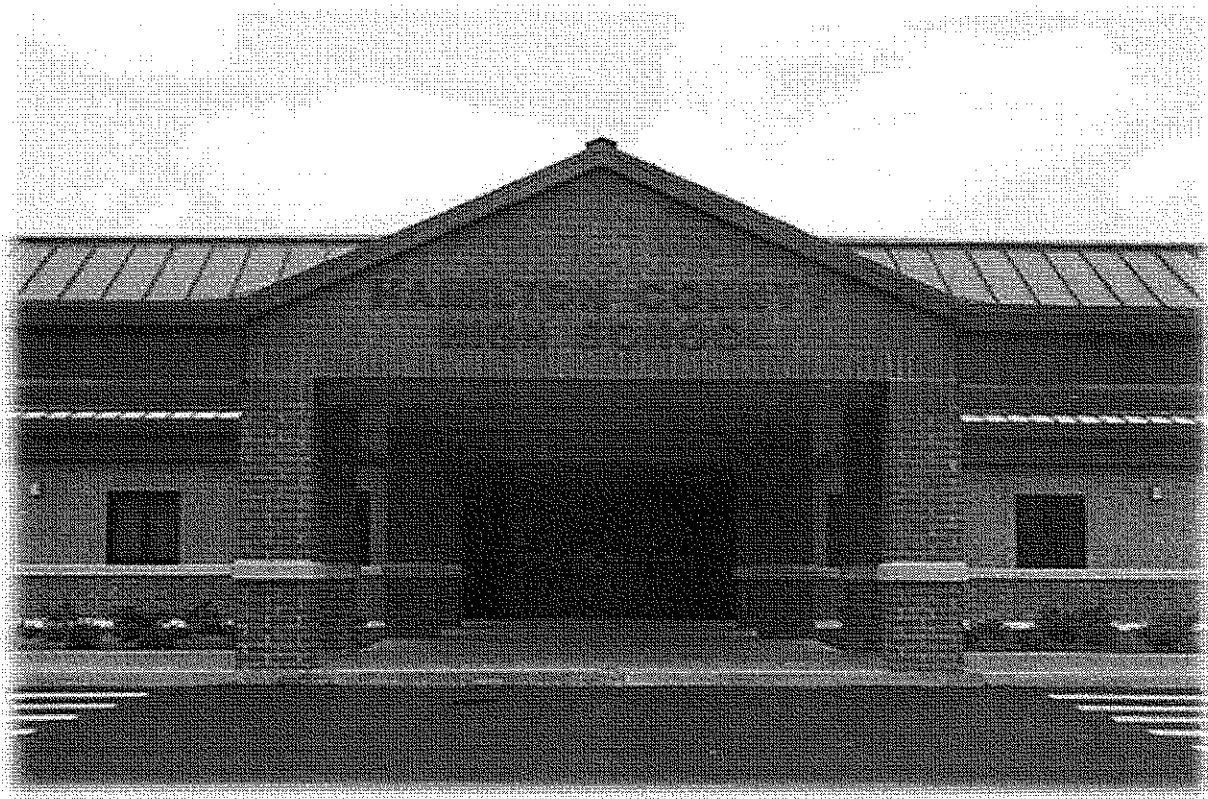


# **Hamilton County High School**

## **Student Handbook**

**2016-2017**



**Principal: Kip McLeod**

**Marjorie Cooks, Asst. Principal for Support Services**

**Steve Hankla, Asst. Principal for Curriculum**

**5683 U.S. Highway 129 S.**

**Jasper, FL. 32052**

**[www.hamiltonfl.com](http://www.hamiltonfl.com)**

**386-792-8100**

## THIS STUDENT HANDBOOK BELONGS TO:

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Grade \_\_\_\_\_

This is your Hamilton County High School Student Handbook for the 2016-17 school year. After reading this handbook, you and your parents or guardians are asked to sign an acknowledgment sheet and return it to your first period teacher by August 19, 2016. Your child should carry this handbook with them every day.

