

# Haines City High School Student Handbook



*"The vision of Haines City High School is to effectively engage students in the process of learning in order to ensure the opportunity for all students to graduate and become productive citizens."*



## **Principal's Message**

Welcome to Haines City High School!

A new school year presents opportunities for a variety of beginnings – new classes, new friends and often new challenges

You must be willing to put forth the effort necessary to make your new year a successful one. High school is a huge transition from the middle school. It is important for you to be here every day, prepared, rested and ready to learn.

Your year will be filled with new experiences and the faculty wants to do all we can to make this your best school year ever!

Again, welcome to Haines City High School!

Sue Braiman  
Principal

## **Our Mission Statements**

The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences for our students that result in high achievement.

The Mission of Haines City High School is to effectively engage students in the process of learning in order to ensure the opportunity for ALL students to graduate and become productive citizens.

## **Alma Mater**

Thru the years of golden moments  
Memories of friendship dear  
Hail to thee our Alma Mater  
Sing our praises clear  
Green and White our colors bright  
Mean to all a guiding light  
O're our campus green and rolling  
Give us knowledge tried and true.  
Hail to thee our Alma Mater,  
Now we sing to you.

Hail Haines City High School

## **Fight Song**

Hail Green and White  
Our Hornet Flag will  
Wave on High Tonight  
Here's Good Luck to You Team  
Here's to What You've Done  
And Here's to the Glory  
You - Hornet have Won!

# 2008-2009 HAINES CITY HIGH SCHOOL BELL SCHEDULE

1<sup>st</sup> Period .....7:00 – 7:50  
*Announcements* ..... 7:50 – 8:00

2<sup>nd</sup> Period.....8:05 – 8:55

3rd Period.....9:00 – 9:55

9<sup>th</sup> Grade Campus  
& ESE classes

4<sup>th</sup> Period .....9:55 – 11:55

Lunch .....9:55 – 10:20

Class .....10:25 – 11:15

5<sup>th</sup> Period .....11:20 – 12:10

Main Campus

4<sup>th</sup> Period..... 9:55 – 10:45

5<sup>th</sup> Period..... 10:50 – 12:10

“A” Lunch

Lunch..... 10:50 – 11:15

Class ..... 11:20 – 12:10

(50 minutes)

“B” Lunch

Class ..... 10:50 – 11:40

(50 minutes)

Lunch..... 11:45 – 12:10

6<sup>th</sup> Period.....12:15 – 1:05

7<sup>th</sup> Period.....1:10 – 2:00

*Announcements*.....2:00 – 2:05

Be sure to visit our website at [www.hainescityhighschool.com](http://www.hainescityhighschool.com)

for links and information regarding:

Administration  
Alumni News  
Class Information  
Clubs  
College and Career Lab  
Courses Offered  
Current Events Information  
Faculty  
Guidance  
Haines City Literacy Learning Academy  
International Baccalaureate School – East (IB)  
Map  
Media Center  
Parent Internet Viewer  
Scholarships  
Senior Class

### Phone Directory

Administration - Main Office ..... 421-3281  
Principal - Sue Braiman..... 421-3281 *ext* 226  
Asst. Principal Administration - Dale Kerby.....421-3281 *ext* 260  
Asst. Principal Curriculum - Patricia Butler..... 421- 3281 *ext* 257  
Asst. Principal Administration - Al McDaniel ..... 419-3422  
Asst. Principal Curriculum – Stephen Scheloske ..... 419-3281 *ext* 264  
Dean of Discipline - Pat Herrington ..... 421-3281 *ext* 283  
Dean of Discipline - Jim Pope ..... 421- 3281  
Dean of Attendance - Mel Gables ..... 421-3284 *ext* 284  
School Intervention Center Dean - Ken Kipp.....421-3284 *ext* 259  
Athletic Director David Mead ..... 421-3281 *ext* 229

### Key Departments

Attendance .....421-3284  
Cafeteria..... 421-3291  
Clinic ..... 421-3284 *ext* 275  
College and Career Office ..... 421-3674  
Guidance Office ..... 421-3286  
Happy Hornets Childcare ..... 419-3414  
Literacy Learning Academy ..... 419-3094  
Media Center ..... 421-3381  
Registrar..... 421-3286  
Transportation, Regular Bartow ..... 534-7393  
Transportation, ESE Bartow ..... 534-7306

## Athletics

### Girls - Varsity and J.V. Sports;

- Volleyball
- Golf
- Swimming
- Cross Country
- Basketball
- Soccer
- Softball
- Track
- Tennis

### Boys – Varsity and J.V. Sports;

- Football
- Golf
- Swimming
- Cross Country
- Basketball
- Soccer
- Baseball
- Track
- Tennis
- Weightlifting

### Eligibility for Athletics

It is very important that students read and understand the Polk County Schools Interscholastic Extracurricular Eligibility criteria of grade point averages and Residency Requirements. For answers to specific questions, please call David Mead, the Athletic Director at 421-3281.

