

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!

**Haines City High School
Bell Schedule
2010-2011**

[Bell to enter the building..... 6:53]
 [One minute warning bell 6:59]
Block One 7:00 – 7:45

**..... Announcements/HNN News/Channel One
 7:45 – 7:55**

Change classes 7:55 – 8:05
 [One minute warning bell 8:04]

Block Two (periods 2 or 3) 8:05 – 9:35
Change classes & Break..... 9:35 – 9:55
 [One minute warning bell 9:54]

Block Three (periods 4 or 5) 9:55 – 11:25
Change classes 11:25 – 11:35
 [One minute warning bell 11:34]

Block Four (periods 6 or 7) 11: 35 –1:05

Lunch (for everyone)..... 1:05 – 1:35

Dismissal 1:35

Important Notes:

- 1st period meets every day (Monday – Friday). Instructional time is 45 minutes.
- 2nd & 3rd & 4th period meets every other day – either a Green day or a White day. Not both.
 Instructional time is 90 minutes.
- Lunch will be 30 minutes.
- Class change between block 1 & 2 & block 3 & 4 is 10 minutes long. Class change between block 2 & 3 will be 20 minutes long. Please do not give extra time to students to get inside your class. Those three breaks total 40 minutes for class changes and travel time and student break.
- Green days have periods 1, 3, 5, 7.
- White days have periods 1, 2, 4, 6.
- Every class period will have a one-minute warning bell before the tardy bell rings.
- Students with permission and a pass may leave at the end of their scheduled day
 (after their last class - 1st or 2nd or 3rd Block or if they have a ride and don't want to stay on campus for lunch – they must have pass/schedule for proof)

Haines City High School
Pep Rally Bell Schedule with 20 Minute Break
2010-2011

[Bell to enter the building 6:53]

[One minute warning bell 6:59]

Block One 7:00 – 7:45

..... **Announcements/HNN News/Channel One**
..... **7:45 – 7:55**

Change classes 7:55 – 8:05

[One minute warning bell 8:04]

Block Two (periods 2 or 3) 8:05 – 9:25

Change classes & Break..... 9:25 – 9:45

[One minute warning bell 9:44]

Block Three (periods 4 or 5) 9:45 – 11:05

Change classes 11:05 – 11:15

[One minute warning bell 11:14]

Block Four (periods 6 or 7) 11: 15 –12:35

Pep Rally (wait on announcement before release)..... 12:35 – 1:05

Lunch (for everyone)..... 1:05 – 1:35

Dismissal 1:35

Important Notes:

- 1st period meets every day (Monday – Friday). Instructional time is 45 minutes. (no change)
- 2nd & 3rd & 4th period meets every other day – either a Green day or a White day. Not both.
Instructional time is 80 minutes. (10 minute decrease in instructional time).
- Lunch will be 30 minutes.
- Class change between block 1 & 2 & block 3 & 4 is 10 minutes long. Class change between blocks 2 & 3 will be 20 minutes long. Please do not give extra time to students to get inside your class. Those three breaks total 40 minutes for class changes and travel time and student break.
- Please wait on release - by announcement only.

Haines City High School
Early Release Bell Schedule with 20 Minute Break
2010-2011

[Bell to enter the building 6:53]
 [One minute warning bell 6:59]
Block One 7:00 – 7:45

..... Announcements/HNN News/Channel One
.....7:45 – 7:55

Change classes 7:55 – 8:05
 [One minute warning bell 8:04]

Block Two (periods 2 or 3) 8:05 – 9:15
Change classes & Break..... 9:15 – 9:35
 [One minute warning bell 9:34]

Block Three (periods 4 or 5) 9:35 – 10:45
Change classes 10:45 – 10:55
 [One minute warning bell 10:54]

Block Four (periods 6 or 7) 10:55 –12:05

Lunch (for everyone)..... 12:05 – 12:35

Dismissal12:35

Important Notes:

- All schools will dismiss students one hour early on the dates listed below:

