

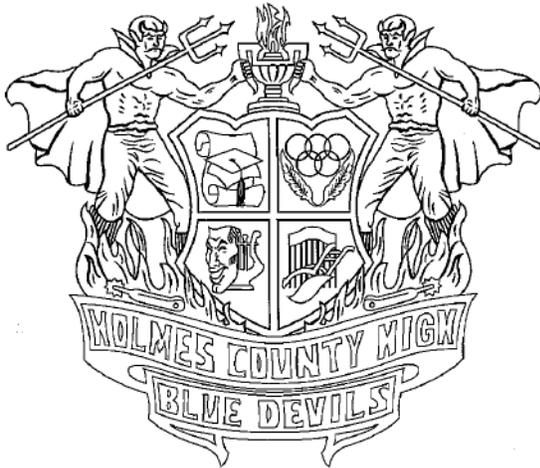
Holmes County High School

105 Blue Devil Dr.
Bonifay, FL 32425
850-547-9000

This Communicator is Property of: _____

Grade: _____ Homeroom: _____ Locker #: _____

Official Crest



Official Colors

Navy Blue & Vegas Gold

HCHS Alma Mater

In the center of our village,
By the broad highway,
Stands our noble Alma Mater,
Like a beaming ray.

And we praise her and uphold her,
Over land and sea,
For we treasure dearest friendships,
That we know so well.

Hail to thee our Alma Mater,
May she never fail,
And we pray for thy great progress,
Hail to Old Holmes, Hail.

Team Name

Blue Devils

HCHS STUDENT HANDBOOK

A school is a community which needs the cooperation of all those involved in order to make the school a pleasant place in which to be. You are encouraged to take advantage of the academic and extracurricular opportunities that are available at HCHS. The more you involve yourself in school life, the more likely you will be to succeed academically and socially.

The following policies have been established to help in the development of each student's potential for learning and to foster positive interpersonal relationships. This handbook contains information, rules, regulations, policies and the procedures necessary for the smooth operation of our school. In the event you need more information or clarification, please contact the office. This handbook is subject to School Board Policy changes, and all Board Policy will supersede any statements in this book.

Any Holmes County High School staff member has the authority to correct any student they see misbehaving at any place or time while at school or any school sponsored event.

➤ Absences

If a student is absent from school, he/she must bring a note from home or a doctor's note within three **(3)** days of an absence to the attendance office.

1. It is the student's responsibility to arrange with the teacher to make up work missed during an excused absence. Arrangements to do so must be made immediately upon returning to that class. Assignments due on the day of the absence will be due on the day the student returns to that class.
2. A parent note will only be accepted for three absences per each nine-week period. An absence is defined as a day or consecutive days absent from school. After the third absence a doctor's note will be required in order for the absence to be considered excused. Parents may meet with the principal in extenuating circumstances.
3. Work cannot be made up for unexcused absences except for nine week and semester tests which may be made up at the discretion of the principal. Out-of-school suspension is treated as an unexcused absence.
4. Work completed during an in-school suspension will be accepted and proper credit given.
5. Make-up work: Students are given the **number of days absent from school plus one (1)** in normal situation to complete make-up work for class. However, if an assignment date has already been given to the class or an assignment is due on the day of the student's return, the teacher may request the completed assignment at that time.

➤ Appointments

If a student has an appointment with a doctor or dentist during the school day or if he/she needs to be excused for any reason, a parent or guardian will need to sign out the student in the office.

Students must sign out before leaving the building/campus.

Failure to sign out under such circumstances is considered an unexcused absence and is subject to a zero for class work and disciplinary action. Written verification will be required from the doctor, dentist, or place of appointment for the time away from school to be excused. This note should be

brought to the attendance office within three (3)_school days of the absence for the time away to be excused.

Students will not be signed out by phone calls

from parents or guardians as per Holmes District Code of Student Conduct, which states, "Any student not having advanced written approval may not leave campus unless a parent or designated person comes to the school and checks the student out." In extreme emergencies or in extenuating circumstances, the administrator may accept a FAX from the parent or may grant permission to leave campus after talking personally with the parent or legal guardian on the phone.

Students may not leave campus for lunch

Students will not be allowed to leave campus to eat lunch, run errands, or similar excuses. Those circumstances will be counted as unexcused absences or skipping and disciplinary action will be taken. Any student that must be signed out during school lunch hours, 11:45 to 1:05 will require a parent excuse note to be submitted within the (3) day period. Should an excuse note not be submitted this checkout will be counted as an unexcused absence.

School Tardies

Tardy is defined as not being in class when the tardy bell rings. Tardies in excess of 3 per class or 10 cumulative across all classes per nine weeks will be treated as a second Class I Offense. A student's tardy disrupts the teaching environment and causes the student to miss instructional time. Instructional minutes are mandated by the state and therefore cannot be missed. A parent's excuse note will not cover a student's tardy. This is why students are allowed the 3/10 rule in a nine week period. No exceptions will be made for being tardy.

