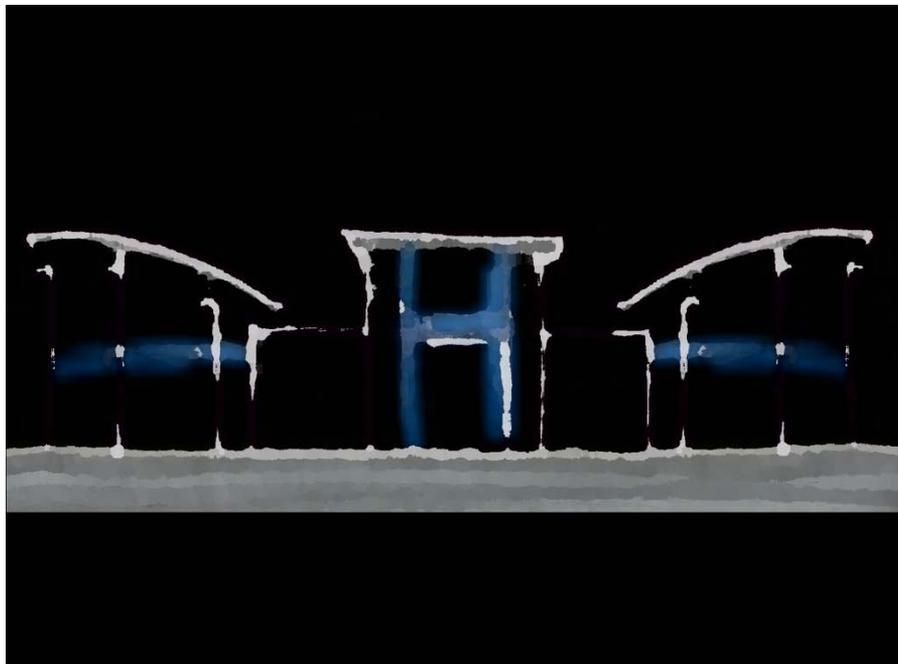


Heritage High School



Student Handbook

Mission Statement

To provide programs, instill pride, and establish traditions that will create a Heritage of life-long learners.

Vision Statement

By embracing the Heritage social and academic cultures while implementing our school-wide initiatives, Heritage High School will become the "School of Choice" in Palm Bay

Belief statements

- ❖ Meeting students' learning needs is the **chief** priority for our school.
- ❖ Every student can learn when he/she is actively engaged in a challenging learning environment with a variety of instructional approaches being used.
- ❖ A safe and physically comfortable environment promotes learning.
- ❖ Advancing our school mission is a shared responsibility of administrators, teachers, staff, parents, students, and community members.
- ❖ Students are valued individuals with unique physical, social, cultural, emotional, and intellectual needs which must be recognized and nurtured.
- ❖ Students will be actively involved in problem solving and apply their understanding of essential knowledge and skills in meaningful contexts.
- ❖ Building positive self-esteem is important in our school.
- ❖ Students will be aware of the importance of preparing for a variety of tests to measure achievement.

Administration

Dr. John Harris
Principal

Dr. Melanie Cleveland
Assistant Principal/ Curriculum

Chris Browning
Assistant Principal/Facilities

Dietrich Ramos
Assistant Principal/Student Affairs

Dr. Danny Dotson
Assistant Principal/Student Affairs

W. DeBusk
School Resource Officer

Clement Mansion
Director of Guidance

DISCIPLINE

Student Discipline Policies

Control - Pupils shall, during the time they are being transported to and from school at public school expense, attending school, engaged in a school-sponsored activity, and on the school premises; and during a reasonable time (30 minutes) before and after a pupil is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the 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 instructional staff, or bus driver to whom such responsibility may be assigned by the principal.

Search of Student Locker or Storage Area FS 232.256 – Authority

1. The legislature finds that the case law of this state provides that relaxed standards of search and seizure apply under the State Constitution to search students' effects by school officials.
2. A principal of a public school or school employee designated by the principal, if he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a student's locker or storage area, may search the locker or storage area.

School Board Discipline Policy 5600 - Discipline

The following policies shall be used to govern pupil conduct at all school sponsored activities and at any time the pupil is under school jurisdiction. It is the responsibility of pupils to become knowledgeable of and to abide by these conduct policies. School principals shall be responsible for informing students of conduct policies at the beginning of each school year.

Zero Tolerance – This policy shall provide notice that violence and violent behavior will not be permitted at school, on school board property, on school sponsored transportation, or during school sponsored activities. Further, this policy shall incorporate the State Board of Education's Zero Tolerance Rule for School Related Violent Crime as part of a comprehensive approach to reducing school violence and crime.

A. Staff Involvement

All school personnel shall be informed and responsible for all school board administrative rules concerning discipline. All school personnel shall become involved in the discipline process anywhere on campus or at school functions off campus. A good faith effort shall be made by the Principal to employ parental assistance or other alternative measures prior to suspension.

B. Policies

The following policies shall be used to govern student conduct at all school-sponsored activities and at any time the student is under school jurisdiction. It is the student's responsibility to become knowledgeable of and to abide by these conduct policies. School Principals shall be responsible for informing students of conduct policies at the beginning of each school year. Violation of law shall be reported to proper legal authorities.

C. Notice to Law Enforcement

School administrators shall ensure that the appropriate law enforcement agency is notified as soon as possible when an adult or a student commits any of the following offenses on school property, on school-sponsored transportation, or during a school-sponsored activity: homicide (murder, manslaughter); sexual battery; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other school personnel; kidnapping or abduction; arson; possession, and use.

Pupil Conduct-School Based Offenses

1. **Cheating** - Cheating is an offense which will be corrected by school personnel in whatever manner will best serve the interest and development of the pupil consistent with law and policy.
2. **Misconduct** - Actions by pupils which are insubordinate or show disrespect for others or general

misconduct which disrupts the learning environment will not be tolerated. If the situation cannot be handled by the teacher, it shall be referred to an administrator. Definite corrective action appropriate to the individual situation shall be taken which may include suspension or expulsion.