◇Sept. 15	◇ Dec. 8	◇Feb. 16	◇ May 11
◇Oct. 6	◇ Jan. 12	◇March 9	
◇Nov. 10	◇ Feb. 2	◇April 27	
- 1st period - instructional time is 45 minutes (no change).
- 2nd & 3rd & 4th block – either a Green day or a White day. (instructional time reduced to 70 minutes).
- Lunch will be 30 minutes.
- Class change 10 minutes as usual.
- 20 minute break as usual.
- Green days have periods 1, 3, 5, 7.
- White days have periods 1, 2, 4, 6.
- Every class period will have a one-minute warning bell before the tardy bell rings.
- Students with permission and a pass may leave at the end of their scheduled day (after their last class - 1st or 2nd or 3rd Block or if they have a ride and don't want to stay on campus for lunch – they must have pass/schedule for proof)

Be sure to visit our website at 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
International Baccalaureate School – East (IB)
Map
Media Center
Parent Portal
Scholarships
Senior Class

Phone Directory

Administration - Main Office 421-3281
Principal - Sue Braiman..... 421-3281 *ext* 226
Asst. Principal Curriculum - Patricia Butler..... 421- 3281 *ext* 257
Asst. Principal Administration - Al McDaniel 419-3125 *ext* 293
Asst. Principal Curriculum – Stephen Scheloske 421-3281 *ext* 264
Dean of Discipline - Pat Herrington 421-3281 *ext* 276
Dean of Discipline – Janann Woody 421- 3281
Dean of Attendance - Mel Gables 421-3284 *ext* 284
School Intervention Center Dean - Ken Kipp.....419-3125 *ext* 292
Athletic Director Michael Styles 421-3281 *ext* 229

Key Departments

Attendance421-3284
Cafeteria..... 421-3291
Clinic 421-3284 *ext* 275
College and Career Office 421-3674
Guidance Office 421-3286
Happy Hornets Childcare 419-3414
Media Center 421-3381
Registrar..... 421-3286
Transportation, Regular Bartow 534-7306
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 Michael Styles, the Athletic Director at 421-3281.

9th Grade

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

10th Grade

1st Semester - Overall 2.0 GPA
2nd Semester - Overall 2.0 GPA

11th Grade

1st Semester - Overall 2.0 GPA
2nd Semester - Overall 2.0 GPA

12th Grade

1st Semester - Overall 2.0 GPA
2nd Semester - Overall 2.0 GPA

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

Attendance Policy Overview

This is a guideline for a general overview of the attendance policy for the 2009-2010 school year. The policy will be in accordance to the Student Progression Plan and the Code of Conduct. Both of these items are available via www.polk-fl.net.

Definitions:

Excused absences; only with official documentation will the following absences be excused:

- doctor appointment
- judicial actions involving the student
- death in the immediate family/household
- personal illness (excessive illness requires a doctor's note)
- religious holidays (a note must be submitted **prior** to the absence)

Unexcused Absences

- missing the bus
- flat tire/car trouble
- any day that does not have the sanction of the school and parent

When a student is absent:

- 10-12th grades:
 - submit the note/documentation the day you return to school to the attendance office in front of the school.
- 9th grade
 - submit the notes/documentation to the main office on your campus.

Make Up Policy

For every **excused absence**, the student must request the make up work upon return to school and teachers have twenty-four (24) hours to accommodate.

For **unexcused absences**, students are allowed to make up the first three (3) unexcused absences per term. The student has the number of days absent plus 2 to submit make-up work for credit.

Special Notes:

To be eligible for Homecoming King/Queen, or Prom King/Queen, students must not have more than 5 unexcused absences per nine weeks.

- **If students are tardy to 1st period, to be eligible to go to class they must have a parent sign them in before 7:10 am or have a medical/judicial excuse, otherwise they will be sent to the NEST for the remainder of that period.**

According to the Student Progression Plan (SPP), each student must attend 67.5 hours a class per semester. Therefore, students may be denied credit or withdrawn from school in the following manner: A student is absent unexcused more than 5 *times* within a 9-week grading period. ****Students may be placed on an attendance contract after the 3rd absence from school and will remain on contract for the remainder of the school year.**