### PRINCIPAL'S WELCOME

On behalf of our faculty, staff, and administration, I welcome you to Hamilton County High School. Your enrollment as a Trojan has established you as a part of a very special tradition of excellence. As a student at HCHS you will be faced with many opportunities. I challenge you to devote your best effort toward gaining a quality education, and I encourage you to get involved in some of our extra-curricular activities.

This handbook is designed to help establish a positive learning environment and to help acquaint you with our school. This information has been carefully prepared to help you adjust to our school and become an integral part of HCHS. Read it carefully and retain it for future reference, as you will be responsible for its content.

I hope your career at HCHS will be a productive and memorable one.

### A MESSAGE TO PARENTS

Thank you for allowing our faculty, staff, and administration the opportunity to work with your child. The faculty and staff are charged with the responsibility of assisting students in reaching the highest possible educational goals. It is a privilege that we do not take lightly.

If you have concerns regarding your child and Hamilton County High School, please do not hesitate to email (a list of all staff emails can be found at the schools website listed below) your child's teachers, guidance counselor, assistant principal, or myself. It is better to solve a potential problem in its early stage than to wait until later in the semester. Please participate in parent-teacher conferences, booster clubs, and other constructive roles as we work together to provide the best educational opportunities for all of our students.

Self-discipline is a prerequisite of order that is necessary for learning; therefore, students are expected to behave at school. **Regular school attendance is a must** and in order to obtain credit from a course a student cannot have more than 10 unexcused absences. If they have 10 or more unexcused absences, they may be referred to the judge for truancy. You are encouraged to make certain your child is in school on a regular basis, on time, and prepared to learn. Homework is regularly assigned, and students are expected to complete their work in a timely fashion. All assignments should reflect the student's best effort. Finally, appropriate behavior facilitates success.

If a topic of importance is NOT found in this document, please refer to the Hamilton County Schools website ([www.hamiltonfl.com](http://www.hamiltonfl.com)) for the Pupil Progression Plan or the Hamilton County Schools Code of Conduct.

We look forward to working with you to help prepare your child for a successful, positive, and memorable middle/high school career at HCHS.

Mr. Kip McLeod  
Principal, Hamilton County High School

## **PARENTAL RESPONSIBILITIES**

The ultimate responsibility for a student's behavior rests with the student and his/her parents. Students are to respect authority, which includes compliance with school rules and regulations. The school staff anticipates that parents will be cooperative and supportive in dealing with any behavioral problems which may arise and expects that this cooperation will be conveyed to the students. One of the most significant objectives of discipline is to develop within the individual students the desire to exercise his/her rights judiciously and exercise self-control.

More than ever before, a great responsibility is placed upon the student and parent to select wisely the courses of study which are important to both present and future educational objectives. All students are urged to confer with their teachers, counselor, administrator, and parent before selecting subjects. Please call the guidance office to schedule a parent-teacher conference and work with your student to ensure a successful experience at HCHS.

## **MISSION STATEMENT**

Hamilton County High School's mission is to provide all students with a quality, well-rounded education that will enable them to become productive citizens in an ever - changing global society. We will also team with parents, community, and local businesses to challenge our students to be creative and to foster a respectful attitude for themselves and for others and to experience a joy of life and of learning.

## **VISION**

Hamilton County High School will produce, through a rigorous curriculum, prepared young adults that are creative, individual learners, and productive citizens of society. Each individual will be prepared to enter a college, trade/vocational school, or work force with the tools needed to be successful which will leave no child behind.