➤ Bullying

Bullying is defined as aggressive behavior, repeated over time that is intentionally harmful and occurs with no provocation. Bullying can be direct—for example, teasing, taunting, calling names, hitting, kicking, stealing, threatening, or using a weapon. Bullying can also be indirect, such as spreading rumors about someone, ignoring or excluding others intentionally, or influencing others to do these things. Two additional forms of bullying that can be added to the list are sexual and racial bullying. Sexual bullying is exhibited by sexual comments, jokes, looks, gestures, unwelcome sexual advances, touching or grabbing in a sexual way, and accusations of homosexuality and lesbianism. Racial bullying includes name-calling, ostracism and all of the bullying behaviors mentioned above. Sexual and racial bullying is damaging in that it is applied not only to the victim but refers to victims' families and to an entire race or gender.

Any student who alleges bullying should report the incident:

1. Report incident immediately to principal, assistant principal, guidance counselor or teacher,
2. Give a written account including, clearly who, what, when, where, and how incident occurred.
3. State the dates of incidents,
4. Give the name of all witnesses,
5. Sign the complaint,
6. Complaint will be investigated by principal or assistant principal,
7. If bullying is determined to have occurred, punishment or dismissal will be in accordance with school board policies and the Code of Student Conduct.

One can also refer to additional information in this handbook under “harassment.” Students found to be in violation of the Board’s policy on bullying will be subject to disciplinary action up to and including expulsion and may also be subject to criminal penalties.

➤ **Bus Students**

Any student who resides within the area prescribed by the school board is eligible to ride the bus to and from school. A student regularly enrolled in the district and wishing to ride any bus other than the one to which he/she is assigned MUST have written approval from a parent or guardian and the approval of the principal or designee. The student should bring the note to the office for a bus permission form by 9:00 a.m. A student is eligible to be transported as long as he/she abides by the rules of safety and personal behavior as listed in the Holmes District Student Code of Conduct.

The bus driver is responsible for the safe operation of each vehicle. Therefore, the driver has the authority to assign seats, restrict movement, and set other rules which they deem necessary for the orderly and safe operation of the school bus.

Violation of school board transportation policies including disruptive behavior on a school bus or at a school bus stop by a student is grounds for suspension of the student’s privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

➤ **Care of Facilities**

The citizens of Holmes County (your parents or guardians included) have provided excellent facilities, materials, and tools for learning. It is the individual responsibility of each student, as a worthy school citizen, to help keep all school property in the best condition. Pupils guilty of defacing or damaging school property will be required to pay for such damage and are subject to disciplinary action and possible contact of law enforcement.

➤ **Dance**

Absolutely no middle or elementary school students are allowed to attend a high school dance.

Students are expected to observe the same dress code that applies during the regular school day. Students may be asked to leave a dance for behavior or dress code violation.

➤ **Permits - Parking**

All student vehicles are required to be registered in the front office and have a current year parking permit. Students will have assigned parking spots and should park only in their designated spot. At no time should a student's vehicle be parked in the teacher parking lot.

➤ **Discipline**

HCHS does not utilize an "In School Suspension Option." Should students be removed from class due to behavior issues the listed disciplinary actions will be followed.

CLASS I - MINOR OFFENSES

- A. Distraction of other students - any behavior that alters the teaching process of the classroom or educational activity.
- B. Use of profane or obscene language.
- C. Non-conformity to dress code - any dress that is disruptive to the educational setting or is a hazard to the health or safety of the student.
- D. Minor misbehavior on a school bus.
- E. Bodily contact ie. Holding hands, personal display of affection.
- F. Lying.
- G. Locker misuse or abuse.
- H. Littering of school property.
- I. Possession of cards, beepers, laser pointers, etc.
- J. Sitting in or loitering in or around parked vehicle after arriving at school.
- K. Tardiness, More than 3 in the same class period per nine weeks or 10 cumulative across all classes per nine weeks. This will be treated as a Class I, 2nd Offense violation. Each tardy thereafter will continue the discipline progression chart. Tardy's to class will not be tolerated.
- L. Any violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
- M. Cell phones. If it's out it is considered on. Violation of the rules related to cell phones and electronic devices may result in the confiscation of the phone/device until a parent arrives to retrieve the phone at the end of the school day. First offense only, the principal may return phone to student at end of day.

DISCIPLINARY ACTIONS FOR CLASS I OFFENSES: Secondary Students.

First Offense: In-school conferences and parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Second Offense: Parent contact made or good faith attempt through phone, e-mail, text, focus or another usable application. Documentation of attempt must be kept by teacher.

Third Offense: Student sent to see administration. Parent contact made or good faith attempt as listed above will be documented. Parent to be informed that next occurrence will be treated as a Class II Offense and disciplinary procedures followed accordingly.