#### 9<sup>th</sup> Grade

1<sup>st</sup> Semester – Eligible provided the first entry into 9<sup>th</sup> grade student was regularly promoted from the 8<sup>th</sup> grade to the 9<sup>th</sup> grade the preceding year.  
2<sup>nd</sup> Semester - Overall 2.0 GPA

#### 10<sup>th</sup> Grade

1<sup>st</sup> Semester - Overall 2.0 GPA  
2<sup>nd</sup> Semester - Overall 2.0 GPA

#### 11<sup>th</sup> Grade

1<sup>st</sup> Semester - Overall 2.0 GPA  
2<sup>nd</sup> Semester - Overall 2.0 GPA

#### 12<sup>th</sup> Grade

1<sup>st</sup> Semester - Overall 2.0 GPA  
2<sup>nd</sup> Semester - Overall 2.0 GPA

Overall GPA Refers to ALL courses taken since entering 9<sup>th</sup> grade. Courses taken in 8<sup>th</sup> grade for 9<sup>th</sup> grade credit do not count. A student has four (4) years of competition once they enter the 9<sup>th</sup> grade.

If a student repeats a grade he/she is ineligible to participate that year.

Students participating in a sport may not quit after the season has commenced to participate in another sport. This includes conditioning for football. Students quitting a sport may not join another sport until the regular season is over, unless approved by both affected coaches, Athletic Director and Principal.

## Attendance

Our job is to prepare your child for success in all of their future endeavors; therefore, attendance is an important factor for student success at Haines City High School. Please note the following policies for the 2008-2009 school year.

### **ATTENDANCE POLICY**

According to the Student Progression Plan (SPP), each student must attend 60 hours a class per semester. Therefore, students may be denied credit or withdrawn from school in the following manner: A student is absent more than 5 *unexcused* absences within a 9-week grading period. \*\*Students are placed on an attendance contract after the 3<sup>rd</sup> absence from school and will remain on contract for the remainder of the school year.

**PLEASE NOTE:** All days are considered unexcused after a student has exceeded the maximum number unless proper documentation has been provided. This documentation must be given to the Attendance Office the day the student returns to school, and have a one day grace period.

**PROPER DOCUMENTATION INCLUDES** Hospital/Doctor Notes; Court Appearance Documents; Funeral Notices; Traffic Accident Documents. (We accept parent notes for illness up to the 5th absence; **after that, only legal documentation or doctor/hospital notes are accepted.**

### **PRE-ARRANGED ABSENCES**

A student should obtain a Pre-Arranged Absence Form from the Attendance Office at least three (3) days prior to the absence. The student should present this to each of his or her teachers for a signature after approval from principal or attendance dean.

### **FIELD TRIP ABSENCES**

The absence for a student on a school-approved field trip is recorded with the code SB on the computer and does not require any further documentation.

### **MAKE-UP POLICY**

Students have the right to make up both excused and unexcused absences. The student must request the make-up work from each teacher the day they return to school. The student has the number of days absent plus two turn in make-up work in order for the work to be credited as bona fide hours of instruction. The student must complete and turn in the attendance request form and submit it to the attendance office no later than the third day upon return to school or their make up work will not be credited as bona fide hours. The form can be picked up from the attendance office or their teacher.

### **PARENTAL NOTIFICATION OF ABSENCES**

Each time a student is absent from a class at Haines City High School, a computer generated phone call will be made to the phone number provided by the parent to notify the parent of their student's absence.

### **COMPLETED MAKE-UP WORK IN LIEU OF ABSENCES**

Students enrolled at Haines City High School are permitted to make up work for absences. A student is expected to request make-up work immediately upon returning to school. Make-up work should be an appropriate assignment that can be, but does not have to be, equivalent to the hours of school missed. Completed make-up work will be documented by the teacher as bona fide hours of class instruction.

Note: A 60% passing grade must be made on each assignment to make up the absence(s).

Students are expected to request make-up work immediately upon returning to school.

Please allow the teachers 24 hours to prepare assignments. Students assigned to the School Intervention Center will be allowed to do make-up work.

The time allotted for a student to complete missed assignments is the number of days absent plus two (2).

### **EXTENDED MAKE-UP TIME**

Based on lengthy absences due to unusual circumstances, the teacher may use discretion to grant an extended time period for the return of completed make-up work. However, this extended make-up time cannot be extended beyond two weeks after the conclusion of the course.

### **CREDIT DENIAL DUE TO FAILURE TO PASS FINAL EXAM**

Based on Student Progression Plan guidelines, all students who do not meet the minimum 120 hours of instruction for each unit of credit must show mastery of performance standards. Upon absence #10 with no evidence of teacher-based, acceptable make-up work in a 36-week course, the student will be required to show mastery of performance standards by passing the course and the final exam.