3. **Student Dress** – Instances in which pupils deliberately defy the dress code established by their school shall be treated the same as misconduct.
4. **Public Affection** - Public affection is in poor taste. Pupils who continue to engage in public affection after being warned by the teacher shall be referred to the appropriate administrator. If the problem continues after a warning, it shall constitute an act of misconduct, which may result in suspension.
5. **Verbal Abuse or Profanity** - Verbal abuse shall be interpreted to include, but is not limited to, any profane, obscene, vulgar, racial slur or slang or unnecessary crude utterance, gesture, or display, reflecting on an individual's gender race, color, religion, ethnic or national origin, age, sexual orientation, social and family background, linguistic preference, or disability, which has the purpose or effect of creating an intimidating, hostile or offensive educational environment unnecessarily crude utterance, gesture, or display. It shall not matter for disciplinary purposes whether it is directed toward the teacher, classmates, or merely done overtly. Such instances shall receive the appropriate action which may include suspension.
6. **Theft or Pilfering** - A pupil involved in the act of stealing or in possession of stolen property may be suspended from school. Parents or guardians may be requested to come for a conference with school officials. Efforts shall be made to secure reimbursement or replacement of the money or items taken. Criminal charges may be filed. The student may be recommended for expulsion.
7. **Pupil Possession of Tobacco on School Grounds** - While under school jurisdiction, pupils will be prohibited at all times from smoking or having tobacco in any form in their possession. Punishment shall include definite corrective action.
8. **Vandalism and Tampering** - Any deliberate or wanton abuse of school or private property shall be considered vandalism. Cases of vandalism by students shall be reported to the appropriate administrator as soon as possible. Action, regardless of the value of the damage, may result in suspension of the student from school. The parent or guardian shall be requested to meet with the school officials to make arrangements for restitution for damage. Criminal charges may be filed; the student may be recommended for expulsion.
9. **Violent Behavior** - Acts of assault, violence, intimidation, fighting or extreme antagonism toward other persons shall immediately be reported to the appropriate administrator. Definite corrective action shall be taken. If, upon investigation, the facts warrant such, the pupil will be suspended or recommended for expulsion. Criminal charges may also be filed.
10. **Threats** – Serious threats made by a pupil against the life of another pupil, teacher or other school personnel shall immediately be reported to the appropriate administrator. Definite corrective action appropriate to the individual situation shall be taken, which may include suspension or a recommendation for expulsion. The school administrator shall inform the person to whom the threat was directed of the situation. This policy will apply to secondary schools only.
11. **False Accusations** – Accusations or charges made by a student against a teacher, administrator or other school district personnel shall be reported to the principal or designee, who shall conduct a complete investigation of the accusations or charges made by the student. Any student found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator or other school district personnel, shall be subject to disciplinary action for a serious breach of conduct which may include recommendation for expulsion or assignment to a second chance school operated by the district.
12. **Failure to Report Serious Offenses** - Students who are aware of serious offenses, which include but are not limited to, the possession of weapons, firearms, and drugs, must report that information to a teacher or administrator at their earliest opportunity. Failure to report serious offenses may be cause for disciplinary action.
13. **Bullying and/or Harassment** – If, upon investigation, a student has been found to have committed an act(s) of bullying and/or harassment, the student shall be suspended or

recommended for expulsion. Criminal charges may also be filed if warranted.

14. **Tardy Policy** Students are to be in their classrooms when the bell rings!! It is imperative that students arrive to school and class on time. Students who arrive late to class or school cause a **disruption** within the learning environment. Any student late for class **must obtain** a tardy pass at the attendance office or campus monitor, or a late bus pass at the bus loop. Unexcused tardiness will result in disciplinary action.

What is a tardy?

- School begins at 8:45am. The first bell rings at 8:40am (5 min. warning) and the final bell rings at 8:45am. If the student is not in class at that final bell, he/she is considered late to school and will receive a consequence. **We will allow parents to excuse three late tardies, per semester, to first period. These should be used in emergency cases only. Parents cannot excuse between class tardiness.**
 - During class change students have an ample amount of time to get to class. If a student is not in his/her classroom when the tardy bell rings, he/she will be considered late to class. Class change is setup for students to go directly to their next class and not for socialization. If a student goes directly from class to class, regardless of distance or crowds, he/she will make it within the allotted time frame.
 - If student has some type of emergency, between class changes, they need to inform an administrator or go to the clinic immediately. The administrator or nurse will decide if the emergency is valid, for an excused tardy to class. If a student does not inform the proper authorities immediately, the tardy will not be excused.
15. **Electronic Devices:** Students are permitted to bring electronic devices including: electronic games, CD discs and/or players, IPODS, MP3 Players, headphones or any other electronic devices to school. **However**, these devices may not be used during the school day and shall not be visible. Heritage High School is not responsible for the loss, theft or damage of these devices.
- A. ELECTRONIC DEVICE: PROCEDURE**
- Students will be permitted to have cell phones in their possession throughout the school day. However, cell phone use will only be permitted before the first bell and after the last bell of the day.
 - During the expressed time when cell phones are allowed to be on and in use before and after school, students are encouraged to keep their phone on a "silent" mode, should that telephone option be available.
 - Students **MUST** have their cell phones turned off during the school day; cell phones shall cause no disruption
 - Any item that prohibits normal hearing is a safety issue and is not permitted on school grounds (example: earbuds, headphones, etc.)
 - Cell Phones will not be visible during the day.
 - Heritage and its employees are in no way responsible for any theft and/or damage of any cellular phone/electronic device while on school grounds.
 - The school is not obligated to investigate the loss, damage or theft of any cellular phone/electronic device.
 - Fire drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingencies, there will be absolute zero tolerance on cell phone use
 - Student behavior concerning cell phones must be consistent with the School Board Policy 5500.
- B. Should a student be observed using a cell phone/electronic device, or cell phone rings during the school day, discipline action will include but is not limited to a dean's referral.** Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time as determined by an administrator.

Pupil Conduct – Criminal Offenses

1. **Dangerous or Disruptive Items** - Any item in the possession of or being used by a pupil which disrupts the class, distracts his/her attention from the class, defaces school property, or in any way endangers the safety of himself/herself or others shall be taken by the teacher and held until proper disposition of the item(s) can be made. Teachers are not to destroy such items. Pupils who refuse to cooperate shall be reported to the appropriate administrator for further action. Possession or use of a dangerous or disruptive item while on school property or in attendance at a school function is grounds for suspension and/or expulsion to proper law enforcement agencies.
2. **Cellular Telephones** - A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
 - Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight. Unless the student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.
 - Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and held until the end of the school year.
 - The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.
 - Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Harassment. In particular, students are prohibited from using their WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form.
 - Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
 - Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

- Likewise, students are prohibited from using their WCDs to receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
 - Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. In particular egregious offenses involving the invasion of another person's privacy, the School Board reserves the right to confiscate the WCD and hold it until the end of the school year. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure.
 - If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.
 - A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.
 - Students are personally and solely responsible for the care and security of their WCDs. The School Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.
 - **Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.**
3. **Weapons, Firearms** - Students shall not possess, carry, store, or conceal in a locker, vehicle, or any other place of concealment, a weapon or firearm as defined by F.S. 790. Those weapons include but are not limited to:
- Weapons and firearms as defined in F.S. 790.001s and include, but are not limited to: razors, clubs, electric weapons, metallic weapons, martial arts weapons, ammunition and explosives.
 - For the purpose of this policy, the term “weapon” also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.
 - Further notice is given that except as determined by the superintendent on a case-by-case basis, a student or an eligible student who engages in such behavior while on school property on school-sponsored transportation, school bus stop or during school-sponsored activities shall be recommended for expulsion from school for not less than one (1) calendar year and referred to the proper law enforcement agency for the purpose of criminal prosecution. A student who has been found to violate this board policy shall not be eligible to participate in the off-site Alternative Education Program or the district's earned returned program pursuant to Board Policy 5610 with the following exceptions: metallic knuckles, slingshot, and a chemical weapon with less than two (2) ounces of chemical propellant.
4. **Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, and/or Prohibit Substances**
- **Possession, Sale and/or Use** - Notice is hereby given that possession or sale of controlled substances, as defined in Florida Statutes, Chapter 893, by any student while such student is upon school property or in attendance at a school function is grounds for expulsion. Student possession of or being under the influence of alcoholic beverages, and/or

hallucinogenic drugs or combinations of drugs, or substances having hallucinatory effects, marijuana, or under the influence of glue or other drugs or combinations of drugs or drug paraphernalia expressly prohibited by federal, state, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances, illegal substances, or counterfeit in any respect illegal or controlled substances, at any school function or on school property is grounds for expulsion and referral to proper law enforcement agencies.