CLASS II - MAJOR OFFENSES

- A. Illegal organizations - any attempt to operate an organization that is not an approved cocurricular student activity, club, organization, or interscholastic activity as described on page 33, including but not limited to gangs, secret societies, or secret fraternities or sororities. Students shall not wear any color, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization.
- B. Gambling - any participation in games of chance for money and/or other things of value.
- C. Defiance of School Board employee's authority - any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee.
- D. Possession and/or use of tobacco product - possession on the person, in the locker, or in the effects of a student. The 1997 legislation made it unlawful for any person under 18 years of age to knowingly possess any tobacco product. Any person under 21 years of age who violates this provision commits a non-criminal violation. A first violation is punishable by 16 hours of community service, or instead of community service, a \$30 fine. In addition, the person must attend a school-approved anti-tobacco program, if locally available. A second violation within 12 weeks of the first violation is punishable by a \$30 fine or for a third or subsequent violation within 12 weeks of the first violation, the court must direct the Department of Highway Safety and Motor Vehicles to withhold the issue the person's driving license or driving privilege.
- E. Fighting - any physical conflict between two or more individuals
- F. Vandalism - intentional and deliberate action resulting in injury or damages of less than \$50 to school board property or the real or personal property of another.
- G. Stealing, larceny, petty theft—the intentional, unlawful taking or carrying away of property valued at less than \$25 belonging to or in the possession or custody of another.
- H. Possession of stolen property with the knowledge that it is stolen.
- I. Extortion - verbal, written or printed communication maliciously threatening an injury to the person, property or reputation of another with the intent to extort money.
- J. Threats, bullying, harassment, intimidation, hazing - verbal, written or printed communication maliciously threatening an injury to the person, property or reputation of another with the intent to take advantage of any person or to do any act or refrain from doing any act against his/her will.
- K. Trespassing - willfully entering or remaining in any school property without being authorized, licensed, or invited or after having been authorized, licensed, or invited, refusing to depart when warned by an authorized person to do so.
- L. Possession of matches or lighter and/or igniting fireworks or firecrackers.
- M. Unjustified activation of a fire alarm system or fire extinguisher.
- N. Use of obscene behavior (verbal, written, gesture) toward another person.
- O. Directing obscene or profane language toward, or malicious slander about a School Board employee.
- P. Leaving class or campus without written permission.
- Q. Refusal to give name or intentionally giving false information to authorized person.
- R. Misuse of free or reduced lunch privileges.
- S. Possession of a knife on school campus.
- T. Truancy - absence from school without principal and/or parental or legal guardian approval.
- U. Truancy from class - absence from class without principal's approval.
- V. Speeding (exceeding campus speed limit) or reckless driving.
- W. Lunchroom misconduct.
- X. Cheating
- Y. As outlined in Holmes County School Board Internet Acceptable Use Policy and Guidelines, the following are not permitted, including, but not limited to:
 - 1. The placing of unlawful information, data files, or programs on the computers or networks.
 - 2. The use or downloading of obscene, abusive or otherwise objectionable language or graphics.
 - 3. Violating copyright laws.

4. Theft and/or destruction of computer software, hardware and related equipment, data files and intellectual property maintained by the School District and others.
5. Attempts to violate the security of any network system.
6. Electronically or physically damaging computers, computer systems, telephone systems or computer networks.
7. Deliberate unauthorized installation of personal computer software on the computers and the computer networks, including but not limited to: games, viruses, programs, and applications software. Individual authorization may be obtained from the principal or his designee.
8. Use of computers, computer networks, and related equipment to create a forgery or to commit any crime.
9. Harassing, insulting or attacking others.
10. Any use of a cell phone/device for voice recording, taking of pictures, or video without the consent of school administration will result in the immediate suspension of a personal cell phone/device for at least one year.
- Z. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

DISCIPLINARY ACTIONS FOR CLASS II OFFENSES: . Secondary Students:

First Offense: Contact from Administration and 2 days assigned to GAP.

Second Offense: Contact from Administration and 3 days assigned to GAP

Third Offense: Contact from Administration and 10 days assigned to GAP

All subsequent Class II violations will be 90 days placement at GAP. The 90 day GAP placement must be successfully completed prior to student returning to the regular school environment. The student may not transfer to another county school without completing their 90 day placement with GAP.

Class III – Terminal Offenses

- A. Drugs, drug paraphernalia, vaping devices, or alcoholic beverages - unlawful possession, use or distribution of drugs or alcohol on school premises or as a part of any of its activities.
- B. Arson - the willful and malicious burning of any part of School Board property.
- C. Battery or Threat upon another student or School Board employee - the actual unlawful and intentional threatening, touching, or striking of another student or School Board employee against his/her will, or the intentional causing of bodily harm to another student or School Board employee or his/her property or immediate family.
- D. Robbery - the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or by instilling the fear of same.
- E. Stealing, larceny, grand theft - the intentional unlawful taking and/or carrying away of property valued at \$25 or more belonging to or in the lawful possession or custody of another.
- F. Burglary of school property - entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- G. Criminal mischief - willful and malicious injury or damages at or in excess of \$50 to school board property, to real or personal property or to steal property belonging to another.
- H. Possession of firearms - any firearm (including a starter gun) which will, or is designed to, or may be readily converted to expel a projectile. Students shall be disciplined for simulating a firearm or weapon when it substantially disrupts student learning, causes bodily harm to another person or places another person in reasonable fear of bodily harm. Students shall not be disciplined or referred to law enforcement for simulating a firearm or weapon when playing, or wearing clothing or accessories which depict a firearm or weapon, or an opinion regarding Second Amendment rights.
- I. Unauthorized discharge of any pistol, rifle, shotgun, air gun, or any device, or any other weapon, instrument, or object intended as a weapon;

J. Possession of weapon - metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or object intended as a weapon; threatening a person's life or threatening to bring or bringing a weapon.

