's Attorney if the violation warrants such action.

GUIDELINES FOR CORPORAL PUNISHMENT

In accordance with recent state legislation, corporal punishment remains an option in this Code.

Paddling shall be administered posteriorly. This punishment will be administered in accordance with Florida Statute 232.27. A school administrator or designee who is not emotionally involved in the incident for which the student is being punished shall administer such punishment. The punishment shall be administered in the presence of another Board employee.

If parents or guardians **do not** approve of their child receiving corporal punishment, this fact must be put in writing and given to the principal annually.

GUIDELINES FOR SUSPENSION

In accordance with recent state legislation, corporal punishment remains an option in this Code.

The principal, or his designee, may suspend a student for up to ten (10) school days provided that each suspension and the reasons for it are reported within 24 hours by telephone and in writing, or delivered personally or by mail to the parents, guardians, and Superintendent. **The length and conditions of the suspension may vary depending on the seriousness of the misconduct and the student's record.** No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.

Students in grades 6-12 who are placed on out-of-school suspension will be allowed to make up missed work after returning from the suspension. He/she will be given only 70% of the grade they earn on the make-up work. **While suspended, a student may not participate in or attend any school-sponsored activity.**

Schools may develop systems of in-school suspension. In-school suspension will be assigned by the principal or his designee and will consist of supervised isolation. Students will be allowed to complete work through assignments provided by the student's teacher(s). **Students assigned to in-school suspension may not participate in or attend any school-sponsored activity the day or days they are assigned to in-school suspension.**

EXCLUSION

Any student who is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, as outlined in Florida Statute 232.26(2), may have suspension proceedings initiated against him. Such suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in a daytime alternative education program or an evening alternative program where appropriate. If the student is not subsequently adjudicated delinquent or found guilty, the suspension shall be terminated immediately.

GUIDELINES FOR PILOT PROGRAMS/ALTERNATIVE SCHOOLS

The School Board has established Pioneer Career Academy as an alternative school. Secondary students may be referred by an individual school or placed at PCA by the School Board.

GUIDELINES FOR EXPULSION

Florida Statutes and School Board Policy define expulsion as the removal of the right and obligation of a student to attend school for a period of time not to exceed the remainder

of that term or school year and one additional year of attendance [Florida Statute 228.041(26) and School Board Policy 5.34]. Students may not be readmitted through other state agencies.

Expulsion or dismissal procedures are as follows. A written statement of charges shall be delivered personally or by certified mail to the parent(s) with five (5) business days. Notification shall be complete at the time of personal service or at the time of mailing if certified mail is utilized. **It shall be the absolute responsibility of the parent to accept delivery of certified mail.**

An expulsion hearing with the School Board, or its appointed hearing officer, will be scheduled at the earliest possible date, and parents will be notified as to the place and time of the hearing. The student and school officials shall present evidence and call witnesses to clarify the facts.

The student may also use the services of legal counsel at no expense to the School Board. The School Board will review the findings and will then adopt an order. The order will be delivered in writing to the parent or guardian. **The student's identity will remain confidential within the provisions of statute unless the student's parent or guardian requests a public hearing.**

Expulsion hearings are conducted under Section 120.57, Florida Statutes. Except for good cause, factual matters alleged in the recommendation for expulsion but not denied in the request for hearing shall be presumed admitted. Failure to raise a particular defense in writing will be considered a waiver of such defense. The Model Rules of Procedure, Florida Administrative Code, Chapter 288-5, shall govern such proceedings.

All parties shall have an opportunity to present evidence and argument on all issues, to conduct cross-examination, to submit rebuttal evidence, and to be represented by an attorney.

The School Board shall accurately and completely preserve all testimony in the proceeding by tape recorder. On the request of any party, the School Board shall make a full or partial transcriptavailable at actual cost. If either party desires a court reporter, he shall make arrangements for such court reporter and bear the expense. The School Board will provide interpreter services if such need arises.