- **Felony Charge for Possession and/or Sale** - Upon complying with the requirements of law set forth in Florida Statute 232.26 and State Board of Education Regulation 6A-1.0956, the Principal is authorized to suspend a student who has been formally charged with a felony for the unlawful possession or sale of narcotics or drugs until the determination of his guilt is made by a court of competent jurisdiction.
Upon being adjudicated guilty of a felony, the student may be recommended for expulsion.

5. **Extortion** - A pupil who blackmails or otherwise threatens another pupil for the payment of money of any sum or other consideration shall be suspended from school and parents or guardians shall be requested to come for a conference with school officials. A second offense shall be that of mandatory suspension of ten (10) days and automatic recommendation for expulsion. Efforts shall be made to secure reimbursement. Referral to proper law enforcement agencies shall be made.
6. **Bomb Threats and Throwing Explosives or Noxious Substances** - A pupil who threatens, places, discharges, or throws a destructive explosive item or noxious substance in or on a school facility or while involved in a school activity shall be suspended from school. The parent(s) and guardian(s) shall be requested to come for a hearing with school officials and make restitution for damages. The maximum penalty, depending on damage and intent, shall be expulsion and referral to proper law enforcement agencies.
7. **Arson** - A pupil who deliberately or wantonly sets fire to school property or while involved in a school activity either as a prank or deliberately to do damage to the property shall be suspended from school, and the parent or guardian shall be requested to come for a conference with school officials and make arrangements for restitution for damages. Maximum penalty, depending on damage and intent, shall be expulsion and referral to proper law enforcement agencies.
8. **Inciting Others or Disruptions** - A pupil who counsels another person to riot, disrupt, or be absent or otherwise violate school rules, or who disrupts or interferes with the lawful administration or functions of the school shall be subject to suspension or expulsion depending upon severity of the act.
9. **Trespassing** - A pupil who violates the Florida State Trespass Law may be subject to suspension or expulsion and referral to proper law enforcement agencies.
10. **Felony Charge for Incidents off School Property** – A student who is formally charged by a proper prosecuting attorney with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident occurring off Board property, and such incident has an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled shall be subject to suspension. The school principal shall conduct an administrative hearing as outlined in F.A.C. 6A-1.0956 for the purpose of determining whether or not the student shall be recommended for expulsion. If circumstances warrant, a student may be suspended for a period of time which may exceed ten (10) days, as determined by the Superintendent. Such suspensions shall not affect the delivery of educational services to the student. The student shall be immediately enrolled in a daytime alternative education program, or an evening alternative education program, where appropriate.
11. **Felony Conviction for Incidents off School Property** Any student who is convicted of, or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld shall not be allowed to participate in extra-curricular student activities.
If the court determines that the student did commit the felony or delinquent act which would have been a felony, if committed by an adult, the school principal shall conduct an

administrative hearing as outline in F.A.C. 6A-1.0956 for the purpose of determining whether or not the student shall be recommended for expulsion, provided that the expulsion shall not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting

A student's rights to participate in extra-curricular student activities may only be reviewed once the student has met all conditions set forth by the court. At that time the student may apply to the superintendent or the superintendent's designee to have his/her eligibility restored.

Supporting documentation would be required at that time to be reviewed and validated by the Office of District and School Security. The decision of the superintendent or superintendent's designee shall be final.

12. **Assault or Battery on School District Personnel** - Any pupil found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the school district, teacher, administrator, or other school district personnel, shall be recommended for expulsion and placed in an alternative school setting for a minimum period of one (1) year. Upon being charged with such offense, the pupil shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.
13. **Community Control FS 948.03** Terms and Conditions of Probation or Community Control, state in part, that a juvenile on community control who is a public school student must attend a public adult education program or a dropout prevention program with a second chance school or an alternative to expulsion if the district offers such programs, unless the principal of the school determines that special circumstances warrant continuation in the regular school program. If the juvenile on Community Control attends a regular school program, the identity of the juvenile on community control, the nature of the felony offense committed by the juvenile, and the conditions of the community control must be made known to each of the student's teachers. When the Principal is informed of a student on Community Control, either by the student disclosing such information on the Student Registration Form or notices from the Office of the Clerk of Court, the Principal or designee will:
 - Hold a conference (administrative hearing) with the student and his/her parent or guardian to inform them of the notices of Community Control and the requirements to attend Adult Education, Alternative Education Program (AEP), or continue in the regular school program. For those Exceptional Student Education (ESE) students, this conference must be held in conjunction with an Individual Educational Plan (IEP) review.
 - Inform the student and his/her parent or guardian at the conference whether or not circumstances would allow the student to continue in the regular school program.
 - The referring school completes the Notice of Enrollment Form if the student will attend the Alternative Education Program:
 - The words, *Community Control*, should be written at the top of the enrollment form to indicate the student's status in the program.
 - List the courses for the student.
 - Forward to the Area Superintendent for approval.
 - The Off-Site Stipulation/Conduct Agreement is not required for ESE or 504 students.
 - The Principal or designee should notify the Site Coordinator for AEP by telephone to expect the student to enroll at the site (giving the student's name, parent's/guardian's name, address, and telephone number).
 - The Principal or designee must inform the student and his/her parent or guardian to contact the Site Coordinator for AEP or the coordinator of the Adult Education Program and arrange a time to come to the site for an Intake appointment.
14. **Cyberbullying** - the use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.
15. **Gambling** is strictly prohibited. Items associated with gambling, such as cards and die are

prohibited. Consequences include Administrative Detention, out of school suspension and/or confiscation of items.

16. **Smoking/School Property** - Effective July 1, 1996, Section 386.212, Florida Statutes makes it unlawful for anyone under the age of 18 to possess tobacco in, on, or within 1,000 feet of a public or private elementary or secondary school between the hours of 6:00 a.m. and midnight. This provision does not apply to persons in a moving vehicle or at a private residence. Authorizes law enforcement officers to issue citations to anyone violating the provisions of this act. Violations will constitute a civil infraction, punishable by a fine not exceed \$30. In lieu of the fine, a violator may perform 50 hours of community service and successfully complete a school-approved anti-tobacco program, where available. Students who receive a second fine before 18 years of age, might face a loss of driving privileges due to their license being suspended or revoked
17. **Sale** of items (other than approved fundraisers) is strictly prohibited. Consequences include Administrative Detention, out of school suspension and/or confiscation of items.
18. **Damage By Students** Any malicious or willful act which destroys, injures, mars, defaces, or otherwise alters any school building, grounds material, equipment, or other school property by a student enrolled in any school shall cause parent, guardian, or person standing in loco parentis of the offending student to restore or replace such damaged property to the satisfaction of the Superintendent or be assessed to pay all costs to restore or replace such damaged property as determined by the true value established by the Superintendent. Student or students found to have caused damage shall face disciplinary action to include suspension and/or expulsion.

This is notice from the School Board, the superintendent, and the principal and staff at Heritage High School that violence and **violent behavior** by a pupil or adult student will not be permitted at any time, at school; on school property; at school bus stops; on school sponsored transportation; or during school sponsored activities.

Dress and Grooming—(District Policy 5511)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, however, the standards of appearance for students shall ensure that the student be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools. Furthermore, it is the responsibility of the principal to see that the dress or appearance of no student shall be extreme to the point of creating a disturbance or is hazardous to oneself, others, or school property. The dress code shall be incorporated into the Student Code of Conduct.