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**August**

- 8<sup>th</sup>: Meet-the-Teacher High School – 2-3:30 pm  
10<sup>th</sup>: Students return to school

**September**

- 5<sup>th</sup>: Labor Day Holiday (school system closed)  
15<sup>th</sup>: Progress Reports issued

**October**

- 14<sup>th</sup>: Homecoming / Early dismissal (Tentative)  
17<sup>th</sup>-18<sup>th</sup>: Student Holidays  
20<sup>th</sup>: Report Cards issued

**November**

- 11<sup>th</sup>: Student Holiday  
17<sup>th</sup>: Progress Reports issued  
21<sup>st</sup>-25<sup>th</sup>: Student Thanksgiving Holidays (school system closed)

**December**

- 20<sup>th</sup>: Early Dismissal (Tentative)  
21<sup>st</sup>–Jan. 2<sup>nd</sup>: Christmas break (school system closed)

**January**

- 3<sup>rd</sup>: Students return to school  
12<sup>th</sup>: Report cards issue  
16<sup>th</sup>: MLK Holiday (school system closed)

**February**

- 20<sup>th</sup>: Student Holiday  
15<sup>th</sup>: Presidents' Day Holiday (school system closed)

**March**

- 10<sup>th</sup>: Student Holiday  
13<sup>th</sup>-17<sup>th</sup>: Spring Break  
23<sup>rd</sup>: Report Cards issued

**April**

- 13<sup>th</sup>: Progress Reports issued  
14<sup>th</sup>: Good Friday Holiday (school system closed)

**May**

- 12<sup>th</sup>: Last day for seniors  
18<sup>th</sup>: Baccalaureate Service  
19<sup>th</sup>: Last day for students, Early Dismissal, Graduation

## HAMILTON COUNTY HIGH SCHOOL BELL SCHEDULE      2016 – 2017

<b>Middle Grades Bell A</b> <b>Planning 7:30 – 8:00</b>	<b>High School Bell B</b> <b>Planning 7:30 – 8:00</b>	<b>High School Bell C</b> <b>Planning 7:30 – 8:00</b>
<b>Report to Class at 8:00</b>	<b>Report to Class at 8:00</b>	<b>Report to Class at 8:00</b>
<b>Breakfast in 1<sup>st</sup> period</b>	<b>Breakfast in 1<sup>st</sup> period</b>	<b>Breakfast in 1<sup>st</sup> period</b>
<b>1<sup>st</sup>        8:05 – 8:57</b>	<b>1<sup>st</sup>        8:05 – 8:57</b>	<b>1<sup>st</sup>        8:05 – 8:57</b>
<b>2<sup>nd</sup>        9:01 – 9:53</b>	<b>2<sup>nd</sup>        9:01 – 9:53</b>	<b>2<sup>nd</sup>        9:01 – 9:53</b>
<b>3<sup>rd</sup>        9:57 – 10:49</b>	<b>3<sup>rd</sup>        9:57 – 10:49</b>	<b>3<sup>rd</sup>        9:57 – 10:49</b>
<b>Lunch    10:49 – 11:15</b>	<b>4<sup>th</sup>        10:53 – 11:45</b>	<b>4<sup>th</sup>        10:53 – 11:45</b>
<b>4<sup>th</sup>        11:19 – 12:11</b>	<b>Lunch    11:45 – 12:11</b>	<b>5<sup>th</sup>        11:49 – 12:41</b>
<b>5<sup>th</sup>        12:15 – 1:07</b>	<b>5<sup>th</sup>        12:15 – 1:07</b>	<b>Lunch    12:41 – 1:07</b>
<b>6<sup>th</sup>        1:11 – 2:03</b>	<b>6<sup>th</sup>        1:11 – 2:03</b>	<b>6<sup>th</sup>        1:11 – 2:03</b>
<b>7<sup>th</sup>        2:07 – 2:59</b>	<b>7<sup>th</sup>        2:07 – 2:59</b>	<b>7<sup>th</sup>        2:07 – 2:59</b>
<b>End of Work Day @ 3:00</b>	<b>End of Work Day @ 3:00</b>	<b>End of Work Day @ 3:00</b>