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

As per Florida Statute 232.26(2), any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893 shall be entitled to a waiver of the discipline or expulsion:

(a) If he divulges information leading to the arrest and conviction of the person who supplied such controlled substance to him/her or if he voluntarily discloses his unlawful possession of such controlled substance prior to his arrest.

(b) If he commits himself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.
Any recommendation for the expulsion of a handicapped student shall be made in accordance with the rules promulgated by the State Board of Education.

GUIDELINES FOR DISCIPLINE OF DISABLED STUDENTS

All handicapped students are expected to abide by the rules outlined in this Code. As part of the screening, identification, and placement of exceptional students in special programs (SLD, TMH, EMH, EH, PH, Speech/Hearing, Vision, SED), parents will be fully informed of discipline policies and procedures. The principal in consultation will determine the consequences of a violation of the Code of Student Conduct by an ESE student with appropriate staff members and in consideration of the disability or special conditions that apply in the specific case.
When ESE students are functioning in the regular school program, they will behave according to standards expected of all students unless their misconduct is clearly the result of the identified disability. Each case will be fully reviewed by staff, parents, and administrators.
The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.
You have the right to:

- Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her condition.
- Have the school District advised you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free, appropriate public education.
- Have your child receive services and be educated in facilities that are comparable to those provided to non-disabled students.
- Have evaluation, educational, and placement decisions made based on a variety of information sources, and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
- Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the District, at no greater cost to you than would be incurred if the student were placed in a program operated by the District).
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the District.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
- Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or

placement. (You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to the Superintendent.)
- File a local grievance.

Prior to taking such action against any student, SBER Emergency Rule 6A ER94-3(3), FAC, requires the school board to "ensure that appropriate due process procedures are followed." If a student committing one of the offenses is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in Rule 6A-6.0331, FAC. This provision shall not be construed to remove a school board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.
If you have questions regarding the District's compliance, contact the Director of ESE/Student Services at the School Board's District Office.

CODE OF STUDENT CONDUCT

This list of infractions and possible consequences is not to be viewed as a threat to those students who are good citizens. On the contrary, this list is given to everyone as information, stating alternatives available to those concerned with the smooth operation of Hardee County's schools. This section is offered to students and parents in the belief that full knowledge of school rules and regulations helps avoid accidental violations and promotes good school citizenship. These rules and regulations apply to all school activities and school properties. If the situation arises that the punishment does not adequately address the offense, the principal or his designee may choose to adjust the severity of the punishment. Authority of the Principal and Superintendent is defined in the following Florida State Statutes: 1006.08, 1006.09, and 230.35.
Authority of teachers and school staff is defined in the following Statute: 232.27.

As specified in SBER Emergency Rule 6AER94-3(2), FAC, "Each school district shall review its Code of Student Conduct and amend the Code, if necessary, to ensure that students found to have committed the following offenses on school property, school-sponsored transportation, or during a school-sponsored activity shall receive the most severe consequences provided by school board policy:

1. homicide (murder, manslaughter);
2. sexual battery;
3. armed robbery;
4. aggravated battery;
5. battery or aggravated battery on a teacher or other school personnel;
6. kidnapping or abduction;
7. arson;
8. possession, use, or sale of any firearm;
9. possession, use, or sale of any explosive device

School boards may assign more severe consequences than normally authorized for violations of the Code of Student Conduct [Rule 6AER94-3(5), FAC], “when the offender appears motivated by hostility toward the victim’s real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, natural origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.” The school principal is responsible for monitoring the administration of student discipline to ensure that discipline is administered equitable without regard to “real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.” He or she is required to review school discipline data with the school advisory council on at least an annual basis in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.

HJH 2026–2027 Student Discipline Code of Conduct

Positive Behavior Support (PBS) or Response to Intervention (RTI) for Behavior

PBS aims to build a school environment in which positive behavior is smarter than problem behavior. Through the emphasis and use of preventative teaching and reinforcement strategies, PBS aims to achieve meaningful behavior and lifestyle change. Through analysis of discipline data, PBS will continuously evolve to meet the changing needs of the student population.