K. Bomb threats - any such communication that has the effect of interrupting the educational environment.

L. Explosives - possessing, preparing or igniting on School Board property explosives likely to cause bodily injury or property damage.

M. Sexual acts - acts of sexual nature including, but not limited to sexual harassment, sexting, battery, intercourse, attempted rape, or rape.

N. Written or verbal proposition to engage in sexual acts.

O. Use or possession of obscene and/or pornographic materials or CD's or the pornographic use of the Internet.

P. Aggravated battery - intentionally causing great bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.

Q. Inciting or participating in a major student disorder - leading, encouraging or assisting in major disruptions which results in substantial and material disruption to the educational process or school environment, destruction or damage of private or public property or personal injury to participants or others.

R. Indecent exposure.

S. Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

DISCIPLINARY ACTIONS FOR CLASS III OFFENSES Secondary Students:

Class III offenses will result in suspension for 10 days while consideration for expulsion and notification of law enforcement authorities as per adopted procedures. Class III offenses related to drugs may result in an automatic transfer to the Graduation Assistance Program (GAP). A Class III offense committed on a senior trip will result in the student not being allowed to participate in graduation ceremonies. Sexual harassment involving physical contact will result in expulsion as per school board procedures. A recommendation of a mental health evaluation may also be made.

➤ **Distribution of Audio, Video, or Printed Materials**

No audio, video, or printed material from any source shall be distributed on school property or at a school sponsored function without the prior approval of the school principal or designee. Any student determined to have participated in recording or distributing videos of altercation that may arise may receive disciplinary action.

➤ **Dress and Appearance for Students**

Appropriate School Dress:

- ✓ Does not create a disturbance or distraction or call attention to oneself
- ✓ Is not sexually explicit, obscene, or pornographic in picture or meaning
- ✓ Is not related to tobacco, alcohol, drugs, or gangs
- ✓ Does not contain gang signs/symbols/slogans
- ✓ Does not create a safety hazard or damage school property

Every student should be fully clothed, clean, and well-groomed to avoid distractions from the instructional program and to promote the health and safety of all students and staff at HCHS.

Clothing **NOT** in compliance with the dress code includes:

- ✓ Pants that fall below the natural waistline allowing skin or undergarments to be seen

- ✓ Shorts deemed as boxers, biker pants, or soccer-type shorts
- ✓ See-through clothing, clothing so sheer undergarments can be seen
- ✓ Underclothing or pajamas worn as an outer garment
- ✓ Shorts, dresses, skirts, skorts or any other garment that is shorter than mid thigh, including the highest point of the slit – decisions regarding length of these items will be at the discretion of administration
- ✓ Clothing bearing suggestive slogans or advertisements for alcoholic beverages or tobacco products
- ✓ Baggy clothing, tank tops, spaghetti straps, or cut-out sleeves
- ✓ Tight clothing that shows the outline of undergarments, leggings are not to be worn as pants, leggings should have a shirt or dress that is knee length
- ✓ Tops that do not cover the entire shoulder area (no three-finger width rule), no tank tops or spaghetti straps
- ✓ Shirts/tops that ride or pull up exposing skin when seated
- ✓ Jeans or pants with holes (openings revealing skin) are prohibited.
- ✓ Headgear/covering including pullovers (caps, hats, boggins, bandanas, anything covering the head)
- ✓ Any item with metal or sharp projections such as armbands, wristbands, belts, necklaces, chains including wallet chains
- ✓ Any clothing worn as a gang symbol
- ✓ Any clothing the principal deems might cause controversy with other students is not allowed.

A student found to be in violation of the dress code will be required to change the article of clothing according to HCHS Dress Code Policy. The violation will be documented, and the parent will be notified in an attempt to have appropriate clothing brought to the school so the student may change. The violation will be documented as a Class I Offense. Also, see the Holmes District Schools Code of Student Conduct for subsequent offenses.

➤ **Failure to Notify**

A student who has knowledge of, and fails to report to a person in authority, the actions, or plans for action, of another person where harm could result, or has resulted, to another person(s), or damage could result, or has resulted to property, could face disciplinary action.

➤ **Gambling**

Playing cards, games of chance, pitching coins, or any form of gambling is not permitted at school.

➤ **Gum**

Students are not to chew gum or have chewing gum on campus. If a student is caught chewing gum, he/she will face disciplinary action. It will be considered defiance if a student continues to ignore this policy and will face consequences for defiance of school policy.

➤ **Hall Passes**

Any time a student is in the hall during class time, he/she must have a hall pass from that teacher. Students are reminded to stay out of the halls before school and during lunch.

➤ Hall Conduct

1. Walk - do not run inside the building
2. Use a conversational tone of voice in the halls.
3. Avoid blocking the halls and doorways when you wish to stop and talk.
4. Refrain from loitering/ hanging out in hallways between classes.
5. Pick up papers in the hall and use the wastebaskets when throwing things away.
6. Horseplay is prohibited at all times and in all places.
7. Keep to the right in the hallways.
8. Students waiting outside of classrooms for doors to be unlocked should not block the doorway or hallway but should wait beside the walls in the hallway adjacent to the classroom.