### Progress Report and Report Card Dates for 2016-17

<b>Grading Period</b>	<b>Progress Reports Issued</b>	<b>Report Card Issued</b>
<b>1<sup>st</sup></b>	<b>September 15, 2015</b>	<b>October 20, 2016</b>
<b>2<sup>nd</sup></b>	<b>November 17, 2016</b>	<b>January 12, 2017</b>
<b>3<sup>rd</sup></b>	<b>February 9, 2017</b>	<b>March 23, 2017</b>
<b>4<sup>th</sup></b>	<b>April 13, 2017</b>	<b>TBA – During Summer</b>

### **EARLY DISMISSAL BELL SCHEDULE**

<b>TENTATIVELY Oct. 14 and May 19</b>	<b>TENTATIVELY Dec. 20</b>
<b>First Bell    8:00    Report to 1<sup>st</sup> period</b>	<b>First Bell    8:00    Report to 1<sup>st</sup> period</b>
<b>Breakfast    8:05-8:15</b>	<b>Breakfast    8:05-8:15</b>
<b>1<sup>st</sup> Period    8:15-9:00</b>	<b>1<sup>st</sup> Period    8:15-9:00</b>
<b>2<sup>nd</sup> Period    9:04-9:49</b>	<b>5<sup>th</sup> Period    9:04-9:49</b>
<b>3<sup>rd</sup> Period    9:53-10:38</b>	<b>6<sup>th</sup> Period    9:53-10:38</b>
<b>4<sup>th</sup> Period    10:42-12:00</b>	<b>7<sup>th</sup> Period    10:42-12:00</b>
<b>Middle School Lunch 10:45</b> <b>HS1 Lunch 11:00</b> <b>HS2 Lunch 11:15</b> <b>Get lunch and return to same class</b>	<b>Middle School Lunch 10:45</b> <b>HS1 Lunch 11:00</b> <b>HS2 Lunch 11:15</b> <b>Get lunch and return to same class</b>

## **General Information**

### **High School Graduation Information and Requirements**

Any student wishing to graduate early under the 18 credits rule must request in writing to the high school guidance counselor a formal request by Jan. 1 of the year they wish to graduate. The guidance counselor will then seek approval from the principal. All other students will graduate under the 24 credit rule.

#### **For Students who enter 9<sup>th</sup> grade the 2012-2013 School Year:**

##### **4 Credits English Language Arts**

##### **4 Credits Mathematics**

- One of which must be Algebra 1 and one of which must be Geometry
- Industry certifications that lead to college credit may substitute for up to two mathematics credits ( except for Algebra I and Geometry.)

##### **3 Credits Science**

- One of which must be Biology 1, two of which must have a laboratory component
- An industry certification that leads to college credit substitutes for up to one science credit ( except for Biology 1)
- An identified rigorous Computer Science course with a related industry certification substitutes for up to one credit ( except for Biology 1)

##### **3 Credits Social Studies**

- 1 credit in World History
- 1 credit in U.S. History
- .5 credit in U.S. Government
- .5 credit in Economics

##### **1 credit Fine and Performing Arts, Speech and Debate, or Practical Arts**

##### **1 credit Physical Education:** to include the integration of Health

##### **8 Elective Credits**

##### **1 Online Course**

(Students must earn a minimum G.P.A of 2.0 on a 4.0 grade scale)

**Pass all state required assessments**

#### **For Students who enter 9<sup>th</sup> grade the 2013-2014 School Year:**

##### **4 Credits English Language Arts (English I, English II, English III, and English IV)**

##### **4 Credits Mathematics**

- One of which must be Algebra 1 and one of which must be Geometry
- Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry.)

##### **3 Credits Science**

- One of which must be Biology 1, two of which must have a laboratory component
- Two of the three required courses must have a laboratory component
- An industry certification that leads to college credit substitutes for up to one science credit ( except for Biology 1)
- An identified rigorous Computer Science course with a related industry certification substitutes for up to one credit ( except for Biology 1)

##### **3 Credits Social Studies**

- 1 credit in World History
- 1 credit in U.S. History
- .5 credit in U.S. Government
- .5 credit in Economics

##### **1 credit Fine and Performing Arts, Speech and Debate, or Practical Arts**

**1 credit Physical Education:** to include the integration of Health

**8 Elective Credits**

**1 Online Course**

**(Students must earn a minimum G.P.A. of 2.0 on a 4.0 grade scale)**

**Pass all state required assessments**

**For Students who enter 9<sup>th</sup> grade the 2014-2015 School Year:**

**4 Credits English Language Arts (English I, English II, English III, and English IV)**

**4 Credits Mathematics**

- One of which must be Algebra 1 and one of which must be Geometry
- Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry.)