Upon absence #5 with no evidence of teacher-based, acceptable make-up work in a 18-week (1/2 credit) course, the student will be required to show mastery of the performance standards by passing the course and the final exam. If mastery of the performance standards is not met by the student, credit may be denied.

### **DENIAL OF CREDIT DUE TO EXCESSIVE ABSENCES**

Upon absence #7 with no evidence of teacher-based, acceptable make-up work in an 18-week class, students can be denied credit in that course due to excessive absences as defined by Student Progression Plan. If a student has a combination of eleven (11) (A + AU + OSS) absences, then credit will be lost. If the student is age 16 or over, he/she is subject to withdrawal from school with or without parental approval.

Upon absence #4 with no evidence of teacher-based, acceptable make-up work in a 9-week class, student can be denied credit in that course due to excessive absences as defined by Student Progression Plan. If a student has a combination of seven (7) (A + AU + OSS) absences, then credit will be lost. If the student is age 16 or over, he/she is subject to withdrawal from school with or without parental approval. Absences due to suspension (OSS) count toward the above-mentioned number of absences.

### **ATTENDANCE INTERVENTION ASSISTANCE TEAM (AIAT)**

The Attendance Intervention Assistance Team is comprised of teachers and administrators. The Team may recommend to the principal credit denial, withdrawal from school, or reinstatement of credit. The denial of credit will be at the end of the course and must be appealed no later than the end of the next quarter.

It is the responsibility of the parents/guardians to request an A.I.A.T. hearing for credit reinstatement. It is highly recommended that parents/guardians keep the following documents relating to student absences. These are:

- A) Medical appointments/hospitalization report
- B) Court ordered appearances
- C) Traffic accidents directly involving the student
- D) Funeral (In Memoriam) document

The above documentation will be given consideration by the attendance committee in their determinations.

### **ATTENDANCE CONTRACT**

Students who are absent unexcused for more than three (3) classes in any one grading period may be placed on an attendance contract. Students on an attendance contract will have their attendance monitored by the Attendance Intervention Assistance Team.

After being placed on an attendance contract, written excuses for notification of student absences will be limited to documentation provided by a third party, i.e., physician office, dental office, court papers, etc.

### **TARDY POLICY**

A tardy is defined as being late to school or to any class. A student must be in the classroom when the tardy bell begins ringing. Students who are more than fifteen (15) minutes late to class will be considered absent from that class.

Students who are tardy in the morning shall report to and sign in at the Attendance Office.

Acceptable excuses for tardies will be the same reasons as documented in the Student Code of Conduct for excused absences. Acceptable reasons for being tardy are physician or dental appointments, court appearances, accidents involving the student, etc. Unacceptable tardies are overslept, flat tire, missed bus, etc.

### **CHECKOUT POLICY CRITERIA**

Emergency Information Card (“EIC”): School personnel must rely on the information recorded on the emergency information card at the time of enrollment. Only persons listed on the EIC will be allowed to check a student out. Check-outs must be done in person or pre-arranged in person. No phone calls for checkout will be accepted. Please allow up to twenty (20) minutes to check out your student. We strongly suggest no checkouts after 1:30pm. The criteria for checkout shall be the same as for an absence, i.e. physician appointment, dental appointment, court appearance, etc. Proper documentation must be returned on the next school day verifying the appointment.

Please note these important guidelines when checking out a student:

1. Authorization: Adult, married, or self-supporting students must be approved by Ms. Gables or other administrator.
2. Designee: The enrolling parent(s)/guardian(s) must designate family or friends for emergency and check-out purposes at the time of enrollment. Haines City High School (as all other schools in Polk County) has a closed campus. Students may not leave the school grounds for lunch or have lunches brought in to them.
3. For the safety of the students, a Photo ID is required in order to check students out. The photo ID must match one of the names listed on the emergency card. \*\*Please note: Parent/Guardian(s) must show Driver’s License.

We also want you to be aware that all flowers & balloons etc. will not be delivered to the classroom. The student will need to come by the Main Office and pick up items after school.

### **LEAVING SCHOOL GROUNDS**

All students leaving campus during the school day must check out through the attendance office. This includes 18-year old students and older.

## Cafeteria

1. Breakfast begins at 6:30 AM. Students may also prepay their account at that time.
2. Breakfast ends at first bell 6:53AM. **No Exceptions.** No late passes will be given.
3. All Students will enter the cafeteria from the Bus Loading/Unloading Zone side only.
4. Food is to be eaten inside the cafeteria. No food will be taken outside.
5. Trash is to be placed in trash cans. Trays are to be neatly stacked on the tray slide of the dish room.
6. All students will leave the cafeteria using the exit nearest the dish room only.