A committee of six (6) members of the student body, chosen by the student government; three (3) members of the faculty, chosen by the faculty; and three (3) parents chosen by the principal; with the principal acting as chairman, shall have the responsibility of preparing a dress code for the school which they represent.

As a minimum, the dress code shall include provisions for the appropriateness of clothing, clothing accessories, and footwear, which will maintain adequate standards of safety, health, and welfare for all students. Beachwear and see-through or otherwise revealing apparel is not considered to be appropriate. Students shall not be permitted to wear clothing which contains printed profanity as defined in Policy 5500, or any clothing, accessories, or regalia that conveys membership or affiliation with a "gang" or other similarly oriented group or association prone to violence or criminal acts. Gang clothing, accessories, or regalia can include, but is not limited to, gang related colors, rolled up bandanas about the head or other parts of the body, knit caps, rolled up or split pant cuffs, certain sports attire that has a "street meaning", etc.

SB 228 amended F.S. 1006.07 to prohibit students, 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. Specific penalties for violating this section of the Florida statute are incorporated into the student code of conduct.

The following procedures are established to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. These procedures should not be used to replace the specificity that schools currently have in place in their school site dress codes:

Head

1. No hats, curlers, bandanas, or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways
2. Extreme hairstyles, hair colors, or make-up that is disruptive or does not allow direct eye contact is prohibited.

Upper Garments

1. Garments must be of a length and fit that are suitable to the build and stature of the student. The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
2. Strapless garments are prohibited. Straps of permitted garments must be a minimum of 1 1/2 inches in width. (Tube tops and halter-tops are prohibited.)
3. Necklines of all upper garments must be modest. Low cut necklines are prohibited.
4. Excessively large or baggy clothes, which may conceal dangerous items or be a safety hazard, shall not be worn.
5. Upper garments must adequately cover the waistline and must not expose the midriff while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc.).

Lower Garments

1. Pants shall conform to the build and stature of the student; shall be worn at the waist; and shall not extend below the heel of the shoe in length. Pants shall have no holes or rips.
2. Undergarments shall not be visible. (Sports bras are considered undergarments.)
3. Dresses and skirts must reach mid-thigh.
4. Shorts must have clearly discernable inseams of reasonable length and cover the buttocks. Short shorts are prohibited.
5. Garments must be of a length and fit that are suitable to the build and stature of the student.

Footwear

1. Students in K-6 must wear shoes that are safe and appropriate for recess and physical education. Students in grades 7-12 may wear footwear commonly considered as beachwear (for example, flip-flops, thongs, etc.) unless a course of instruction requires them to wear safe and appropriate footwear to protect the student from injury i.e. athletic shoes in physical education classes.

Accessories

1. Jewelry and accessories shall not convey messages that are crude; vulgar/profane; violent/death-oriented; gang related; sexually suggestive; and/or promoting alcohol, drugs, or tobacco.
2. Pierced jewelry shall be limited to the ear. Dog collars, tongue rings, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others shall be prohibited.
3. Clear plastic spacers or retainers may be worn in facial piercings. Band-aids cannot cover a piercing.

Symbols or Clothing Showing Membership/Affiliation with a Gang

1. Any clothing, accessories, symbols, or regalia that convey membership or affiliation with a “gang” or other similarly oriented group or association prone to violence or criminal acts is prohibited.
2. Prohibited gang clothing, accessories, or regalia can include, but is not limited to, gang related colors, rolled up bandanas about the head or other parts of the body, knit caps, rolled up or split pant cuffs, certain sports attire that has a “street meaning”, etc.

Other

1. Beachwear and see-through or otherwise revealing apparel is not considered appropriate.
2. Students are not permitted to wear clothing which contains vulgar, sexually explicit, or oriented wording/scenes, promotes tobacco, alcohol, or illegal drug use, or contains printed profanity as defined in Policy 5500.

The Superintendent shall develop administrative procedures to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- C. Ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the dress code will not be admitted to class and may be suspended from school

Discipline Consequences

Students are expected to know how to behave in the classroom and on the school campus by the time they are in High School. Our student population during the 2013-2014 school year will exceed 1,800. Due to this it is imperative that we minimize disruptions to the learning environment.

Any act of disrespect toward school personnel, intimidation of classmates, or general misconduct which disrupts the educational setting WILL NOT be tolerated and will result in corrective action which may include suspension, expulsion, or referral to legal authorities.

The Administration reserves the rights to impose disciplinary consequences appropriate to the severity or reoccurrence of the offense. The following is a brief description of each consequence

- A. **Teacher Detention**- Upon advance notification of pupil's parents, a student may be detained up to one hour, per day after school is dismissed. It is the parents' responsibility to provide transportation home from school.
- B. **Administrative Detention (AD)** –Administrative Detention is a study hall/detention. Students who are assigned to AD are asked to be on time and have work to do for their entire stay. Failure to serve AD, asked to leave AD or failure to arrive on time will result in an out of school suspension the following school day. A student will receive an out of school suspension if he/she is to serve Administrative Detentions scheduled on the same date for different incidents.
- C. **Suspension Pending Parent Conference (SPPC)** - A Suspension Pending Parent Conference is given at the discretion of the Administration for acts which cause significant disruption or is of a chronic or ongoing nature. A Suspension Pending Parent Conference may be given in place of a suspension or in addition to a suspension as directed by the administration.
- D. **Out of School Suspension (OSS)** -Out of school suspension occurs when a pupil's actions are disruptive to himself/herself or to the school as to violate Florida Statue, School Board Policies, or school rules. The principal or designated representative may suspend the pupil. Suspension dictates that the pupil will not be allowed on any school campus to attend his/her regular classes or school sponsored activities for a prescribed number of days not to exceed ten (10) per offense.
- E. **Bus Suspension (BS)** -Bus suspension occurs when a pupil's actions are disruptive to himself/herself or to the school as to violate Florida Statue and/or School Board Policies. The principal or designated representative may suspend the pupil from riding his/her bus. Suspension dictates that

the pupil will not ride any bus for the length of the suspension and it will be the parents' responsibility to provide transportation to and from school. Misconduct while riding the bus may also result in OSS.

- F. **Expulsion (EXP)** -Expulsion is the removal of the right and obligation of a pupil to attend school for the period of time and under conditions set by the School Board not to exceed the remainder of the term or school year and one (1) additional year of attendance. A principal may recommend to the Superintendent the expulsion of a pupil. The principal shall provide the Superintendent an adequate history of the pupil's actions and alternative measures taken relevant to the recommendation. When the Superintendent makes a recommendation for expulsion to the School Board, written notice shall be given to the pupil and his/her parent or guardian of the recommendation setting forth the charges against the pupil and advising the pupil and his/her parent or the guardian of their right of due process.

Note: Students who continue to disrupt the orderly conduct of the school or are charged with a felony will be recommended for Alternative Education Placement (Abeyance Program) based on the Zero Tolerance rule of the State of Florida.

Assignment to Second Chance (Abeyance) Schools

Effective October 1, 1996, section 230.2316, Florida Statutes requires that students who meet certain eligibility criteria relating to violent and disruptive behavior be assigned to second chance schools. School boards continue to be encouraged to use other alternatives for these students prior to assignment and a child study team must continue to evaluate the assignment of a student with behavioral problems to a second chance school

Attendance Policies

School Board Policy 5200:

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. School attendance shall be the responsibility of parents/guardians and students. The parent or adult student shall report absences to the school as soon as practical.

