



**HERNANDO**  
SCHOOL DISTRICT

Learn it. Love it. Live it.



## Attendance Policy

School attendance is the direct responsibility of the parent(s)/guardian(s) and students. ([Florida Statute §1003.24]; (School Board Policy 5200) Except as provided in Florida Statute §1003.24, and State Board of Education Rule 6A-1.09513, all students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. [Florida Statute §1003.21] and (School Board Policy 5200)

At the secondary levels, teachers shall record absentees each period of the school day and report absences, excused and unexcused, as required by the school.

When the student is absent, each parent is responsible for notifying the school and for informing the school of the reason for the absence. Each student is also responsible for completing all work assigned in each course in which the student is enrolled. The following practices are intended to promote proper attitudes and encourage student responsibility. Based on the number of unexcused absences, students must maintain a 90% attendance rate in all class periods throughout the school year in order to maintain privileges to include but not limited to:

- Parking / Homecoming / Grad Night / Prom / Field Trips (Teacher must provide an alternate assignment)
- Athletic Participation & extra-curricular Events

Parents/Guardians can excuse up to five (5) days per semester by providing a written and signed note(s). Also, this shall include prearranged absences. For more than (5) days of excused absences in any one class period, a doctor's note maybe required. Extenuating circumstances may be addressed with the administration.

Prearranged excused absences will not be approved during district and statewide assessments.

## Unexcused Absences

Unexcused Absences -Unexcused absences shall mean any absence that is not explained by a written and signed note from the parent(s)/guardian(s) citing one of the criteria for excused absence. If requested by school officials, a physician's note explaining the absence may be required. Absences without a parent(s)/guardian(s) note are unexcused. Absences without a Health Care Provider note (when required by the school) are unexcused. **All absences shall be recorded as unexcused until proper documentation is received to change the absence to an excused absence within three (3) days of returning to school.**

If under the 90% attendance rate at the time of the event, the student will lose their privileges. Lose of privileges will occur if student doesn't turn in a note from parent/guardian (must be one of the excused reasons). Also, could occur if student has more than five (5) excused days per semester.

**Makeup Work:** Student will be allowed to make-up the work in any one class period, however, student will receive a maximum grade of 70% on all make-up work, if absence(s) are unexcused.

Based on the number of unexcused absences, students must maintain a 90% attendance rate in all class periods throughout the school year in order to maintain privileges mentioned above.

# Tardy Policy



Poor academic performance is generally associated with non-attendance and school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. It is the policy of the state that each district school superintendent be responsible for enforcing school attendance of all students subject to the compulsory school age in the school district (Florida Statute §1003.26). The following applies to all students:

Tardies - Punctuality is necessary for a student to take full advantage of available educational opportunities. If a student is not in the classroom when the tardy bell rings, he/she will be classified as tardy. A tardy to school will become an absence from that class if more than 25% of the class period is missed in secondary grade levels. A parent(s)/guardian(s) request for early release or late arrival will be an unexcused absence unless the release is for verified medical, dental treatment or other reasons defined for excused absences by the School Board. Students are considered tardy to class if they are not in their classroom at the time the bell rings.

## Tardy Consequences

1 <sup>ST</sup> TARDY	WARNING
2 <sup>ND</sup> TARDY	WARNING
3 <sup>RD</sup> TARDY	WARNING
4 <sup>TH</sup> TARDY	1 DAY LUNCH DETENTION
5 <sup>TH</sup> TARDY	2 DAYS LUNCH DETENTION
6 <sup>TH</sup> TARDY	1 PERIOD ISS
7 <sup>TH</sup> TARDY	½ DAY ISS
8 <sup>TH</sup> TARDY	1 DAY ISS
9 <sup>TH</sup> TARDY	2 DAYS ISS
10 <sup>TH</sup> TARDY	1 DAY OF OSS – DEFIANCE OF SCHOOL RULES
11 <sup>TH</sup> TARDY	2 DAYS OF OSS – DEFIANCE OF SCHOOL RULES
12 <sup>TH</sup> TARDY	3 DAYS OF OSS – DEFIANCE OF SCHOOL RULES

Tardy count will start over at the beginning of second semester.

# Central High School

## Dress Code Policy 2020-2021



**DRESS CODE:** The following procedures are established to promote discipline, maintain order and provide a healthy environment conducive to academic purposes. Students are required to wear appropriate clothing and shoes according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program. Principals will enforce adherence to the dress code by those under their jurisdiction. School administrators have final authority to decide if clothing complies with district rules.

**Sun Protective Wear** – Students will be allowed to wear sunglasses, hats or other sun protective items while outdoors during and engaged in school related activities such as physical education or recess. No hats or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.

**Pants** – Pants are to be worn at the waist, not below the waist or in such a way to expose undergarments or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. Short shorts, boxer shorts, pajamas, see through items and other bedroom attire are not allowed. Spandex pants, leggings, or pants with rips may only be worn with a top that reaches mid-thigh or below as not expose undergarments or body parts in an indecent manner.

**Shirts and Blouses** – Must be long enough to remain tucked in at all times with no skin visible. Blouses with a neckline that dip below the line formed between the right and left armpit are prohibited. Spaghetti straps, tank tops, muscle shirts, and shirts with cut off sleeves are also prohibited.