➤ Harassment

It is the policy of the Holmes County School Board that each student be allowed to receive equal educational opportunities in an environment free from any form of malicious or sexual harassment as prohibited by state and federal statutes. Students found to be in violation of the Board's policy on harassment may be subject to disciplinary action up to and including expulsion and may also be subject to criminal penalties.

In its simplest terms harassment is any form of unwelcome sexual behavior imposed on one person by another. The operable word is "unwelcome." If any act of sexually oriented communication or behavior between two people makes one individual feel afraid, offended, or uncomfortable, it may constitute sexual harassment. Sexual harassment does not refer to occasional compliments or welcomed interactions of a normally socially acceptable nature. Any of the following actions can constitute acts of illegal sexual harassment:

- ❖ Name calling
- ❖ Leering/staring
- ❖ Unwelcome touching
- ❖ Stalking
- ❖ Sexually-oriented graffiti
- ❖ Sexually-oriented jokes
- ❖ Dirty notes or letters
- ❖ Offensive clothing (T-shirts, etc.)
- ❖ Grabbing or patting body parts
- ❖ Rating the other sex's physical attributes
- ❖ Rumor spreading
- ❖ Date rape
- ❖ Flipping up skirts
- ❖ Suggestive or descriptive letters or notes
- ❖ Sexual threats
- ❖ Distributing nude pictures or pornography
- ❖ Simulated sex acts
- ❖ Teasing

- ❖ Whistling
- ❖ Suggestive comments
- ❖ Pulling down shorts or pants
- ❖ Propositioning
- ❖ Unwelcome repeated requests for dates
- ❖ Sexual or sexist language

Any student who alleges sexual harassment should report the incident to the principal, assistant principal or guidance counselor. The filing of a complaint by a student on another student will not affect that student's status, extracurricular activities, grades, or any other assignment. The rights of confidentiality of the complainant, and the accused will be respected consistent with the school board's legal obligation as to the confidentiality of students and student records. To file a complaint of sexual harassment on another student the complainant shall:

- 1. Report incident immediately to principal, assistant principal, guidance counselor or teacher,**
- 2. Give a written account including, clearly who, what, when, where, and how incident occurred.**
- 3. State the dates of incidents,**
- 4. Give the name of all witnesses,**
- 5. Sign the complaint,**
- 6. Complaint will be investigated by principal or assistant principal,**
- 7. If sexual harassment is determined to have occurred, punishment or dismissal will be in accordance with school board policies and the Code of Student Conduct.**

Mrs. Carmen Bush is the District Equity Coordinator who can be contacted with concerns related to harassment. She may be reached at the Holmes School Board District Office at 701 E. Pennsylvania Ave, Bonifay, FL, 32425 or at 850-547-9341.

➤ Homework

Homework is assigned to broaden the background and enrich the knowledge of the student and to offer time for needed routine drill. Assignments should be carefully completed for submitting to the classroom teacher. Homework cannot be made up for unexcused absences. The procedure for obtaining homework assignments as a result of extended excused absences is as follows:

1. The student must be absent for a minimum of two **(2)** consecutive days.
2. The request for homework assignments must come from a parent and be circulated by the Guidance Office.
3. A minimum of 24 hour notice must be given to obtain homework assignments.
4. Homework may not be requested for students with over fifteen **(15)** days absences without specific documentation of medical or other emergency situation approved by the principal.
5. Students are expected to have work completed when they return to school.
6. Students will follow the absentee and make-up policy found in the District Code of Student Conduct and HCHS Student Handbook.

➤ Honesty and Integrity

Students at HCHS are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, copying someone's worksheet, obtaining test answers, copying homework, and plagiarizing (copying from a book or magazine or the internet) to complete a report are dishonest acts, commonly labeled as "cheating". HCHS will not condone such acts. Students who compromise their integrity in these ways will be subject to disciplinary action including the possible assignment of an "F" or "0" on the assignment, "F" in the course, and possible loss of club membership and/or club office. Parents will be contacted.

➤ Letterman Jackets

Letterman jackets are a symbol of accomplishment and pride. They are not provided by Holmes County High School. A student is responsible for purchasing their own letterman jacket. A student must be in their junior year and have lettered at least one year before being allowed to order a letterman jacket from the vendor selected by Holmes County High School. Ordering will take place at specified times.

➤ Lockers and Locker Inspection

Locker assignments are made by the homeroom teacher. A copy of the locker registration is kept in the Vice Principal's office. A student is expected to use only the locker assigned to him/her. Do not share lockers. It is the sole responsibility of the student assigned to a locker to secure and be responsible for personal possessions and school property on loan to him/her. The principal or designee has the right to search a locker, independently or in the presence of the student, to assure that items contained are related to the school program. Do not store food items or drinks in lockers for more than 1 day at a time. Keep your locker clean and organized. Do not "jam" the locks. Any damage caused by jamming or rigging the locker will be the student's responsibility and student could face loss of locker privileges.

P.E. lockers will be assigned for P.E. students. Keep all personal items in locked lockers. Money can be locked up by coaches if no PE locker is available.