Nine (9) day limit:

A student who is absent more than nine (9) days within a semester will not receive a passing grade for the semester.

Which days count as part of the 9-day limit?

- Absences due to court dates, religious holidays, documented doctor's appointments, and field trips, are not counted within the (9) day's attendance policy (excused).
- Parent notes or no notes will count towards the nine (9) day limit.
- College visits and Military Recruitment trips should be scheduled for weekends, however if proof is provided that this is a special program or specific appointment it will not count toward the nine-day limit (excused). These trips are limited to three (3) school days per year, for senior students only.

Check-Out Procedures

Parent/Guardian, or any other individual who is on the student's Emergency Contact Screen, **will be the only** individuals allowed to check out students and **MUST** provide picture ID at the attendance office prior to checking out a student. We will not release students into the custody of any individual who is NOT on the Emergency Contact Screen.

Check-Out Procedures for students who drive to school: If a student has his/her own vehicle and needs to check-out, he/she **must provide a parent note to attendance prior to first period.**

Attendance appeal process:

Each student is entitled to an appeal once the student has been absent more than nine (9) days within a semester.

The Appeal process will include:

- A written essay explaining why the student went over the nine-day limit.
- Course information forms which are filled out by the student's teachers.
- Student may be asked to meet the Appeal Committee to discuss absences.

Make-Up Work

Students have the right to make up work missed for grade or credit within the nine (9) day limit per semester. The students will have a reasonable amount of time, left up to the discretion of the teacher, to complete make-up work. A student who is absent on a pre-announced test date should be prepared to take the test on the day of his/her return to that class, unless other reasonable arrangements are made with the teacher.

School Attendance and Driver Licenses for Minors

Pursuant to Section 322.091, F.S., the 1997 Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the name, birth date, sex, and social security number of any minor who attains the age of 14 and accumulates fifteen (15) unexcused absences in a period of ninety (90) calendar days. The legislation further provides that those minors who thus fail to satisfy attendance requirements will be ineligible for the driving privilege.

College Visits and Military Recruitment

Trips for college/military should be scheduled when school is not in session. The administration may make an exemption if the college or military facility has a planned program agenda for a specific day or if the student has a specific appointment with a college or military official that is validated in writing. These trips are limited to junior and senior students, for three (3) school days per school year.

Part Time Students & BCC/Early Admissions/Dual Enrollment Students

Students enrolled in a part time program or in a BCC program:

- Must check in and out in the BCC Attendance Book in the Attendance Office when arriving to school or leaving for the day
- Must not arrive prior to student's first Heritage class of the day (students who arrive early must wait in attendance for the appropriate class change)
- Must leave school immediately after student's last Heritage class of the day
- Must not be on campus (in a classroom, in the library or in guidance) unless under the direct supervision of a teacher and only with prior approval by an administrator.

Graduation Requirements

Standard 26 Credit Program:

SUBJECT AREA	Credits
Language Arts (English)	4
Mathematics	4
Science*	4
Social Studies*	4
Performing or Fine Arts	1
HOPE (physical education including health)	1
Career Research and Decision Making	1/2
Electives 7	1/2
Total Credits	26

*The requirement is a 4th credit in science OR social studies.

** Additional Requirements are imposed based upon the first year of high school. See your counselor for more information.

Grade Point Average (GPA)

Students are required to have a minimum cumulative grade point average based on a 4.0 scale for the following:

- Four-Year Standard 26 Credit Program – 2.0 un-weighted GPA

***NOTE:** For students who have not earned course credit pending a passing score on an end of course exam, grade point averages will be calculated based on semester grades earned at the time the course is taken.

BREVARD COUNTY SECONDARY SCHOOLS GRADING PROCEDURES DISTRICT ADMINISTRATIVE POLICY

In accordance with School Board Rule 6Gx5-3.06(4), Reporting to Parents, the following policies shall be implemented in order to establish suitable uniform procedures for marking and reporting progress of pupils to their parents.

1. Grades shall be a measure of a student's progress and achievement in mastering the subject matter, based on the quality of work done, and reflect a comprehensive evaluation which utilizes a number of marks. A student's regular attendance, daily preparation, and promptness in completing assignments should be consistent and congruent with these grades and taken into consideration in reporting a student's progress.
2. Letter grades shall be issued each marking period based on the following numerical values as established by Florida State Statute 232.2463.

A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure

These numerical values are established by s. 1003.437, Florida Statutes.

3. No grade lower than 39 will be recorded for the marking period average. If the student earns an average grade less than 39, or if a student receives a failing grade due to excessive unexcused absences, the minimum grade to be recorded will be 39. This grading floor is intended to prevent the student from reaching a situation where academic motivation is totally destroyed. When a student is to receive a failing grade due to excessive absences, the following guidelines will apply:

Students who have earned an average of 60 or higher will receive a 59 for the grading period.

Students who have earned an average between 39 and 59 will receive the grade they earned.

Students who have earned an average of 38 or less will receive 39 for the grading period.

4. Nine-Week Interim Reports: During the fifth week of each nine-week grading period, all teachers must send interim progress reports home for each student.
5. Semester examinations shall be required for all courses. The principal may, however, waive the requirements for justifiable academic reasons. All student semester examinations shall be made available by the teacher for at least two weeks following the examination and shall be available for parent/student perusal. At the end of the year, these examinations will be available at the main office during this two-week period.
6. The following procedures should be utilized in calculating the semester average. The average for each grading period is doubled and added to the value for the semester exam. The average of

his number is the semester average. In performing the semester average calculations, teachers may utilize the numerical value of each grading period and the semester examination or they may use the letter grade with the following values assigned:

A = 4 points B = 3 points C = 2 points
D = 1 point F = 0 points

In calculating the semester average, no grade below a 39 should be used as the nine week average. The semester examination grade will be included at its earned value. Grade averaging procedures must be consistent in a given department in a given school as approved by the principal.

7. Grades once recorded, other than an “Incomplete,” will not be changed without approval of the principal. A principal may change a grade for justifiable academic reasons.
8. Grading procedures not addressed in this policy must be consistent in a given department in a given school. The principal must approve these department procedures.

Exam Exemption

Semester examinations shall be required for all courses. However, seniors will be exempt from any second semester (only) exam(s) in which they have earned a semester average of an “A” (semester average is determined by the average of all second semester marking period), unless an EOC is required.

Report Cards:

The district-adopted report card will be distributed at the end of each grading period.

These report cards must clearly depict and grade: the student’s academic performance in each class or course based upon examinations, as well as written papers, class participation, and other academic performance criteria; the student’s conduct and behavior; and the student’s attendance, including absences and tardiness.

In addition, the final report card for a school year shall contain a statement indicating end-of-the-year status or performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion. (S.1003.33 (1)-(2), F.S.)

Satisfactory grades on the report card do not guarantee that a student will demonstrate mastery of the Next Generation Sunshine State Standards tested on the FCAT.

Total Attempts Allowed for Vocational, Credit, or College Prep Courses

A student may have **three (3) attempts** per course, including the original grade, repeat grades, and all withdrawals. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. All grades from the third and subsequent attempts will be calculated in the grade point average. Students who want to pursue an appeal should consult their advisor.

Un-weighted GPA:

The cumulative un-weighted grade point average includes all courses taken for credit. It is calculated for high school graduation purposes with the exception of those courses retaken under the Grade Forgiveness Policy.