### 2008-09 Meal Prices

#### Full Price

Breakfast \$1.00

Lunch \$2.00

#### Cost Week

Both Meals @Full Price \$15.00

Both Meals @Reduced Price \$3.50

#### Reduced Price

Breakfast \$.30

Lunch Only @Full Price \$9.50

Lunch Only @Reduced Price \$9.50

Breakfast \$.30

Lunch \$.40

Breakfast only @full price \$5.00

Breakfast only @reduced Price \$1.50

Those students, who qualify for free lunch, will automatically qualify for free breakfast.

## Community Service

Students desiring to earn an elective credit or recognition for community service volunteer hours must obtain an application package from Mrs. Roberts, Community Service Coordinator in the Guidance Department.

You may also download these forms from the Haines City High School website. All application papers must be properly completed and submitted for approval prior to performing volunteer hours.

## Club and Organizations

Our clubs meet before and after school.

## Discipline

At Haines City High School, CD players, radios, playing cards, laser lights and gambling paraphernalia are prohibited. Additionally, magic markers, spray paint, White Out (unless water-based) or any material such as hair spray in aerosol cans are also prohibited on campus and will be confiscated.

Skateboards and roller blades may not be ridden on the campus. Hallways and walkways are for pedestrian traffic. Students who wish to talk in groups are asked not to block the flow of traffic in the hallways.

In all other discipline areas, Haines City High School adheres to and enforces penalties found in the Student Code of Conduct. Parents and students are encouraged to carefully review the sections dealing with fighting, drug use or possession, electronic devices, vandalism, tobacco products, bus behavior, and students' rights and responsibilities.

Students who are suspended are not allowed on School Board property until the suspension has been served.

Students using or in possession of tobacco products receive a \$25.00 fine and/or community service.

### **SAFE SCHOOL HELPLINE**

Students with information about other students in need or the presence of weapons, drugs, etc. on school property can leave an anonymous message for school officials by calling 1-877-599-SAFE (7233). This service is available 24 hours a day and is completely confidential. Additionally, information regarding weapons, drugs, or fights on campus can be emailed CONFIDENTIALLY to Officer Moore at: [jeff.moore@polk-fl.net](mailto:jeff.moore@polk-fl.net).

### **SECURITY**

Supervisory responsibilities of school personnel over students on school property extend to 30 minutes before and after school and during school sponsored activities only. Please leave campus when school is out. Purses and book bags may be searched upon reasonable suspicion.

### **TELEPHONES AND USE OF CELL PHONES**

Students will not be called out of class to accept telephone calls. Only emergency messages will be delivered to students during school hours. All office telephones are reserved for business purposes. Wireless communication (cell phones) devices shall not be activated or used during school hours or on school buses. Students will not be allowed to use the office phones except in Emergencies. The school is not responsible for stolen/ lost phones (see Code of Conduct).

### **TRANSPORTATION**

Students zoned to attend Haines City High School are provided bus transportation to and from HCHS as a countywide service. Students who display inappropriate conduct on the bus, while waiting for the bus, or while walking to or from the bus stop may lose the privilege of riding the bus and/or face disciplinary action. Any questions may be directed to the Transportation Department in Bartow at 863- 534-7343.

### **VENDING MACHINES**

Vending machines are on campus for students' convenience. They are to be used between classes. Teachers are not to allow students to go to the machines during class time. A pass to the restroom does not mean a trip to the vending machine. No eating or drinking is permitted in the classrooms. No eating or drinking is permitted at computer tables or in computer labs.

### **CAFETERIA**

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in an orderly and sanitary condition.

### **STUDENT DRESS**

Dress and appearance of the individual student should not call undue attention to themselves or should not violate basic health and safety standards which would disrupt the educational process of others. Parents and students are to use their discretion and to be aware of those clothing items not permitted (see below). It is expected that tastes will reflect good grooming and appropriate dress which the administration has determined to be acceptable to Haines City High School. Student violators will be asked to change their clothes or go to the NEST for the entire day.

#### **Clothing Items Not Permitted:**

1. Bare midriffs (if you can't tuck it in, don't wear it).
2. Too much throat (the border of the garment must be high enough so that there is no visible cleavage).

3. Tank tops (no spaghetti straps).
4. Cutaway shirts and T-shirts (no shirts that have been cut down the sides).
5. Short-shorts or short skirts (the length of skirts must be mid-thigh).
6. Shredded, torn, ripped, or tattered clothes and sagging pants.
7. Clothing or jewelry that shows tobacco or alcohol products, is drug related, has any kind of gang symbol, and has any suggestive or abusive language.
8. Any clothing with sexually inappropriate or offensive words, vulgar slogans, or pictures.
9. Pajamas of any type or pajama pants, no slippers, also no hospital clothing.
10. Hats of any kind including knitted caps, skull caps, “doo rags” and bandanas.
11. Jackets or coats indoors.
12. Chains, dog collars, rings, necklaces, balls and chains, or bracelets that could hurt or injure someone or are excessive.
13. Non-prescriptive or prescription sunglasses unless prescribed by a doctor for medical reasons are allowed in classrooms/buildings.
14. Clothes for physical education classes are to be worn in P.E. class only.