Hardee Junior High School student goals are to exercise excellent behavior, to cultivate a safe environment and to maximize the benefit of all educational opportunities.

Hardee Junior High School's **four** established expectations are:

Come to class on time

Learn to be responsible

Always be respectful

Work for success

Reinforcement strategies will provide rewards at different intervals for appropriate displays of behavior expectations in various locations on the school campus.
Parental and community support and involvement are keys to the success of PBS at our school.

The staff's goal is to meet the needs of the students through consistent classroom management techniques.

HJH PBS Behavior Definitions:

Teacher Managed Behaviors

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

Copying/Cheating – Making untrue statements; Participates in using, copying, or providing another student with any test answers or answer keys or representing another person's work to be their own

- **1st Offense**- Classroom Intervention (Ex. 0 on assignment and parent contact)
- **2nd Offense**- Classroom Intervention

- **3rd Offense**- Office Referral

Property Misuse – Low intensity misuse of property, such as writing on desks, breaking pencils, tearing papers off wall, unintentional tearing of book, or writing on school property that cannot be removed easily
- **1st Offense**- Classroom Intervention
- **2nd Offense**- Office Referral (and each offense thereafter)

Tardy – Not in room at conclusion of tardy bell (Tardy totals reset after the 1st semester)
- **1st Offense**- Documented Warning by Teacher
- **2nd Offense**- Documented Warning by Teacher
- **3rd Offense**- Documented Warning by Teacher
- **4th offense**- Office Referral (and each offense thereafter until the end of the semester)

***Lunch Detention will be assigned by the Dean**

Technology Violation (MINOR) - Being off task during class time by visiting unapproved and not assigned websites.
- **1st Offense**- Classroom Intervention
- **2nd Offense**- Office Referral (and each offense after)

Throwing Objects – Inappropriate launching of object(s) regardless of size or weight.
- **1st Offense**- Classroom Intervention
- **2nd Offense**- Office Referral (and each offense thereafter)

Office Managed Behaviors

Problem behavior which violates expectations and rules that is serious enough to warrant an office discipline referral on the first offense.

Bullying/Harassment – Repeated use of offensive or inflammatory words, symbols, gestures, or physical conduct to belittle, demean, disparage, mock, ridicule, threaten, intimidate, or extort another person
- **1st Offense**- Up to 3 days OSS
- **2nd Offense**- Up to 5 days OSS
- **3rd Offense**- Up to 10 days OSS and Recommendation for Expulsion

Bus Misconduct – Repeated behaviors that violate bus rules, endanger the safety of oneself or others, or would otherwise be cause for an office referral in accordance with expectations at the level of Office Managed Behavior or Crisis Managed Behavior.

MINOR- Includes bus misconduct that is a violation of bus safety rules including, but not limited to, walking while bus is in motion; putting hands, head and arms out of the window; excessive noise; and failure to obey driver.

- **1st offense**- Warning and/or Seating Assignment
- **2nd Offense**- Up to 3 Days BUS Suspension
- **3rd Offense**- Up to 5 Days BUS Suspension
- **4th Offense**- Bus Privileges revoked

MAJOR- includes more serious misbehaviors such as fighting, creating a dangerous situation, misuse of safety device, disrespect, obscene language, threats, etc. These infractions may result in discipline consequences listed in the student handbook and may include the consequences for bus misconduct listed in MINOR offense, a temporary revocation of student's bus privileges, or other actions applicable as per Florida Statue 1006.10 (7).

Defiance of Authority (ZDA) (Insubordination) – Refusing/unwilling to obey directions given by an authority.

- **1st Offense**- Up to 3 Days ACE
- **2nd Offense**- Up to 5 Days in ACE
- **3rd Offense**- Up to 5 days OSS

Disobedience - Failure to respond to adult request and/or follow directions given by adult.