Weighted GPA:

The cumulative weighted grade point average includes additional weight for Dual Enrollment (DE), Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE), courses as well as Level III (Advanced) high school courses.

Note: School Districts must weight dual enrollment courses the same as Advanced Placement courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited. (s1007.271 (16), (F.S.). See chart below:

Grade	Dual Enrollment/ AP/IB/AICE	Level III Courses (Honors)	Other Courses
A	5	4.5	4
B	4	3.5	3
C	3	2.5	2
D	1	1	1
F	0	0	0

High School Grading System – Rank-In-Class:

Rank-in-class shall be for the purpose of college admissions and scholarship applications. The release of such individual student information shall be in accordance with School Board Policy 8330. Rank-in-class shall be computed on a cumulative un-weighted GPA. State universities in Florida recalculate a student's grade point average for admissions purposes in accordance with Florida statute and rule. Upon a student or parent request, for purposes of admissions to colleges and universities which are not a part of the Florida state system, and for certain scholarship applications, the rank-in-class procedure utilizing only academic subjects on a weighted basis shall be used.

A student selecting one of the three-year graduation options must be included in the overall class ranking for his/her graduation year based on the relative ranking of his/her cumulative GPA. These students are also eligible for consideration as Valedictorian, Salutatorian, and the Talented 20 Program. If the student meets all the requirements, he/she is also eligible for a National Merit Scholarship, a Bright Futures Scholarship, and participation in college athletics. (s.1003, 437, F.S.)

Honor Graduates:

1. Any student with a minimum of 3.50 cumulative weighted GPA at the end of the first semester of their 12th grade year shall be declared an honor graduate, provided that the student maintains a comparable level of performance during the second semester.
2. All high school course grades earned in grades 7-12 are to be included in the grade point average for determining honor graduates with the following exceptions:
 - a. Adult education
 - b. Pass/fail grades (transfer students)
 - c. On-the-job
 - d. Lowest grade for a course that is repeated
3. The cumulative weighted grade point average as indicated in the chart above shall be utilized in computing the grade point average.

COLLEGE LEVEL WORK

Students who have demonstrated readiness to pursue college level work while still in high school are afforded the opportunity to do so by participating in the following programs:

1. Cambridge Program

The Advanced International Certificate of Education (AICE) Program and the International General Certificate of Secondary Education (pre-AICE) Programs shall be the curricula in which eligible secondary students are enrolled in a program of study offered through the (AICE) Program or the International General Certificate of Secondary Education (pre-AICE) Program administered by the University of Cambridge Local Examinations Syndicate. The State Board of Education shall establish rules which specify the cutoff scores and the Advanced International Certificate of Education examinations which will be used to grant post-secondary credit at community colleges and universities. Any such rules, which have the effect of raising the required cutoff score or changing the (AICE) examinations which will be used to grant post-secondary credit, shall apply to students taking Advanced International Certificate of Education examinations after such rules are adopted by the State Board of Education. Students shall be

awarded a maximum of 30 semester credit hours. The specific course for which a student receives such credit shall be determined by the community college or university that accepts the student for admission. Students enrolled in either program of study shall be exempt from the payment of any fees for administration of the examinations regardless of whether the student achieves a passing score on the examination. (s.1007.27 (9), F.S.)

Note: Any student who earns 9 or more postsecondary credits from one or more of the acceleration mechanisms provided for in this section is exempt from any requirement of a public postsecondary educational institution mandating enrollment during a summer term. (s.1007.27 (10), F.S.)

2. **Dual Enrollment (Academic, Vocational)**

The dual enrollment program is defined as the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career and technical certificate or an associate or baccalaureate degree. s.1007.272 (1), F.S. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. An eligible secondary student is a student who is enrolled in a Florida public secondary school or in a Florida private secondary school which is in compliance with s.1003.42 (2), F.S., and provides a secondary curriculum pursuant to s.1003.428, s.1003.429 or s.1003.43, F.S. Students who are eligible for dual enrollment may enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment. The student may apply to the postsecondary institution and pay the required registration, tuition, and fees if the student meets the postsecondary institution's admissions requirements under s.1007.263, F.S. Instructional time for dual enrollment may vary from 900 hours; however, the school district may only report the student for a maximum of 1.0 FTE. Any student enrolled as a dual enrollment student is exempt from the payment of registration, tuition, and laboratory fees. (s.1007.271, F.S.)

Vocational-preparatory instruction, college preparatory instruction and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the program. (1007.271(13), F.S.) Students may take college level courses while still in high school by co-enrolling in a community college, college, or university, subject to entrance requirements of the individual institution and terms of the articulation agreement between the School Board and the institution. The State Board of Education Rules for dual enrollment programs include requirements for high school graduation. The State Board of Education shall determine the number of postsecondary credit hours earned through dual enrollment that satisfy the requirements of the district's interinstitutional articulation agreement according to s.1003.235, F.S. and that equal one full credit of the equivalent high school course identified in s.1007.271(6), F.S. Upon successful completion of the college course, credit toward high school graduation may be granted provided that the following conditions have been met:

- a. The course is academic in nature and may be applied toward an academic degree (physical education and college preparatory courses are specifically excluded); or the course is a vocational course or program approved by school district and the postsecondary institution;
- b. The student has demonstrated readiness to engage in postsecondary academic work;
- c. The student has been recommended by a counselor to participate;
- d. The principal has given prior approval for the student to participate and has approved the specific courses in which the student is enrolled, in accordance with the approved list of courses jointly agreed upon by the school district and college.

Students may take courses during school hours, after school hours, and during the summer term.

All secondary school students and their parents are notified of dual enrollment as an educational

option and mechanism for acceleration. Students and their parents shall be informed of student eligibility requirements, the option for taking dual enrollment courses beyond the regular school year, and the minimum academic credits required for graduation.

District school boards must annually assess the demand for dual enrollment and provide that information to each partnering postsecondary institution.

Alternative grade calculation, weighting systems, and information regarding students' education options that discriminates against dual enrollment courses are prohibited. (s.1007.271 (8), F.S.)

3. Early Admissions

The early admission program is in lieu of the senior year of high school and is available only in the fall semester for students on the 26 credit track. It is available to students who have completed the following:

- a. Completed their junior year
- b. Completed all required courses except those specified for the college attended. These must be completed at the college
- c. Met the grade point average and other admission requirements of the community college, college or university they plan to attend
- d. Been recommended by a high school counselor and received prior approval of the high school principal.

Students participating in the early admission program may be awarded a high school diploma after he or she completes two semesters with 26 credits with an overall un-weighted grade point average of 2.0 or higher and meets the high school graduation requirements.

Students in early admission or dual enrollment may not drop a course without first obtaining permission from the principal. Early admission and full-time dual enrollment students are expected to enroll in and successfully complete (2.0 un-weighted grade point average) a minimum of 12 hours each semester.

Early admission shall be in the form of dual enrollment through which eligible secondary students enroll in a postsecondary institution in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Students enrolled are exempt from the payment of registration, tuition and lab fees.

Home education students may participate in dual enrollment, career and technical dual enrollment, early admission, and credit by examination. Credit earned by home education students through Dual Enrollment shall apply toward the completion of a home education program that meets the requirements of s.1002.41, F.S. (s.1007.27 (4), F.S.) (s.1007.27 (5), F.S.)