**In addition, the following rules apply to student dress:**

- A. T-shirts or clothing with any type of picture, symbol or message that is determined by the Administration to be in poor taste is not allowed in the high school.
- B. Hats or head covers are not to be worn in the high school. Specially approved days are the exception.
- C. All of the following shorts are permitted: walking shorts, Bermuda, or shorts which are modest and appropriate for school.
- D. Heavy chains are not to be worn in the high school. This includes chains around the neck, arms, legs, or hanging from the body in any manner. Spiked collars, bracelets, and anklets are also prohibited.
- E. Gang symbols, swastikas, profane words and drawings, drug symbols, signs or drawings, and other demeaning symbols or words may not appear in the school on a person’s body, clothing, notebooks, school papers, lockers, etc. Students who dress inappropriately will be given an opportunity to change clothes (if they have more clothes) rather than be sent home from school.

**The final decision whether a student’s attire is acceptable will be made by the Principal or the Assistant Principal. Repeated violations will result in disciplinary action.**

**FIGHTING**

A student shall not cause or attempt to cause physical injury to another person or persons. A premeditated fight or a violent attack on another student will result in an automatic five (5) day out-of-school suspension and/or recommendation for Don E. Woods.

**Administrative guidelines for fighting:**

**1st Offense**

Up to a five (5) day suspension as determined by the administrative investigation of the incident.

**2nd Offense**

Up to a ten (10) day suspension as determined by the administrative investigation of the incident and assignment to Don E. Woods.

**3rd Offense**

Ten (10) day out-of-school suspension with the recommendation for expulsion.

## Fund Raising

Students, clubs, and organizations selling a product must have the approval of the Principal. Sale of food and/or beverages will not be permitted with the exception of after school events. Food and beverages that are sold during after school events will include healthy choices. No fundraiser of any kind may be done without permission.

## Guidance

The Guidance Office is open to students and their parents from 6:45 a.m. to 3:15 p.m. Appointments with the counselors and/or teachers can be made by telephoning the Guidance Department at 863-421-3286. Students may also ask a teacher to email the Guidance Secretary to schedule an appointment with the assigned counselor.

9th Grade Academy.....Viola Leone 419-3425  
10<sup>th</sup> -12<sup>th</sup> Grade A through G.....Gretchen Kovac  
10<sup>th</sup> -12<sup>th</sup> Grade – H through Q.....Leslie Paul  
10<sup>th</sup> -12<sup>th</sup> Grade – R through Z and LLA Students..... Carmen Perez  
ESE Facilitator .....Barbara Diederich and Norm Westover  
College & Career Resource Specialist..... Julie Roberts 421-3674

The Guidance office is a place where students can explore options for the present and the future. Counselors will assist students in preparation for graduation and post secondary education. Counselors are available to help students work through academics, social and personal problems.

A College and Career Resource Specialist is available to help students explore interests and abilities in order to make sound career decisions. The College and Career Room is always open for students and parents to visit and browse through the wide range of resource materials located there about jobs, careers, scholarships and colleges. Students should secure a pass from their teacher in order to visit the Lab (even during lunch) and check in with the College and Career Specialist prior to entering the Lab. Sign in is required when using the Lab.

## REGISTRATIONS AND WITHDRAWALS

When students must transfer or withdraw from school, 24 hours notice is required to allow time to get documents gathered for release. Their parent(s)/guardian(s) should come into the Guidance Office to request withdrawal and sign a Withdrawal release. If parent(s)/ guardian(s) is unable to come in they may send a notarized note along with a copy of their photo ID. The student should see the school's Guidance Secretaries, Mrs. DeLeon or Mrs. Carroll or the Registrar, Mrs. Edwards, indicating the reason for withdrawal, new address, and the last day of attendance (if moving). Transcripts will NOT be forwarded to another school and/or employer until all obligations are cleared.

Newly registered students entering class for the first time will be required to present a copy of their schedule to each teacher the first day.

## Hall Pass

No student will be permitted to be in the hall during class without a pass. It is the responsibility of the student to obtain the hall pass.

## **Health Clinic**

The Health Clinic is located in the Attendance Office and is staffed by a nurse. Students who become ill during the day can access the clinic with a pass from a teacher. Students are asked to refrain from reporting to the clinic between classes except in case of emergency. Students who are ill may stay in the clinic until arrangements can be made for someone to pick up the student. In the event that a parent and/or responsible adult cannot be contacted for pick up, the student may stay in the clinic, if deemed necessary by the nurse or Administrative staff.

## **Lost & Found**

Loss of any article should be reported to the Attendance Office or Main Office. Articles and books that are found should be given to the nearest teacher, or taken to the attendance office or main office immediately. It will be considered stealing if students are in possession of an item they have found. It is imperative that students put their name and teachers name in each of their textbooks.