- **1st Offense**- 1 day of ACE
- **2nd Offense**- Up to 3 Days of ACE
- **3rd Offense**- Up to 3 Days OSS

Disrespect to Staff –Disrespectful language or action, talking back, and/or socially rude interactions.

- **1st Offense**- Up to 3 Days ACE
- **2nd Offense**- Up to 5 Days ACE
- **3rd Offense**- Up to 5 Days OSS

Disruptive Behavior – Behavior causing an interruption in a class or activity; includes un-sustained loud talk, yelling or screaming, noise with materials, and/or out of seat behavior.

- **1st Offense**- Up to 2 Days ACE
- **2nd Offense**- Up to 3 Days ACE
- **3rd Offense**- Up to 3 Days OSS

Dress Code Violation – Student's dress violates dress code plan.

- **1st Offense**- Documented Warning with correction or Rest of Day in ACE
- **2nd Offense**- Correction and 2 Lunch Detentions or Rest of Day in ACE
- **3rd Offense**- Up to 1 Day ACE
- **4th Offense**- Up to 3 Days ACE

Failure to Report to Office – Student fails to report to the office after being called for or sent by staff member (See Defiance of Authority)

F**ailure to Serve Consequences –** Student fails to serve consequences of prior misbehavior could result in further discipline action.

Forgery/Theft (MINOR) – Minor incidents of forgery/theft, such as taking small classroom supplies or attempting to forge signature on classroom documents.

- **1st Offense**- Up to 1 Day ACE
- **2nd Offense**- Up to 2 Days ACE
- **3rd Offense**- Up to 5 Days ACE or OSS

Gang Activity – Any use of gestures, symbols, dress, speech, or other outward expression of gang affiliation or affinity accompanying no threat or coordinated activity

- **1st Offense**- Up to 3 Days in ACE
- **2nd Offense**- Up to 3 Days OSS
- **3rd Offense**- Up to 5 Days OSS

Disorderly Conduct- Causing a significant disruption to the peace and order of the school or a school related activity. This may occur within a classroom, at any school function, or off school board property (Ex. social media outlets, cell phones, etc…). Disorderly conduct may include, but is not limited to, the following types of behavior: behaviors that pose a significant threat to the safety and welfare of others, behaviors that interfere with the educational process or school related function/activity, or behaviors that a school administrator determines significantly disrupt the function of employees, students, or others involved in the educational process.

- **1st Offense**- Up to 3 Days OSS
- **2nd Offense**-Up to 5 Days OSS
- **3rd Offense**- Up to 10 Days OSS with Possible Recommendation for Expulsion

Lying– Making untrue statements with the intent to deceive, cause harm, embarrassment, or to intimidate.

- **1st Offense**- Up to 1 Day ACE
- **2nd Offense**- Up to 3 Days ACE

- **3rd Offense**- Up to 5 Days ACE

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

- **1st Offense**- Up to 2 day ACE
- **2nd Offense**- Up to 3 days ACE
- **3rd Offense**- Up to 5 Days ACE or OSS

Minor Confrontation- Verbal or physical actions where no physical injuries occur, including verbal confrontations and tussles.

- **1st Offense**- Up to 3 Days ACE
- **2nd Offense**- Up to 3 Days OSS
- **3rd Offense**- Up to 5 Days OSS

Out of Area – Student is not in assigned area before 1st Bell, after Dismissal Wave(s), during lunch, or other nonacademic time (During academic time, see Skipping Class)

- **1st Offense**- Up to 1 Day ACE
- **2nd Offense**- Up to 2 Days ACE
- **3rd Offense**- Up to 3 Days ACE

Profanity/Inappropriate Language (MINOR) – Un-sustained verbal or written messages that include swearing, name-calling, racially inappropriate language or use of words in an inappropriate way.

- **1st Offense**- Up to 1 Day ACE
- **2nd Offense**- Up to 3 Days ACE
- **3rd Offense**- Up to 5 Days ACE or OSS

Profanity/Inappropriate Language (MAJOR) – Verbal/non-verbal messages that are directed at another person and include intentional profane, racially inappropriate, or vulgar conversations.