**3 Credits Science**

- One of which must be Biology 1, two of which must have a laboratory component
- Two of the three required courses must have a laboratory component
- An industry certification that leads to college credit substitutes for up to one science credit ( except for Biology 1)
- An identified rigorous Computer Science course with a related industry certification substitutes for up to one credit ( except for Biology 1)

**3 Credits Social Studies**

- 1 credit in World History
- 1 credit in U.S. History
- .5 credit in U.S. Government
- .5 credit in Economics

**1 credit Fine and Performing Arts, Speech and Debate, or Practical Arts**

**1 credit Physical Education:** to include the integration of Health

**8 Elective Credits**

**1 Online Course**

**(Students must earn a minimum G.P.A. of 2.0 on a 4.0 grade scale)**

**Pass all state required assessments**

**For Students who enter 9<sup>th</sup> grade the 2015-16 School Year:**

**4 Credits English Language Arts (English I, English II, English III, and English IV)**

**4 Credits Mathematics**

- One of which must be Algebra 1 and one of which must be Geometry
- Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry.)

**3 Credits Science**

- One of which must be Biology 1, two of which must have a laboratory component
- Two of the three required courses must have a laboratory component
- An industry certification that leads to college credit substitutes for up to one science credit ( except for Biology 1)
- An identified rigorous Computer Science course with a related industry certification substitutes for up to one credit ( except for Biology 1)

**3 Credits Social Studies**

- 1 credit in World History
- 1 credit in U.S. History
- .5 credit in U.S. Government



- .5 credit in Economics
- **1 credit Fine and Performing Arts, Speech and Debate, or Practical Arts**
- **1 credit Physical Education:** to include the integration of Health
- **8 Elective Credits**
- **1 Online Course**
- (Students must earn a minimum G.P.A. of 2.0 on a 4.0 grade scale)
- **Pass all state required assessments**

**For Students who enter the 9<sup>th</sup> grade the 2016-17 School Year:**

This information was unavailable at the time of printing, therefore will be issued to all 9<sup>th</sup> grade students at school.

**New High School Character Education Requirement: (To be taught in Leadership Techniques)**

The character-development curriculum shall stress the qualities of patriotism; responsibility; citizenship; kindness respect for authority, life, liberty, and personal property; honesty; charity; self-control; racial, ethnic, and religious tolerance; and cooperation. The character-development curriculum for grades 9 through 12 shall, at a minimum, include instruction on developing leadership skills, interpersonal skills, organization skills, and research skills; creating a resume; developing and practicing the skills necessary for employment interviews; conflict resolution, workplace ethics, and workplace law; managing stress and expectations; and developing skills that enable students to become more resilient and self-motivated.

**Middle School Promotion Requirements Grade 6 -8**

Students must have a passing grade of "60" or above in all of the following courses:

- Three years math
- Three years English Language Arts
- Three years science
- Three years social studies
- Career and education requirement

**Grade scale:** The Board recognizes the importance of a student grading system which is clearly identified and meaningful to students, parents, and school personnel. Grades shall be assigned as follows:

Grade Definition	Scale Grade	Point Value
<b>A - Outstanding Progress</b>	90-100	4.0
<b>B - Above Average Progress</b>	80-89	3.0
<b>C - Average Progress</b>	70-79	2.0
<b>D - Lowest Acceptable Progress</b>	60-69	1.0
<b>F - Failure</b>	59 and below	0.0

**A-B Honor Roll:** "A" Honor roll is for having grades of "A's" in all classes. "A-B" Honor Roll is for having grade of "A's" and "B's" in all classes. Only students taking classes full time at Hamilton County High School are eligible for this Honor Roll.