Stolen articles and book bags must be reported to the school resource officer.

## **Media Center**

At Haines City High School, the Center is the hub for recreational reading, internet research and a site for special events. The Center staff willingly provides guidance and help in using all the resources and materials housed in the Center.

### **The Hours**

The Center opens at 6:40 am and closes at 3:15 pm. It is open in the evening for special events.

### **Student Passes**

During the school day students must have an individual pass signed by a teacher with the date and time to enter their Center. This includes lunch. Before and after school students do not need a pass to use their Center.

### **Bookstore Layout**

The Center's book collection is arranged like a bookstore making it easy to find books of interest. All paperback spinners and traditional shelving have labels to guide students to the books they are seeking for either recreational reading or academic reports.

### **Circulation**

The Center uses an optic scanning system to circulate materials. Books are circulated for two weeks with a renewal option for additional time. There is no overdue book fine. However, students with overdues are restricted to a limited selection of books until overdue books are returned. Students are financially responsible for any damaged or lost books.

### **Online Resources**

The Center has 70 computers available for classes and individuals to use for research. Polk County provides access to online resources such as EBSCO, Nettekker and World Book.

### **Special Events and Student Displays**

The Center hosts special events and speakers for students and teachers during the school year. The Center takes pride in displaying student work whether it is a piece of art or a power point presentation.

## **The Center's Expectations**

While in their Center, students will follow all Haines City High School's Expectations and the Polk County School Board's Code of Conduct. This will create an orderly atmosphere for all activities.

## **MEDIA CENTER PROCEDURES**

1. All students are encouraged to use the media center.
2. All materials borrowed from the media center must be checked out at the circulation desk.  
Students **MUST** have a valid ID card in order to check out books.
3. Books may be borrowed for a two-week period unless otherwise marked.
4. Reference books may be checked out at the end of the school day. They **MUST** be returned before school the following morning. This includes encyclopedias.
5. Students **MUST** pay for lost or damaged books and materials.
6. Students using the media center during class periods **MUST** have a library pass with a teacher's signature.
7. All students entering the media center must sign in when not with a teacher.
8. Audio-visual materials and video equipment are available for student use (with supervision) for production and class presentations.
9. Students are reminded that the media center is a place for research, reading, or study; therefore, a quiet atmosphere is necessary.

## **Obligations**

Student responsibilities include the care of their textbooks and sports uniforms. Additionally, students are required to turn in all fundraisers collected, media fines, and student fees in a timely fashion. If books are lost or damaged, students are billed for the cost of the book(s). Fundraisers, fines and fees not submitted will also be reported as outstanding obligations. Students with outstanding obligations may be denied various privileges until the obligations are satisfied. Additionally, seniors may risk not being permitted to participate in graduation or extracurricular activities until obligations are fulfilled. The obligation coordinator is Mrs. Appling.

## **Off Limit Areas**

The following areas are off limits at all times without teacher supervision:

- Classroom Hallways (during lunch)
- Parking Areas
- Auditorium and Stage

## **Parent Internet Viewer (PIV)**

Parent Internet Viewer allows parents to view grades and attendance on Pinnacle. This program will also notify parents by email if requested. Parents need to fill out a PIV form to receive access to this information. PIV forms are located in the Main Office. Please see Ms. Quinn for further information.

## **Parking**

A permit fee of \$20 shall be charged all eligible students who desire to park a vehicle on campus. The parking permit is only valid for the school year issued. No refunds. Permits must be displayed at all times on the dashboard or hanging on the rear view mirror. Permits may be purchased in the Attendance Office from Mrs. Allen or Mr. Kerby. Students must present a valid Florida Driver's License and car insurance, along with make/model, tag number and color of the vehicle to qualify for a parking permit. All campus parking is reserved parking only.

## **PARKING AREAS AVAILABLE TO STUDENTS**

General parking for students will be in the student parking lot **ONLY**. The parking lot will be secured after school begins and re-opened at the end of the day. Students parking in an unauthorized area will be towed at owner's expense!