- **1st Offense**- Up to 3 Days ACE
- **2nd Offense**- Up to 5 Days ACE
- **3rd Offense**- Up to 5 Days OSS

Property Abuse – Causing irreparable damage to school or personal property, damage or replacement costs in approximate range of $10-$100, restitution may be required in addition to school punishment.

- **1st Offense**- Up to 3 Days ACE
- **2nd Offense**- Up to 3 Days OSS
- **3rd Offense**- Up to 5 Days OSS

Public Display of Affection – Behaviors or interactions that overtly express affection, mostly through physical contact inappropriate to an academic environment.

- **1st Offense**- Up to 1 Day ACE
- **2nd Offense**- Up to 3 Days ACE
- **3rd Offense**- Up to 5 Days ACE

Sexual Misconduct – Mutual/unwanted verbal or physical acts/behavior with sexual connotations. Behavior verbal, written, depicted or physical which causes discomfort or humiliation or unreasonably interferes with the individual's school performance or participation, includes but is not limited to shanking, pantsing, wedgies, pornography, sexting, etc.

- **1st Offense**- Up to 3 Days ACE or OSS
- **2nd Offense**- Up to 5 Days OSS
- **3rd Offense**- Up to 10 Days OSS with recommendation for expulsion

Skipping Class – Student stays out of class three or more minutes, out of class without permission, does not go to class, stays in another area without current period teacher's permission, or leaves class without permission.

- **1st Offense**- Up to 1 Day ACE
- **2nd Offense**- Up to 3 Days ACE
- **3rd Offense**- Up to 5 Days ACE or OSS

Sleeping During Instructional Time – Students are expected to remain awake, attentive, and engaged during class. A student who falls asleep during class and does not respond appropriately to teacher redirection will be subject to the following interventions:

- 1st Offense: Parent/guardian contact by the teacher.
- 2nd Offense: Referral to the school counselor for assessment and intervention.

Technology Violation – Student engages in inappropriate use of cell phone, music/video players, cameras, gaming systems, and or school or personal computer.
MINOR- Being off task during class time by visiting unapproved and not assigned websites

- **1st Offense**- Classroom Intervention (Teacher Managed Behavior)
- **2nd Offense**- Up to 1 Days ACE
- **3rd Offense**- Up to 3 Days ACE

MAJOR- Visiting inappropriate and vulgar websites, being in possession/sharing of indecent and obscene materials, etc…

- **1st Offense-** Up to 3 Days ACE and possible confiscation of school device
- **2nd Offense**- Up to 5 Days OSS and confiscation of school device

- **3rd Offense**- 10 Days OSS with Recommendation for Expulsion

Tobacco or other smoking products – Possession, use, distribution or sale of tobacco products, or any type of e-cigarette (includes vape pens and Juuls) or product, used therein which is not considered illegal on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Any type of e-cigarette or product used within which is not considered illegal.

- **1st Offense**- 5 Days OSS
- **2nd Offense**- 10 Days OSS and placed on a Behavior Contract
- **3rd Offense**- 10 Days OSS with possible Recommendation for Expulsion

Unauthorized Objects – Non-school objects, or school objects used in a non-academic manner includes but is not limited to water, glitter, lighters, sprays, particulates, devices that cause distractions, disruptions, or otherwise inhibit learning.

- **1st Offense**- Up to 1 Day ACE
- **2nd Offense**- Up to 2 Days ACE
- **3rd Offense**- Up to 3 Days ACE

State Defined Incidents

Problem behavior which demands immediate and most likely intense administrative response.

Arson– To damage or cause to be damaged, by fire, smoke, or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents

- **1st Offense**- 10 Days OSS with Recommendation for Expulsion

Battery2– Actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, biting, scratching, etc.)

- **1st Offense**- 10 Days OSS and placed on a Behavior Contract
- **2nd Offense**- 10 Days OSS with Recommendation for Expulsion

Bomb Threat – Reports a bomb or explosive at any school building on school property or a school sponsored activity where no bomb exists.