General Information

Cafeteria: Student lunches cost \$1.80. A la carte entrees are additional. Checks for Pre-Paid lunches should be made out to Heritage High School Cafeteria. School Board regulations prohibit students from leaving campus during lunch period. "Cutting line" is not permitted and will result in a school detention. Students are expected to clean their eating area and dispose of all trash. Loitering, aimless wandering, and "panhandling" for money are prohibited. Students are prohibited from bringing glass bottles or open containers on school campus.

Free/Reduced Lunch Applications: These applications can be picked up in the Guidance department.

Fees

Registration /Co-Curricular Activity	\$ 2.00 (to defray the costs of student handbook, printed schedules, etc.)
School Lock rental	\$1.00 (Students must use HHS authorized Lock only)
<u>It is the student's responsibility to make sure that their valuables are secure.</u>	
Band/ Rental fee	\$30.00 (per semester)
Band/Orchestra Uniforms	\$15.00 (per semester)
Chorus Uniforms	\$10.00 (per semester)
Foods Science Fee	\$10.00 (per semester)
Technology/Vocational Fee	\$5.00 (per semester)
Graphics/Art Fee	\$10.00 (per semester)
Student Parking Fee	\$20.00 (per year)
Physical Education Uniforms	\$20.00
String Program Rental Fee	\$30.00 (per semester)

Textbooks

With the exception of wages, textbooks represent the single highest expenditure of a school budget. The average new textbook costs approximately \$80.00. Florida Statutes Chapter 233A6 requires the principal to collect from each pupil or his/her parent the purchase price of any instructional material for which the student is responsible if lost or stolen. Heritage High's policy requires students to sign for books issued and for books returned. The issuance of instructional material to the trust of EACH student (and parent) represents an investment to the taxpayer of approximately \$300.00. Be informed that the loss and damage to textbooks each year is MOST significant. Please join with the school's staff and protect this valuable treasure and sizable investment.

Insurance

Student insurance is made available for purchase to all students. Insurance forms are given to all students on the day of registration. The school is not financially responsible for accidents occurring on campus when caused by student carelessness. Applications may be obtained in the Guidance Office. Claim forms are in the front office. No student involved in interscholastic competition will be permitted to participate without the minimum insurance coverage.

Student Parking

All vehicles are to be parked in designated student parking areas. No vehicle shall be driven in or beyond the parking area at any time without permission from the administration. Students are prohibited from being in the parking area at any time during the school day. The parking lot is not an approved gathering location for students. As such, students are expected to vacate cars and leave the parking lot immediately upon arrival at school. Similarly, at the end of the school day students are expected to enter their vehicles and immediately leave campus. Failure to follow policies detailed above or failure to park in designated parking areas will result in disciplinary action. Disciplinary action may include, but is not limited to: suspension of driving/parking privileges or suspension from school.

Parking decals are on sale for the price of \$10.00. They may be purchased in the dean's office. Decals are issued on a first-come basis. Students and parent/guardian will sign a statement indicating that they have read and understand the driving and parking regulations and the consequences for any violation. Student vehicles are subject to search upon reasonable suspicion for prohibited or illegal substances or objects. Any vehicle without a Heritage High School parking decal or one improperly parked will result in the driver being suspended for willful disobedience or other disciplinary actions. Parking lot driving speed is **5 miles per hour**.

Lockers are Subject to Search

Student lockers will be assigned in buildings 4–5–6. Students using lockers will be required to use a school lock. Students are responsible for all items found in their locker. P.E. lockers will be assigned to each student in his/her P.E. class. **Students are responsible for their lockers and locks. A replacement fee of \$5.00 will be charged for lost gym or school locks.**

Physical Education Uniforms

The physical education department of Heritage High School requires physical education uniforms for all students enrolled in physical education classes. It is believed that with the incorporation of PE uniforms, students will gain an understanding of risk and safety factors that may affect physical activity throughout life, as well as gain knowledge of injury-prevention and injury management strategies for personal health. Uniforms will be sold during fall registration at a cost of \$20.00 per set of shorts and shirt.

Restrooms

Restrooms are open for the convenience of the students. Students may not loiter or socialize in the restrooms. Students share the responsibility for keeping their restrooms clean and in good working order. Students shall use only the restroom located in the same building as their classroom. Students found to be using another restroom shall be considered out of area and are subject to disciplinary action. Any student found deliberately littering or abusing the restrooms in any way will be referred to the dean for disciplinary action. Food and soft drinks are prohibited in the restrooms. Sufficient time exists before school, during lunch, and between classes for restroom visits.

Bus Transportation

The County School Board provides bus transportation for all students who live outside a two mile radius of the school. Bus drivers have full authority over passengers at all times. Riding is a privilege that may be withdrawn if a pupil's behavior warrants. Students are not permitted to ride a bus other than the one to which they are assigned. Students boarding or departing the buses are forbidden to leave campus. Students departing the bus and leaving campus will be subject to disciplinary action. **Buses are not taxi services for students to go to another student's house after school, and this will not be allowed.**

Student Activities – Eligibility

The FHSAA and the BPS determine athlete eligibility. In order for an athlete to be eligible the following guidelines must be met:

- A student may participate in interscholastic athletic competition until reaching the age of 19 years 9 months. Upon reaching the age of 19 years and 9 months, the student shall be ineligible for further participation in interscholastic competition. Any student reaching 19 years 9 months during the state championship series of any given sport shall be permitted to compete until the conclusion of that state championships series provided the student meets all other eligibility requirements.
- A copy of the athlete's birth certificate must be on file in the athletic director's office. Students participating for the first time in a sport or activity that requires a birth certificate must bring the original to the front office. A copy will be made and the original returned immediately.
- Once a regularly promoted ninth grader has turned in a birth certificate, Consent and Release from Liability Certificate Form (EL3) and Preparticipation Physical Evaluation Form (EL2), Concussion & Heat Related Information Release Form (EL3CH) they are eligible to participate per FHSAA guidelines for first semester. Additional forms may be required by the school's athletic department prior to participation. A first year high school student, entering the ninth grade for the first time, is academically eligible during his/her first semester of high school attendance. The student, however, must have a state unweighted cumulative 2.0 GPA at the conclusion of his/her first semester of high school attendance to be academically eligible to participate during his/her next semester of attendance.
- After the first semester of the ninth grade, all students must have a state unweighted cumulative 2.0 GPA at the conclusion of each semester to be academically eligible during the next semester.
- All athletes must turn in a Consent and Release from Liability Certificate form (EL3) and Preparticipation Physical Evaluation form (EL2), Concussion & Heat Related Information Release form (EL3CH). Additional forms may be required by the school's athletic department prior to

participation. The Consent and Release form (EL3) and Physical form (EL2) and BPS Parent Permission for an Off-Campus Activity form must be available and in the possession of the coaching staff at all practices and games. Make copies before turning in originals to the athletic office.

- A student who changes attendance at any time during his/her high school career after having begun the ninth grade in another school, regardless of whether the change occurs during the school year or the summer period between school years, must complete an Affidavit of Compliance with Policy on Athletic Recruiting form (GA4) which must be signed in the presence of a notary public by the student and the parent/guardian. A GA4S form must be submitted to the FHSAA office via C2C schools BEFORE the student is permitted to represent the school in interscholastic competition.
- All student athletes must provide medical insurance coverage information. Sports specific insurance coverage is available for purchase for athletes who don't have medical insurance coverage. Football coverage is limited to that sport only. For more information on insurance coverage, go to www.schoolinsuranceofflorida.com
- Students must be in attendance for the full day of (for events on weekends, the day prior) any school sponsored event or sports competition.