## **POLICY FOR STUDENT VEHICLES ON SCHOOL PROPERTY**

1. Speed limit is 5 miles per hour.
2. State traffic laws will be observed at all times.
3. Students will wear seat belts when driving on campus.
4. Reckless driving, "peeling out", spinning tires, skidding, "wheelies", vehicle out of control, etc., is NOT permitted.
5. Students must follow directions when entering or leaving student parking lot areas.
6. Student vehicles shall be parked only in areas designated for student parking.
7. Students are to leave their vehicle and the parking lot immediately upon arriving on campus and must leave the parking lot immediately when school is out. Students are not permitted to sit in parked cars or loiter in the parking lot. Please do not "hang out" on school grounds. Students in the parking lots without appropriate passes will be considered "in an unauthorized area" and will be disciplined accordingly.
8. Loud music or music with profanity is not allowed. Students who repeatedly violate the policy shall have their permit revoked (no refund).
9. Parking violations may result in disciplinary action or loss of parking privileges.
10. Parking privileges will be revoked for the following reasons: attendance/tardy violations, skipping class/school, driving/parking violations, disrespect to staff, and assignment to an opportunity school or withdrawal from Haines City High School. This list is not all inclusive; parking privileges can be revoked by an administrator if he/she deems it necessary. Parking permits may only be used for the vehicle registered with the school.
11. Vehicles are improperly parked may be towed away. It shall be the responsibility of the student and/or owner of the vehicle to recover the vehicle and pay for tow-away charges.
12. The district is not liable for theft, vandalism or damage to the vehicle. The district shall also NOT be liable for towing costs or damage that may occur as a result of a vehicle towed.
13. Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs and weapons that are found in their cars and will be subject to disciplinary action and/or criminal charges.

## **Progress Reports**

Progress Reports are issued four (4) times a year, once every nine (9) weeks. A copy of the progress report issued to the students should be taken home to parents. Students and parents should review progress reports carefully. If there are questions regarding grades, attendance, please contact the guidance/attendance office.

Midway through the 9-week periods, an interim report is sent home with each student. Please refer to the current school year calendar for the scheduled dates for interim reports.

Students are required to take final exams just prior to the end of the year. All Students taking an Algebra 1B or Algebra I class must take an end of course exam. These exams will count as 10% of their final grade and will be administered the week of May 11 – 15, 2009.

The exams are scheduled in two 50-minute exam periods each of the scheduled days to allow students an opportunity to study for each approaching exam. Students are allowed to make up exams if the absence has been excused. Students can then make arrangements with the teacher to make up their exam.

**HOW TO INTERPRET THE PROGRESS REPORT (UPPER RIGHT ON PROGRESS REPORT)**

Term	1st	2nd	Year	Cumulative
Credits Earned				
Semester GPA	<i>Progress</i>	<i>Report</i>	<i>Sample</i>	
Unweighted				
Weighted				

**Credits Earned:** This line tells you how many credits your student earned 1st semester (under 1st), how many credits earned 2nd semester (under 2nd), and how many total credits earned throughout your student’s high school years (cumulative).

**Unweighted GPA:** This line tells you your students unweighted GPA for 1st semester (under 1st), for second semester (under 2nd) and cumulative unweighted GPA based on all high school courses taken. **THIS UNWEIGHTED GPA MUST BE A 2.00 IN ORDER TO RECEIVE A REGULAR HIGH SCHOOL DIPLOMA.**

**Weighted GPA:** This line tells you your student’s weighted GPA for 1st term (under 1st), second term (under 2nd) and cumulative weighted based on all high school courses taken.

**Grading Scale**

- A 90 -100 Outstanding
- B 80 - 89 Above Average
- C 70 - 79 Average
- D 60 - 69 Below Average
- F 0 - 59 Failing

**Prom**

All seniors and juniors are permitted to bring a guest to the prom. Guests who are not Haines City High School students are subject to approval by the Assistant Principal of Administration.

**Publications**

**GATEWAY** - members of the Journalism staff publish an annual yearbook, which will recall events of the school year. The yearbook sponsor is listed under Clubs on the website.

**THE HORNET BUZZETTE** - is published monthly by the Journalism classes to inform the community and students of school news, sports, and events. The newspaper sponsor is listed under Clubs on the website.

**SAC School Advisory Council**

All parents/guardians, students, teachers, business partners, and the community are invited to attend monthly meetings (published in the local newspaper) to assist us with our school improvement plan, concerns, and policies that affect Haines City High School and the community. These meetings are every third Thursday of each month at 7:30 a.m. in the Center.

## Student Elections

Student Government Association holds the elections and an Administrator supervises elections.

1. The name of each student nominated for an office must be approved by the faculty prior to election.
2. The nominee must have a satisfactory citizenship record. Major or repeated minor disciplinary infractions may result in removal from office.
3. Students seeking a class office must have and maintain a 3.0 average or above and have no F's for the previous grading period.
4. All students seeking a class office must not have been on an attendance contract. A student may serve in only one major office in any given year. The following are considered major offices:  
Class President, Vice-President, Secretary, Treasurer, Student Representatives
5. Officers may be removed at the discretion of the sponsor.

## Student Fees

Fees required from the students are:

1. Materials that are used in certain classes - Art, Family and Consumer Sciences, Technology Education, etc.
2. Graduation fees - cap and gown, etc.
3. Lost and damaged charges - textbooks, etc.
4. Uniforms and rentals, etc.
5. Parking permits
6. Replacement ID Badges

## Students ID

All students are required to wear identification badges during school hours. These cards must be used in the Media Center, lunchroom, student elections, and school activities. ID Badges are made at time of enrollment for no cost. Replacements cost is \$5.00. Disciplinary action may be taken for students with no ID badges.