DO NOT LEAVE MONEY IN POCKETS OR PURSES LEFT UNATTENDED

➤ Lunch

Holmes County Schools have a closed lunch policy. This means that students are not permitted to leave the school grounds to go home for lunch or to a business establishment to purchase their lunches. Students are not to have "fast food" delivered to them at school. If it is found that students have left campus during lunch without the principal's or designee's approval, even with parent permission, this will be grounds for disciplinary action to include revoking driving privileges for a specified time. Only a parent or legal guardian may sign out a student by written note, fax, or in person.

No phone calls will be accepted for signing students out of school as per district policy. **At no time should there be any food or drinks in the hallway or classrooms. The only exception to this would be classroom sponsored events.**

Lunch Charges:

Absolutely no charges are allowed. Anyone wishing to purchase a second tray must have the appropriate funds available or cash at the time of purchase.

Cafeteria Rules:

There are two lunch periods so that all students may be fed in a timely manner. Students should walk quietly down the halls, be safety conscious, line up by going around by the trophy cases, “cutting through” by the cashier is not allowed, always be courteous, stay in line and do not crowd, shove, or cut. Keep talking or noise down to a quiet conversational level. Keep your table and floor clean for the next person. Do not leave trash on the tables. Expect others to do the same for you. You are to follow directions of the school/cafeteria staff. During lunch time, remain in the cafeteria or in the patio area. Use the restrooms in the student center during lunch.

DO NOT ENTER HALLWAYS OR GO TO THE LOCKERS BEFORE BELL RINGS.

DCT or Vocational School Students: DCT students or those going to the vocational school may go to the beginning of the lunch line at first lunch. The bus to the vocational school leaves at approximately 11:45 a.m. When students return from the vocational school, they are to remain in the cafeteria or come to the front of the school. They are not to be in other areas of the building.

➤ Medications

No internal medication of any kind will be given to a student without the written permission of a parent or legal guardian. Parents are encouraged to administer all medications outside school hours and students may bring medications to school only when absolutely necessary. In such cases all medication shall be delivered to the office or clinic with the following information provided, in writing, by the student’s parents: *name and purpose of medication, time medication shall be given, specific instruction on the administration of the medication, duration of medication, list of side effects, permission to administer medication*. First dose of any new medication shall not be administered during school hours, due to the possibility of allergic reaction. No student will be allowed to have medication, prescription or nonprescription, with the exception of an asthma inhaler, in his/her possession on school premises, on school transportation, or at a school function. Unauthorized drugs or medicines brought to school are treated as illegal and will be dealt with according to the District Code of Conduct.

➤ Off Campus Conduct

Off campus conduct by a Holmes County High School student is important and may reflect a student’s moral and ethical character. Students are expected to follow the basic rules of conduct that are in force on campus when attending or participating in an extracurricular event off campus. Students will be subject to disciplinary procedures if off campus behavior warrants it. Therefore, a student’s off campus conduct will be considered by HCHS in determining a student’s qualifications to hold office in any club at Holmes County High School. Any misdemeanor or felony arrest shall be grounds to suspend a student from a club office until that student is found not guilty. Any misdemeanor or felony conviction shall be grounds to bar a student from seeking a club office or remove a student from an elected office in a student club or organization, including athletic teams.

➤ Schedule Changes

Efforts have been made to provide each student with the schedule of courses selected cooperatively by the student, family, and school personnel. However, sometimes the schedule of classes will not accommodate all the selections made by each student. Schedules will only be changed by the guidance office, after consultation with the student and the student's parents or guardians. Wanting to be in a class with another student, wanting different lunch time, wanting to have a different teacher are not acceptable reasons for requesting a schedule change.

Any error in the student's schedule should be reported to the guidance office during the first week of school. **The last day the office will approve a class change is one week (5 days) after classes begin.**

➤ Student Job Description and Code of Conduct

The path to success lies on the road to responsibility. A part of being responsible means treating all students and staff as valued and respected members of the school community regardless of race, religion, ethnic origin, gender or physical appearance. Take these responsibilities seriously as you work toward becoming life long learners and responsive citizens in a community enriched and strengthened by diversity of cultural beliefs.

You demonstrate your sincerity in this belief of becoming lifelong learners by showing your BLUE DEVIL PRIDE and follow these four expectations:

Holmes County High School *"Blue Devil Pride"*

- H** Have Respect
- C** Come Prepared
- H** Have Self- Control
- S** Show Responsibility

HAVE RESPECT

- Be courteous to others
- Use appropriate language
- Listen and be cooperative
- Treat other as you wish to be treated

COME PREPARED

- Be on time
- Have necessary school supplies
- Move safely and orderly to destination
- Be ready to participate

HAVE SELF-CONTROL

- Think before you speak or act
- Keep hands and feet to self
- Use a controlled tone of voice
- Encourage rather than putting others down

SHOW RESPONSIBILITY

- Follow directions
- Attend all assigned classes daily
- Refrain from conduct disrupting the learning process
- Be substance free

➤ Student Leaders

Class, Club, and Organization Officers

Student Government Officers - must have at least a 2.0 GPA

Class Officers - All grade levels must have at least a 2.0 GPA

Each club shall determine its own GPA standards

Office Referrals_ - To be eligible to run for a student leadership position as an officer of any class, club, or organization at Holmes County High School, a student must have no more than three (3) office referrals—with no more than one (1) of these being a Class II offense or Class III offense, during the school year leading up to the election. (If elections are held at the end of the school year, this refers to the current school year. If elections are held at the beginning of the school year, this refers to the preceding school year.)