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

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

2010-11 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 Sports Information

Haines City High School Activities and Sports 2010-11

CLUB/SPORTS	ADVISOR	ROOM	E-MAIL ADDRESS
Academic Team	Ms. Noel	IB 101	Dawn.noel@polk-fl.net
Spanish Club			
Key Club	Ms. Soper	01-048	Courtney.soper @polk-fl.net
Chess Club	Mr. Thompson	01-235	Auburn.thompson@polk-fl.net
Habitat for Humanity	Dr. Graffam	IB 128	Ben.graffam@polk-fl.net
Interact	Ms. Tice	IB 102	Imelda.tice@polk-fl.net
Student Government	Ms. McIntosh	01-217	Lucretia.mcintosh@polk-fl.net
National Honor Society	Ms. Soggs	01-031	Nancy.soggs@polk-fl.net
Drama Club	Ms. N. Love	03-015	Nadine.love@polk-fl.net
Freshman Class Sponsor			
Sophomore Class Sponsor			
Junior Class Sponsor			
Senior Class Sponsor	Ms. Collins	01-209	Michelle.collins@polk-fl.net
Newspaper	Ms. Benedict	20-128	
Yearbook	Ms. Proctor	03-007	Lori.proctor@polk-fl.net
OJT (onthejobtraining)	Ms. Proctor	03-007	Lori.proctor@polk-fl.net
FBLA(futurebusinessleadersam)	Ms. Proctor	03-007	Lori.proctor@polk-fl.net
DECA(distributiveclubsofam)	Ms. Proctor	03-007	Lori.proctor@polk-fl.net
FFA	Mr. Reed	06-612	Paul.reed@polk-fl.net
Band	Mr. Nelson	Band Room	Joshua.nelson@polk-fl.net
Chorus/Drama	Mrs. Hatley	Chorus Room	Sabra.hatley@polk-fl.net
SPORT	COACH	ROOM	
Football- Varsity	Barber	01-211	Pete.barber@polk-fl.net
Football- JV	Cowart	NA	NA
Baseball- Varsity	Shafer	NA	NA
Baseball- JV	Wren	NA	NA
Cheerleading- Varsity	Sheena Adams	NA	NA
Cheerleading- JV		NA	
Cross Country- Boys & Girls	Styles/Vasallo	03-007 & 01-227	Michael.styles@polk-fl.net Janel.vasallo@polk-fl.net
Boys Golf	Meade	NA	Brian.meade@polk-fl.net
Girls Golf			
Soccer- Varsity Boys	TBA		
Soccer- JV Boys	TBA		
Soccer- Varsity Girls	Vasallo	01-227	Janel.vasallo@polk-fl.net
Girls Softball- Varsity	Gables	ADMIN	Mel.gables@polk-fl.net
Girls Softball- JV	Bailey	NA	NA
Swimming-Boys & Girls	Gehlsen	01-210	Margaret.gehlsen@polk-fl.net
Tennis- Boys	Adams	20-126	Jonyl.adams@polk-fl.net
Tennis- Girls	Gibson/McCardle	01-208	Cassie.gibson@polk-fl.net
Track- Boys	Styles	03-007	Michael.styles@polk-fl.net
Track- Girls	Styles	03-007	Michael.styles@polk-fl.net
Volleyball- Varsity	Wagman	Gym	Robin.wagman@polk-fl.net
Volleyball- JV	Loomans	01-027	Pam.loomans@polk-fl.net
Wrestling-V & JV	Ogzewalla	20-209	Broderic.ogzewalla@polk-fl.net
Weightlifting	Gee	Gym	Olin.gee@polk-fl.net
Basketball- Varsity Boys	Pritchett	NA	Gregory.pritchett@polk-fl.net
Basketball- JV Boys	Jones	NA	NA
Basketball- Varsity Girls	Akins	01-221	Ladreda.akers@polk-fl.net
Basketball- JV Girls	Jones	NA	NA

NA- Coach does not work at HCHS

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.

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.

STUDENT DRESS

Dress and appearance of the individual student should not call undue attention to the student or 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.
15. Leggings or tights worn without a mid thigh top or shorts.
16. High Heel Shoes (Must not be taller than 3")

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 and assignment to Don E. Woods.

3rd Offense

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

Bullying

What is bullying?

“Bullying” is systematically or chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may involve but is not limited to:

1. unwanted teasing
2. threatening/intimidating behavior
3. stalking or cyber stalking
4. cyber bullying
5. physical violence
6. theft or destruction of school or personal property
7. sexual, religious, or racial harassment
8. public humiliation
9. social exclusion, including incitement and or coercion
10. rumor or spreading of falsehoods

How do I file a report of bullying?