## Visitors

Polk County School Board policy is to accept only those visitors who have legitimate business to attend to at Haines City High School. Visitors are not to go directly to classrooms. Visitors and guests must register in the Main Office immediately upon entering the campus.

A visitor's pass will be issued for admittance to the Haines City High School campus. To receive an authorized visitor's pass, each visitor must provide a valid picture ID.

Parents are always welcome to visit. However, parents are asked to register in the Main Office when they enter. It is requested that parents call to schedule an appointment. Students are not allowed invite visitors from off-campus to visit the Haines City High School campus.

## 2008-2009 POLK COUNTY TRADITIONAL SCHOOL CALENDAR

Student, Teacher and Paraeducator

School Board Approved: Feb. 26, 2008 – Amended 5/27/08

\*No unpaid training/workdays are to be scheduled before August 11, 2008

Teacher Work Days (Aug. 11, 14 & 15) (Aug. 12 & 13) – Staff Dev. Days	Monday-Friday, August 11-August 15, 2008
District Contact Day - ½ day a.m./Teacher School Site Faculty Mtg. – ½	Tuesday, August 12, 2008
Student Orientation Day/Paraeducators First Work Day	Thursday, August 14, 2008
FIRST DAY OF SCHOOL FOR STUDENTS	Monday, August 18, 2008
Holiday – Student, Teacher (Paid), Paraeducators (Paid)	Monday, September 1, 2008
Staff Development Day (Data Day) Student/Para Holiday	Wednesday, September 10, 2008
Interim Report (23 <sup>rd</sup> Day – September 19, 2008)	Distribute Week of September 15, 2008
FTE Week	Monday – Friday, October 13-17, 2008
Teacher Work Day/Student/Para Holiday	Friday, October 17, 2008
End of 1 <sup>st</sup> 9-Week Grading Period	Wednesday, October 22, 2008
Grades Due	Friday, October 24, 2008 at noon
Distribute Report Cards (9 Weeks)	Tuesday, November 4, 2008
Holiday – Student, Teacher (Paid 11/27 & 11/28), Para (Paid 11/27 & 11/28)	Week of November 24-28, 2008
Storm Day (Make-up days, if needed)	Monday & Tuesday, Nov. 24 & 25, 2008
Pay Day for Employees	Friday, November 21, 2008
Interim Report (23 <sup>rd</sup> Day – December 1, 2008)	Distribute Week of December 1-5, 2008
Last School Day Before Winter Holidays	Friday, December 19, 2008
Holiday – Student, Teacher (Paid), Paraeducator	Friday, December 26, 2008
Teachers Return - Staff Dev. Day (Storm make-up day for students, if needed)	Monday, January 5, 2009
Students and Paraeducators Return After Winter Holidays	Tuesday, January 6, 2009
END OF 1 <sup>st</sup> SEMESTER/Last Day of 2 <sup>nd</sup> Grading Period	Friday, January 16, 2009
Holiday – Student, Teacher (Paid), Paraeducator (Paid)	Monday, January 19, 2009
Teacher Work Day/Student/Para Holiday	Tuesday, January 20, 2009
Grades Due	Wednesday, January 21, 2009 at noon
Distribute Report Cards (9 weeks)	Friday, January 30, 2009
FTE Week	Monday-Friday, February 9-13, 2009
FCAT Writing Assessment	February 10-13, 2009
Holiday – Student, Teacher (Paid), Paraeducator	Monday, February 16, 2009
Interim Report (23 <sup>rd</sup> Day - February 23, 2009)	Distribute Week of February 23-27, 2009
FCAT Testing	March 10– March 23, 2009
End of 3 <sup>rd</sup> 9-Week Grading Period	Wednesday, March 25, 2009

<b>Grades Due</b>	<b>Friday, March 27, 2009 at noon</b>
<b>SPRING HOLIDAYS</b>	<b>Monday-Friday, March 30– April 3, 2009</b>
<b>Holiday – Student, Teacher, Paraeducator</b>	<b>Friday, April 10, 2009</b>
<b>Distribute Report Cards (9 Weeks)</b>	<b>Tuesday, April 14, 2009</b>
<b>Interim Report (23<sup>rd</sup> Day - May 4, 2009)</b>	<b>Distribute Week of May 4, 2009</b>
<b>Memorial Day/All Staff Holiday</b>	<b>Monday, May 25, 2009</b>
<b>GRADUATION/Final Exams</b>	<b>Wednesday &amp; Thursday, June 3 &amp; 4, 2009</b>
<b>End of 4<sup>th</sup> 9-Week Grading Period -Last Day for Students –Paras Last</b>	<b>Thursday, June 4, 2009</b>
<b>Teacher Work Day</b>	<b>Friday, June 5, 2009</b>

Storm Make-Up Days will be used in the following order: 11/24, 11/25, 1/5/09