Once elected to a student leadership position as an officer of any class, club or organization at Holmes County High School, a student leader can have no more than three office referrals –with no more than one of these being for a Class II offense or Class III offense during a school year.

Due to the time required to fulfill the obligations of certain club, class, and organization offices, students are limited to holding no more than two (2) of the following “major offices”:

Beta Club President, SGA officers, JROTC Battalion Commander, Band Drum Major and Band Captain, FFA President and Vice-President, FCCLA President, FBLA President, NHS President, Journalism Editors, Key Club President, Mu Alpha Theta President, all Senior class officers, all Junior class officers, and Varsity Cheerleader Captain.

➤ Student Sign In/Out Procedures

1. All students who are late to school must sign in at the main office.
2. All students who check out early must sign out at the office. A student who has signed out must bring in a note the day of return to school to excuse that absence.
3. Only authorized persons who are listed on a student’s medical emergency form may sign out a student at HCHS. Those persons unknown to the receptionist will be required to show a picture ID and their DL # will be recorded on the check out sheet.
4. Students will be allowed to check out with the written consent of parents and advanced approval of the principal or designee. As per Holmes District Code of Student Conduct, p. 14, “**Any student not having advanced written approval may not leave campus unless a parent or designated person comes to the school and checks the student out.**”
5. Student drivers are not permitted to leave school without parental approval. The student must bring in a parent note to the attendance office on **the morning of early checkout**, and the attendance office must speak directly to a parent before the student can check himself/herself out. A phone number should be listed on the note indicating where the parent can be reached to verify dismissal.

PHONE CALLS WILL NOT BE ACCEPTED!!!

In extreme emergencies or extenuating circumstances, a parent may fax permission to the school for approval by the administrator or the principal or designee may approve the check out after talking personally with the parent.

1. **Holmes District Schools has a closed lunch policy.** Therefore, HCHS students may not be signed out for the purpose of eating lunch off campus or purchasing lunch. Also, lunches from

restaurants should not be delivered to students. Students leaving campus for lunch will be disciplined for leaving campus without permission.

2. Any food mistakenly brought for students, will be allowed to be eaten in the front office.

➤ **Telephones**

School telephones are very busy. Students may not use office phones unless it is an emergency. Teacher phones are not to be used by students.

➤ **Textbooks**

Textbooks are issued without cost to students. A fine will be assessed for lost books or damage to books as per HDSB Code of Student Conduct policy. Grades and/or records will be withheld until fines are paid in full. It is the students' responsibility to take good care of the textbooks assigned to them. Book covers are recommended for textbooks.

➤ **Thefts or Losses**

The school is not responsible for the theft of items that are brought to school in violation of the Holmes District Code of Student Conduct. This includes, but is not limited to IPODS, CD players, cameras, radios, laser pointers, and similar devices. This includes phones that are not located in a secure location as defined by the Code of Conduct.

Students are strongly encouraged to leave excess cash at home, and if it is brought to school, to keep it on their persons at all times or in a locked locker.

DO NOT LEAVE CASH IN PANT'S POCKETS OR UNATTENDED PURSES.

It is an open invitation to a thief and very difficult to trace.

➤ **Vehicles & Parking Rules**

Students driving motor vehicles to school must have a valid driver's license and must park the vehicle in the approved student parking spaces. Students are not to sit in parked cars after arriving on campus. Cars are not to be moved during the school day without administrative approval. All cars should be locked after arriving in the morning.

Students may lose driving privileges for leaving campus or allowing other students to leave campus with them without permission.

1. Knowing the rules is the student's responsibility; therefore, claims of not knowing the rules will not be honored.
2. All vehicles driven to school by students must be registered in the office by a student with a valid Florida driver's license. Upon registration, parking permits will be issued.
3. All vehicles in the parking lot must have a parking permit clearly visible in vehicle's windshield.
4. Failure to properly register a vehicle will result in forfeiture of the right to drive to school and park on school property.
5. All city, state, and HCHS traffic regulations and rule governing the use of motor vehicles must be complied with on campus through all hours of the day and night. Drivers are expected to follow the rules of safe driving and common courtesy. Reckless operation of a vehicle will result in disciplinary action which could include permanent loss of driving privileges. No students/minors are allowed to ride in the back of a pick-up truck or on the outside of any vehicle.