**Shorts, Skirts, and Dresses** – To determine if shorts are too short - while student is standing with arms fully extended at side of his/her leg, shorts should reach to the student's fingertips, and in other words, the longest finger should touch material, not skin. Students may wear skirts and dresses of a modest length of no more than three inches from the knee to the bottom on the hem. Dresses with a neckline that dip below the line formed between the left and right armpit are prohibited.

**Unacceptable Attire** – Any apparel that is determined inappropriate, disruptive to the educational environment, or offensive to good taste by principal or designee of the school such as; jewelry, tattoos, or markings must be covered, accessories or manner of grooming, which by virtue of color arrangement, trade mark, or other attributes that denotes membership in a gang, advocates drugs, tobacco products, alcohol, violence, sexual innuendo, profanity, or has caused disruption is prohibited.

1. Jewelry should be worn in such a way that doesn't present a safety or health hazard such as spiked jewelry or accessories.
2. Wallet chains and dog chains are not permitted.
3. Bandanas are not to be worn, displayed, or carried onto campus.

**Footwear** – Students must wear shoes that are safe and appropriate for the specific learning environment

**Note:** Students enrolled in vocational/technical/lab classes may be required to wear clothing appropriate to a specific training in which students will be participating.

\*\* If at any time the student is unable to have a change of clothing brought to them, the student will be sent to ISS for the day.



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## **HCS DRESS CODE VIOLATION CONSEQUENCES**

“DRESS CODE VIOLATION: Any student who violates the dress code policy, such as; wearing clothing that exposes undergarments or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

1. **First Offense** – A student shall be given a verbal warning and the administrator or their designee shall call the student’s parent or guardian to bring a change of clothes.

2. **Second Offense** – The student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days, may lose a privilege and the school administrator or their designee shall call, meet with the student’s parent or guardian and ask them to bring a change of clothes.

3. **Third or Subsequent Offense** – A student shall receive an in-school suspension pursuant to s.1003.01(5) for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, may lose additional privileges and the school administrator or their designee shall call the 11 student’s parent or guardian to bring a change of clothes, send the parent or guardian a written letter regarding the student’s in-school suspension and ineligibility to participate in extracurricular activities. (Section 1006.07, Florida Statutes.) “

### **Consequences for Violating Dress Code Policies:**

1<sup>st</sup> Offense: Warning, Change of Clothing, Direct Parent Phone Call

2<sup>nd</sup> Offense: Warning, Change of Clothing, Direct Parent Phone Call

3<sup>rd</sup> Offense: Warning, Change of Clothing, Direct Parent Phone Call

4<sup>th</sup> Offense: Change of Clothing, Parent Phone Call, 1 Day ISS

5<sup>th</sup> Offense: Change of Clothing, Parent Phone Call, 2 Days ISS

6<sup>th</sup> Offense: Change of Clothing, Parent Phone Call, 3 Days ISS

7<sup>th</sup> Offense: Change of Clothing, Parent Phone Call, 1 Day OSS

8<sup>th</sup> Offense: Change of Clothing, Parent Phone Call, 2 Days OSS

9<sup>th</sup> Offense: Change of Clothing, Parent Phone Call, 3 Days OSS

## CELL PHONE & WIRELESS COMMUNICATION DEVICES POLICY

**CELL PHONE / WIRELESS COMMUNICATION DEVICES (WCDs):** Referred to as “device” includes but is not limited to a privately/owned laptop, tablet computing device, net book, notebook, e-Reader, iPod touch, smart watch, gps tracker with recording and/or transmitting capability, and/or smart phone. However, such devices can only be used with permission and under the direct supervision of a staff member. **When permission is not given, such devices must be turned off and put away during the school day or on the bus.** Smart watches may be on the wrist in sight, but shall not be utilized for recording or transmitting without permission. The student is fully responsible, at all times, for the personally owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally owned device. As such, students should not share devices. Device use is exclusively limited to schools participating in the Bring Your Own Device (BYOD) program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.

Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

**Ear Bud/Headphones will only be permitted in labs or lab type settings on a school campus with the approval of administration or classroom teacher.**

Refusal to turn over a device including a cell phone’s sim card and battery when directed is considered Gross Insubordination.

First Offense – School personnel may use their discretion to direct the student to turn off the device and put it away. This discretion is permitted for the purpose of limiting interruptions of classroom instructional time. Administration must instruct teachers on how to notify them for first offenses. Teachers must follow the procedures set by administration.

Second Offense – The device will be confiscated by school personnel, labeled and turned into administration. A conference will be held between the student and an administrator. The administrator has the option of administering a “Discipline Referral.” Parent notification/contact will be made. The device will be returned to the student at the end of the day.

Third Offense – The device will be confiscated by the school personnel, labeled and turned into administration. A Discipline Referral must be written and should also include “Gross Insubordination” [GI] as an additional infraction to the [CF] code. Parent conference must be held to return device and discuss future incidents which may lead to banning the device. Any additional offenses will result in the device being confiscated and student will be prohibited from carrying a device during the school day. Parent conference must be held and device returned to parent.

Taking pictures of school staff or students without their permission is prohibited. WCDs may not be used for illegal purposes, nor used for transmitting, retrieving, or storing any communications of an obscene, discriminatory, harassing nature, or for any other purpose that is against school board policy.

NOTE: The taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.) may constitute a crime under state and/or federal law. Any person taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.