There are several methods for reporting suspected bullying incidents:

- You can contact a school by phone and report it to school personnel
- You can make a report in person
- You can complete the **Bullying and/or Harassment Form**
- Here is the link to online reporting. <http://hainescityhighschool.com/bullying.php>

There are five major levels of a school’s response to this problem:

1. **School Wide:** the school establishes a policy about bullying, and an overall response that lets everyone know that bullying is not accepted. The school also sets up a team, or perhaps uses an already existing or established team such as a PBS team that is already addressing management issues, to develop, implement, and monitor programs intended to reduce bullying. If the school has a good behavior management program in place, then the efforts to eliminate bullying will be easily incorporated.
2. **Teaching strategies and classroom climate:** the teachers can identify and teach skills to cope with bullying. The teachers can also develop and implement activities that promote caring, sharing,

cooperation, respect and acceptance, to name a few of the aspects of positive classroom climate.

3. **Involving the Parents:** Parents can help develop the school wide program and the school's management plan. They also need to know the school's policies. The parents of both the victims and the bullies need to be involved (and may need guidance) in teaching their children more helpful behaviors.
4. **Response hierarchy:** the school develops a set of responses to handle each incident of bullying. These may include more supervision and loss of privileges for the bully and increased support for the victim. More difficult problems may require an individualized plan.
5. **Intensive individual interventions:** these provide bullies and victims with individual support through meetings with students and parents, counseling, and sustained child and family supports. The goal is to create a culture in which adults stop all bullying immediately, all students learn positive behaviors and become a part of the anti-bullying solution.

Parking

Parking

A permit fee of \$20 shall be charged all eligible students who desire to park a vehicle on campus who possess a valid Florida driver's license. 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 Office from Mrs. Allen or Mr. McDaniel. 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. **Students may only park in the student parking lot in front of the Freshman Academy. Any vehicle that is parked in the staff parking area or doesn't have a student parking permit will be towed.** The parking lot will be secured after school begins and re-opened at the end of the day.

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. Students parking in an unauthorized area will be towed at owner's expense!

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 Department

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.

Parents of new 9th grade students can contact the 9th Grade Academy at 863-419-3215 to make an appointment with the counselor. Counselors are assigned to students using the first letter of the student's last name.

9th Grade Academy Students **A-Z**.....Viola Leone – Phone: 419-3125

9th Grade Repeaters, 10th -12th Grade Students **A-G**.....Gretchen Kovac

9th Grade Repeaters, 10th and 11th Grade Students **H-O**.....Leslie Paul

12th Grade Students **H-Q**.....Leslie Paul

9th Grade Repeaters, 10th and 11th Grade Students **P-Z**.....Carmen Perez

12th Grade Students **R-Z**Carmen Perez

College & Career Resource Specialist..... Julie Roberts

ESE FacilitatorLashaundra Cox

The Guidance office is a place where students can explore academic and career options. Counselors assist students in preparation for graduation and post secondary educational plans. Counselors are available to provide resources to help students work through academic concerns and personal issues.

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 available for students and parents to visit and browse through the wide range of resource materials and use computers to access internet resources. Current information about jobs, careers, scholarships, colleges and universities is available. 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 College and Career 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 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 Passes

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 media center is the hub for recreational reading, internet research and a site for special events. The media center staff willingly provides guidance and help in using all the resources and materials housed in the media center.

The Hours

The media center opens at 6:35 am and closes at 3:00 pm on Monday, Thursday and Friday, and 4:00pm on Tuesday and Wednesday. 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 the media center. Before and after school students do not need a pass to use their center.

Bookstore Layout

The media 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 media 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 overdue books have restricted privileges until overdue books are returned. Students are financially responsible for any damaged or lost books.

Online Resources

The Center has 66 computers available for classes and individuals to use for research. Polk County provides access to online resources such as Gale, Nettekter and World Book.

Special Events and Student Displays

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

The Media 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.
3. Books may be borrowed for a two-week period unless otherwise marked.
4. Reserve books may be checked out at the end of the school day. They **MUST** be returned before school the following morning.
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 Portal

<http://www.hainescityhighschool.com/polkportal.php>

Parent Portal 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 Parent Portal form to receive access to this information. Parent Portal forms are located in the Main Office. Please see Ms. Quinn for further information.