6. The speed limit on campus is **5** mph; this includes both parking lots and the bus loop. Students caught speeding may lose the privilege of driving to school.
7. HCHS does not assume any responsibility for the care and/or protection of any vehicle or its contents during the time the vehicle is parked or operated on its campus.
8. Pedestrians have the right-of-way at all times. School buses have the right-of-way over all other vehicles.
9. Motorcycles are subject to the same rules as automobiles.
10. If a student loans his or her vehicle, the student-owner is subject to any penalties that may incur.
11. Students leaving for DCT or VoTec, should do so with as little disruption as possible, no loud music, etc.
12. Students who ride with other students to or from school must have written permission from parents or guardians.
13. Violations of school parking regulations include:
 - Parking in faculty lots, handicapped spaces, visitor parking, undesignated areas.
 - Not parking within the lines of marked parking spaces.
 - Failure to display parking permits properly.
 - False registration of vehicle or failure to register vehicle.
 - Driving recklessly or speeding. No spinning of wheels will be allowed.
 - Failure to heed the instructions, either written or verbal, given by HCHS officials or staff.
14. Students in violation of the traffic regulations are subject to one or more of the following disciplinary actions, depending on the severity of the violation:
 - Suspension
 - Impoundment of vehicle
 - Loss of driving privileges on school property
 - Contact with law enforcement
 - Other measures deemed appropriate by administration
15. Any student who leaves school without permission will have their driving privileges suspended for a minimum of ten (**10**) school days on the first offense. Second offense, driving privileges will be suspended indefinitely. This policy also applies to students who let others use their vehicles to leave school without permission, or to transport students who do not have permission to leave campus.
16. Students are to remove any items (including PE clothing) needed for the school day from the vehicle upon arrival. Students should not need to return to the parking lot area until time to depart.
17. Students loitering in or around vehicles during school hours may have their driving privileges suspended.
18. Excess morning tardies may cause one to lose the privilege of driving to school.
19. There will be absolutely no loitering in vehicles before or after school. When a student arrives at the school parking lot, the vehicle is to be parked immediately and the student will go inside the building.
20. After a student enters the parking lot, permission must be obtained from the administration before leaving the campus prior to the end of the school day.
21. Students who are brought to school should be dropped off and picked up in the drop off loop. Drivers dropping off and picking up students must remain in a single file line to allow timely flow of traffic.
22. The gravel parking lot below the baseball field (beside the bandroom) is the only parking lot for all students, including seniors.
23. No students are allowed to park in the parking lot behind the gym or on the grass/dirt behind the gym parking lot. Parking in these areas may cause one to lose the privilege of driving to school.
24. No recreational vehicles allowed on campus without principal permission.
25. All student drivers are to enter and exit the campus from Highway 90.
26. All students are required to wear their seat belts at all times once the vehicle is started.
27. Driving a vehicle to Holmes County High School is a privilege. This privilege may be suspended when the student does not follow safe and responsible behavior in vehicle operation.

➤ Visitors

All visitors to the school building must obtain permission and appropriate clearance from the office. Students are not permitted to bring siblings, infants or students from other schools to visit. Holmes School District has measures in place to enforce the Jessica Lunsford act to prohibit unauthorized personnel from being on our campuses.

➤ Written Threats to Harm or Kill

School violence is a major concern to everyone, students, teachers, parents, administrators, and the public. Any threat of harm or violence toward another individual or group of individuals is taken seriously. Students who engage in this behavior will be disciplined, including being reported to law enforcement, and possible expulsion from school. This is considered extremely serious when such threats are written and all means will be taken to determine the identity of the writer and provide appropriate disciplinary measures including report to law enforcement and/or expulsion.

➤ Zero Tolerance

Use of profane, indecent, inappropriate, or obscene language in written or verbal communication, including the use of obscene gestures, possession/ distribution of obscene pictures, signs, or clothing will result in disciplinary action.

HCHS Senior Awards/Graduation Ceremonies

- **Awards Ceremony** – HCHS will hold a separate ceremony each year to honor its graduates and their accomplishments. During this ceremony, graduates will be awarded local scholarships (as requested by the organization awarding them), given club/organization awards (as determined by sponsors), subject area awards (as determined by subject area team), be recognized for other pertinent accomplishments (such as athletics, arts, military, and vocational achievements), as well as the appropriate honor stole with its corresponding designation in accordance with school board guidelines. GPA worksheets used to figure the honors designation will be available for each graduate who has at least a 3.0 cumulative GPA.
- **Graduation Ceremony** – HCHS graduates will line up, walk, and sit in Honor Designation order and then alphabetical order for the graduation ceremony. Though specific awards, scholarships, and medals will not be recognized during the graduation ceremony, graduates may wear cords, stoles, medals, and other awards received during the awards ceremony, along with the appropriate graduation attire. Honors designations will also be noted in the graduation program. Diplomas will not be included in the jacket presented by the superintendent. Envelopes with the diploma, report card, and other permanent record items may be picked up after the ceremony is over from senior sponsors, or from HCHS.

Any Holmes County High School staff member has the authority to correct any student they see misbehaving at any place or time while at school or any school sponsored event.

ACKNOWLEDGEMENT

I, _____, a students at Holmes County High School
(Student Name)

and my parent/guardian do hereby acknowledge that we have received and read the **HCHS Student Handbook** for the 2021 – 2022 school year.

(Signed) _____
(Student)

(Signed) _____
(Parent/Guardian)

Date: _____

NOTE TO ALL STUDENTS: Please detach this page and return it to the homeroom teacher. This ACKNOWLEDGEMENT will become a part of the student’s cumulative file.