- **1st Offense**- 10 Days OSS with Recommendation for Expulsion

Dangerous Objects- Mace, pepper spray, cigarette lighters, razor blades, and other objects used in a threating or intimidating way, or used to cause a disruption as determined by the Principal or his/her designee.

- **1st Offense**- Up to 5 Days ACE
- **2nd Offense**- Up to 5 Days OSS

- **3rd Offense**- Up to 10 Days OSS with Recommendation for Expulsion

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

- **1st Offense**- Up to 5 Days OSS
- **2nd Offense**- 10 Days OSS with possible referral to law enforcement and Recommendation for Expulsion

Drugs– The use, cultivation, manufacture, distribution, sale, purchase or possession of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic or controlled substance; this ban includes prescription and nonprescription drugs as well as non-drug items being used to alter one's state as a drug might.

- **1st Offense**- 10 Days OSS with Recommendation for Expulsion

False Alarm/Information – Activates a fire alarm system in any school building or on school property or reports a fire where no fire exists; knowingly and intentionally reports or gives false or misleading information, either oral or written, which may injure another person or disrupt the orderly process of the school day; this includes activation of safety equipment in nonemergency situation.

- **1st Offense**- 10 Days OSS with referral to Law Enforcement
- **2nd Offense**- 10 Days OSS with Recommendation for Expulsion and Referral to Law Enforcement

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

- **Parent Conference and Possible OSS until Court of Jurisdiction determines guilt or innocence or dismissal of charge. (If adjudicated of the felony, the Student will be recommended to the Superintendent for Expulsion). F.S. 1001.5**

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

- **1st Offense**- Up to 5 Days OSS/ACE with Parent Conference
- **2nd Offense**- Up to 10 Days OSS and placed on Behavior Contract

- **3rd Offense**- Up to 10 Days OSS with Recommendation for Expulsion

**Instigator may receive harsher punishment if determination can be made

Gang Activity – Any use of gestures, symbols, dress, speech, or other outward expression of gang affiliation or affinity in any way.

- **1st Offense**- Up to 3 Days OSS
- **2nd Offense**- Up to 5 Days OSS
- **3rd Offense**- Up to 10 Days OSS with possible Recommendation for Expulsion

Guns/Weapons – Possession of any instrument or object (real or look alike) that can inflict serious harm or another person that can place a person in reasonable fear or apprehension of serious harm, including ammunition.

- **1st Offense**- 10 Days OSS with Recommendation for Expulsion

Inciting a Fight/Videoing a Fight – Intentionally threatens, by word or act, to cause bodily harm to another person and has the apparent ability to carry out such threat1; or actions which encourage any student(s) to engage in violent or abusive behavior, including but not limited to videoing a fight/confrontation, cheering on, posting fight/confrontation to social media, or relaying inflammatory messages be they fact or fiction.

- **1st Offense**- Up to 3 Days OSS or ACE pending investigation
- **2nd Offense**- Up to 5 Days OSS and placed on Behavior Contract
- **3rd Offense**- Up to 10 Days OSS with possible Recommendation for Expulsion

Indecent exposure or conduct – Exposes or exhibits his or her private body parts; makes unwanted or otherwise inappropriate contact with private body parts. This includes via any technological device and/or social media outlets.

- **1st Offense**- 10 Days OSS with Recommendation for Expulsion

Failing to Report to Campus/Leaving Campus – Student fails to report to school when directed to or expected to by adult; student leaves school site without proper permission.

- **1st Offense**- Up to 3 Days ACE
- **2nd Offense**- Up to 5 Days ACE or OSS
- **3rd Offense**- Up to 10 Days OSS with possible Recommendation for Expulsion

Possession of Bomb and Explosive Devices – In possession of a bomb, explosive device or substance or materials intended for use in a bomb or explosive device or substance while at school or a school sponsored activity, or on School Board property including a school bus.