Interim 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.

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.

SAC School Advisory Council

All parents/guardians, students, teachers, business partners, and the community are invited to attend monthly meetings 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

Student 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 costing in the TV Studio room. 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.

**2010-2011 POLK COUNTY SCHOOL CALENDAR
STUDENT, TEACHER AND PARAEDUCATOR**

SCHOOL BOARD APPROVED MARCH 16, 2010 No unpaid training/workdays are to be scheduled before August 16, 2010. Potential Staff Development Days at selected schools to meet FDOE Differentiated Accountability mandate
 Teacher Work Days (Aug. 16, 19 & 20) Staff Dev. Days (Aug. 17 & 18)
 Student Orientation Day/Paraeducators First Work Day
FIRST DAY OF SCHOOL FOR STUDENTS
 Holiday – Student, Teacher (Paid), Paraeducators (Paid)
 Staff Development Day (Data Day) Student/Para Holiday
 Interim Report (23rd Day – September 24, 2010)
 FTE Week
 Teacher Work Day/Student/Paraeducator Holiday
 End of 1st 9-Week Grading Period
 Grades Due
 Distribute Report Cards (9 Weeks)
 Holiday – Student, Teacher (Paid 11/25 & 11/26), Para (Paid 11/25 & 11/26)
 Storm Day (Make-up days, if needed)
 Pay Day for Employees
 Interim Report (23rd Day – December 6, 2010)
 Last School Day Before Winter Holidays
 Holiday – Student, Teacher (Paid), Paraeducator
 Teachers Return - Staff Dev. Day (Storm Make-up day for students, if needed)
 Students and Paraeducators Return After Winter Holidays
 Holiday – Student, Teacher (Paid), Paraeducator (Paid)
END OF 1st SEMESTER/Last Day of 2nd Grading Period
 Teacher Work Day/Student/Paraeducator Holiday
 Grades Due
 Distribute Report Cards (9 weeks)
 FTE Week
 Holiday – Student, Teacher (Paid), Paraeducator
 Interim Report (23rd Day – February 25, 2011)
 FCAT Writing Assessment
SPRING BREAK
 End of 3rd 9-Week Grading Period
 Grades Due
 FCAT Testing
 Distribute Report Cards (9 Weeks)
 Teacher /Student/Paraeducator Holiday
 Interim Report (23rd Day - May 9, 2011)
 Memorial Day/All Staff Holiday
GRADUATION
 End of 4th 9-Week Grading Period – **LAST DAY FOR STUDENTS – Last Work Day for Paras**
 Teacher Work Day

Tuesday – Friday, August 10-August 13, 2010

 Monday-Friday, August 16-August 20, 2010
 Thursday, August 19, 2010
 Monday, August 23, 2010
 Monday, September 6, 2010
 Monday, September 20, 2010
 Distribute Week of September 20, 2010
 Monday – Friday, October 11-15, 2010
 Friday, October 22, 2010
 Wednesday, October 27, 2010
 Friday, October 29, 2010
 Tuesday, November 9, 2010
 Week of November 22-26, 2010

 Monday & Tuesday, Nov. 22 & 23, 2010
 Tuesday, November 30, 2010
 Distribute Week of December 6-10, 2010
 Friday, December 17, 2010
 Friday, December 24, 2010
 Monday, January 3, 2011

 Tuesday, January 4, 2011
 Monday, January 17, 2011
 Friday, January 21, 2011
 Monday, January 24, 2011
 Tuesday, January 25, 2011 at noon
 Friday, February 4, 2011
 Monday-Friday, February 7–11, 2011
 Monday, February 21, 2011
 Distribute Week of February 22-25, 2011
 Tuesday thru Friday, March 1-4, 2011
 Monday-Friday, March 14-18, 2011
 Tuesday, April 5, 2011
 Thursday, April 7, 2011 at noon
 April 11 through April 22, 2011
 Tuesday, April 19, 2011
 Friday, April 22, 2011
 Distribute Week of May 9-13, 2011
 Monday, May 30, 2011
 June 3 through June 9, 2011
 Thursday, June 9, 2011

 Friday, June 10, 2011