Supervision

Schools are responsible for supervision of students attending or participating in school-sponsored activities for 30 minutes before and after the activity is scheduled or actually begins or ends, whichever is longer. Parents should not rely on additional supervision by the school.

Food and drinks may not be visible anywhere other than the cafeteria or courtyard outside of the cafeteria. Eating or drinking anywhere other than the cafeteria or courtyard outside of the cafeteria is prohibited. Loitering at any location outside of the courtyard or cafeteria during assigned lunch period without a pass is prohibited.

Skate boards or any other mode of transportation (rollerblades, etc...) will not be allowed on school campus. They must be locked at the bike rack.

Bicycles

An area is provided for the parking of students' bicycles. The school is **NOT** responsible for damage or theft of any bicycle brought to school. It is requested that students who ride bicycles to school use locks for security reasons.

Cutting Line: If a student cuts line in the cafeteria or any other school event, it will be an automatic Administrative Detention for the first time and an out of school suspension for each subsequent time.

School Volunteers (Brevard County)

All visitors must sign in at the front office and wear a visitor's badge to enter campus.

Volunteers must complete appropriate paperwork.

Volunteers will fall into three (3) categories:

1. Recorded Volunteer:

A "recorded" volunteer is any person who is approved by the principal, and must record his/her purpose by signing in at the front office. This person is always under the direct supervision of a school staff member and is not authorized to be alone with a class of students or any single student for any reason. There is no active background review.

2. Listed Volunteer:

A "listed" volunteer is any person who is initially screened by the home school, completes the security check form, is subject **to a criminal records name check**, and approved by the Director of District Communications. The volunteer is then entered in a master district volunteer file as "listed". A "listed" volunteer is subject to visual or auditory contact by way of second adult supervision, peer supervision, or school based supervision at all times when they are involved

with students. He/She may not be left alone with a single student.

3. **Registered Volunteer:**

A "registered" volunteer is any person who is initially screened by the home school, completes the security check form, is subjected to a criminal records check **to include the submission of a fingerprint card** conducted by the Florida Department of Law Enforcement, approved by the Director of District Communications, and then entered in a master district volunteer file as "registered". "Registered" volunteers may only be left alone with students when the FBI/Florida Department of Law Enforcement check has been completed.

Internet Access

All access to the Internet that is provided by the School Board MUST go through a special filtering program called a "proxy". The proxy provides a reasonable and prudent method for prohibiting access to most of the inappropriate information available on the Internet. Computers are for academic use only. Students use only their ID numbers to access computers at school. Internet permission is needed to access and use the Internet or any online databases. Students needing to save information, will use their "Cloud" account, their personal network "Z" drive, a portable thumb drive, or their EDLINE page. Failure to comply with computers guidelines will terminate computer privilege.

Heritage High's TV Production Studio

TV Production classes train students to operate equipment and develop critical thinking skills and leadership ability in producing announcements and special educational programs. All televised videos shall contain school appropriate material and conform to standards of dress as outlined by the dress code. All videos shall be reviewed by the TV productions teacher prior to broadcast.

For Handicap Assistance

Visitors to Heritage High who are handicapped may request assistance on arrival. Call the school administration for arrangements. (722-4178)

Clinic

The purpose of the clinic is to take care of emergencies only. Students who request or who are sent to the clinic must check out after contacting a parent or return to class. First aid supplies will be stocked for minor injuries. No student will be admitted to the clinic without a hall pass from the teacher or an administrator. Remember, abuse of the clinic may result in unexcused absences during periods missed. It is the responsibility of the parent to inform school officials of any medical conditions concerning his/her student.

Prescribed Medication

If a student needs to take prescribed medication or over-the-counter pain relievers (including aspirin, acetaminophen or ibuprofen) during school hours, the parent/guardian must bring the medication to the school nurse. The parent/guardian must sign a form allowing the school personnel to administer the student medication. Prescribed medication must be in the original container. For any questions, or a child with serious health problems, please contact school nurse/administrator at 722-4178.

Homework Policy

In support of the Brevard County School Board Resolution on homework, Heritage High School encourages all teachers to require homework on a frequent basis. Homework represents a significant portion of a student's grade when computed in accordance with the district's grading policy. Research indicates that increased learning and achievement occur when the following guidelines are met in assigning homework:

1. Students are well-prepared in class for assigned homework;
2. Students assignments are short;
3. Students are held accountable for completing the work;
4. Teachers give corrective feedback and evaluation.

Instructional Day:

All students in grades 9-12 in senior high schools must attend the regularly scheduled instructional day.

STUDENT GRIEVANCE PROCEDURE

School Board Rule 6Gx5-4.16

Grievance Defined - Alleged incidents of discrimination based on race, color, religion, national origin, sex, disability, marital status or age. The steps described below must be followed in the submittal and resolution of student.

Step 1

If the individual public school student believes that he/she has experienced discrimination, the student shall seek a resolution through appropriate informal discussion with the individual alleged to have committed the violation or other appropriate school personnel.

Step 2

If informal discussion does not resolve the issue, the aggrieved student will submit a written statement of the grievance to the school principal or designated representative within fifteen (15) school days of the alleged occurrence. The statement shall include a description of the specific rule/regulation allegedly violated, the person(s) causing the violation, the date of the violation, the resolution sought, and the signature of the student and parent or guardian.

Within fifteen (15) school days of receipt of the written grievance, the principal or designee shall render a written response to the aggrieved student and parent or guardian, which shall uphold, modify, or deny the resolution sought.

Step 3

If the student is not satisfied with the response issued in Step 2, the student may, within fifteen (15) school days of response, resubmit in writing the alleged grievance to the Superintendent or designee. Within fifteen (15) school days, the superintendent or designee shall issue a written response to the aggrieved student and parent or guardian. The decision of the Superintendent shall be final, except as provided in law and Board Policy.

SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCEDURE

6Gx5-1.10 SEXUAL HARASSMENT

The School Board of Brevard County is committed to having a positive learning and working environment that is free of harassment on the basis of race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap. Sexual harassment is demeaning and degrading. Under certain circumstances, sexual harassment may constitute sexual abuse under federal law (Title VII and Title IX) and Florida statute (Equity Act). In all such cases, school personnel will comply with statute and take immediate action to protect the victim of alleged abuse.

(1) SEXUAL HARASSMENT INCLUDES

- (a) Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.
- (b) The denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
- (c) Sexual advances, requests for sexual favors, and other verbal or physical conduct of

sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career;
2. Submission to or rejection of such conduct is used as basis for educational or employment decisions affecting the individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

(2) COMPLAINTS AND GRIEVANCES

- (a) Any student or parent of a student who believes that he/she has been the subject of harassment may file a grievance according to the procedures established in Student Sexual Harassment Complaints and Grievances Procedures which are incorporated by reference and are part of this rule.
- (b) In any cases which involve alleged sexual harassment, nothing in this policy or in any other policy or procedure shall require the individual alleging sexual harassment to present the matter to the person who is the subject of the complaint.
- (c) Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be considered independent of whether a charge or informal complaint of sexual harassment is substantiated.
- (d) Any employee or student who is found to have knowingly filed a false sexual harassment complaint will be subject to discipline by the school district. He/She may also be held personally liable for his/her misconduct through civil suit by the injured employee and may also be criminally prosecuted under Section 837.06, Florida Statutes.

(3) INVESTIGATIONS

- (a) In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.