- **1st Offense**- 10 Days OSS with Recommendation for Expulsion

Profanity to School Staff– Profane, racially inappropriate or vulgar conversations or comments directed at school district employees or volunteers on or off school property.

- **1st Offense**- 5 Days OSS
- **2nd Offense**- 10 Days OSS with possible Recommendation for Expulsion

Sexual Harassment – Unwanted and repeated verbal or physical behavior with sexual connotations that causes discomfort or humiliation or unreasonably interferes with the individual's school performance or participation

- **1st Offense**- 5 Days OSS
- **2nd Offense**- 10 Days OSS with possible Recommendation for Expulsion

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

- **1st Offense**- 10 Days OSS with Possible Recommendation for Expulsion

Theft/Forgery (MAJOR) – In possession of, having passed on, or being otherwise responsible for or participating in the removal of someone else's property, the value of which is approximate to State Statute definition of a felony, or the offense is deemed to be blatant or flamboyant; has signed another person's name.

- **1st Offense**- 3 Days OSS
- **2nd Offense**- 5 Days OSS and placed on a Behavior Contract
- **3rd Offense**- 10 Days OSS with possible Recommendation for Expulsion

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

- **1st Offense**- Up to 10 days OSS and placed on a Behavior Contract
- **2nd Offense**- 10 Days OSS with Possible recommendation for Expulsion

Trespassing- To enter or remain on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator, or designee of the facility, campus, or function.

- **1st Offense**- Up to 10 Days OSS and possible referral to Law Enforcement

Use/Possession of Alcohol (ALC) – Possession, sale, purchase or use of alcoholic beverages or beverages believed to be alcoholic.

- **1st Offense**- 10 Days OSS with Recommendation for Expulsion

Use/Possession of Combustibles – In possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, or other accelerants)

- **1st Offense**- 10 Days OSS with Recommendation for Expulsion

Vandalism – Intentional destruction, damage, decoration, or defacement of school or private property without consent of the owner or person having custody or control of it

- **1st Offense**- Up to 5 Days OSS
- **2nd Offense**- Up to 10 Days OSS with Recommendation for Expulsion

Verbal Assault to an Employee- Seriously threaten to inflict injury and having the ability to do so. No physical contact is necessary.

- **1st Offense**- 10 Days OSS and placed on a Behavior Contract
- **2nd Offense**- 10 Days OSS with Recommendation for Expulsion

Videoing Teacher/Staff – student captures video or still images of teacher or staff member with or without consent; consequences vary based on reasonable determination of intent and substance of images

- **1st Offense**- 5 Days OSS or ACE and placed on a Behavior Contract
- **2nd Offense**- 10 Days OSS with possible Recommendation for Expulsion

Other Major Incidents Not Defined- Any major incident resulting in a disciplinary action not classified previously, including but not limited to bribery, fraud, embezzlement, forgery, gambling, extortion/blackmail, stolen property, or driving under the influence.

GLOSSARY

Detention: A period of time outside the regular instructional program in which a student is required to do homework under the supervision of a staff member.

Exclusion: Disciplinary action whereby a student who is charged with a felony is separated from the regular student body for the balance of the current semester or current school year. An excluded student may be permitted to take exams and receive credit for courses taken that current semester of that current year.

Expulsion: Removal from school by School Board action for a period of six (6) months to two (2) years.

Alternate Classroom Environment (ACE): ACE is Hardee Junior High School's in-school suspension program. The student does not have a choice in OSS or ACE. If assigned ACE, the student must serve their ACE assignment. If dismissed from ACE, upon returning to school, uncompleted ACE time will have to be served.

Out-of-School Suspension: Students receiving OSS will not be allowed on school properties or to attend any school district activities during suspension time. Any violation will result in additional OSS.

The principal or principal's designee may extend a suspension in reasonably close proximity to a holiday or event if the school's safety and or the orderly function of the school might be enhanced. 2 Suspension may be extended if not immediately invoked.