**HCHS Honors Graduates and HCHS Top Ten:** What does it mean to graduate with honors? Academic honors involve these Latin terms:

- **Cum Laude:** "Cum Laude" means the student is graduating with a grade point average between 3.50 and 3.749.

- **Magna Cum Laude:** "Magna Cum Laude" means the student is graduating with a grade point average between 3.8 and 3.9.
- **Summa Cum Laude:** "Summa Cum Laude" means the student is graduating with a grade point average between 3.9 and 4.0.

**NOTE: More specific criteria can be found in the Student Progression Plan on the district website.**

### **Progress Reports**

Progress reports will be issued to students to be taken home at the mid-point of each grading period. It is the student's responsibility to bring the progress report home; they will **not** be mailed.

### **Transcripts**

Students have the opportunity to send two transcripts free of to a post-secondary institution of the student's choice or scholarship granting agencies. All additional transcripts sent to colleges or universities will cost the student \$1.00 to each. If the receiving college or university is using the FASTER system, any transcript sent is free of charge. request for a hard copy of a transcript should be made to the records clerk, located behind Guidance. A \$1.00 fee charged for each hard copy.

### **School Breakfast and Lunch:**

All students are served free breakfast and lunch. Breakfast is served in the students' first period class room immediately before first period begins. Lunch is served in the school cafeteria, so **no food from outside vendors allowed**. Additional lunch items are also available for purchase by students or visitors at the prices listed below:

#### **Non-Hamilton County Employee/Student Prices:**

	Breakfast	Lunch
Adult -	\$2.00	\$3.25
Child visitor -	\$1.25	\$1.75

### **Drinks and Snacks**

Vending machines with drinks and snacks are located at a variety of places throughout the campus.

Students are allowed to have drinks and snacks in the classroom **only if the teachers allows them**.

Vending machines are provided as a privilege, and if students misuse them or cause litter, they will be closed at the principal's discretion.

### **Transportation**

**Bus Riders:** Hamilton County Schools provide bus transportation for all enrolled students. For information not provided here, please contact the transportation department at 792-7900.

- **Change in location or address for pick-up/drop-off:**

To ensure that all students receive bus service at the appropriate pick-up/drop-off locations, parents are asked to update any changes in address by contacting the front office at HCHS or the transportation department at the number listed above.

- **Procedure for riding a different bus from the one assigned:**
  - Students turn in a note from the parent/guardian to the front office designating the route the student should take.
  - The front office will call the parent/guardian to verify the request.
  - The front office will return the parent note to the student at the end of the school day.
- **Campus location for bus drop-off and pick-up**  
All students, middle school and high school, are dropped off and picked up at the same location at the northern side of campus by the middle school wing.

#### **Car riders:**

All car riders are dropped off and picked up at the front entrance to the school.

#### **Student Parking Lot:**

Students are allowed to drive to and park on the HCHS campus provided they have the proper permit. Parking permits are \$3 per 9 weeks. All student drivers are to park in specific designated spots on the west side of the campus. Parking passes can be purchased after completing an application and submitting all necessary documentation to the Dean. All permits must be properly displayed on the driver's side front windshield while on the campus.

After the first 9 weeks, a student may purchase a parking permit good for 9 weeks at a time. All students may purchase a permit for the first 9 weeks, but in order to purchase a parking permit for each 9 weeks afterwards, the student must meet the following criteria:

- A-the student may not have more than 3 unexcused absences in any class.
- B-the student must be passing all classes.
- C-the student may not have more than 2 discipline referrals the previous nine weeks.

During school hours, students are not allowed in the student parking lot without administrative approval. There is to be no loitering in the student parking lot. Upon arriving, students are to enter the school building. Students who violate this rule are subject to school discipline. Parking on the school campus is a privilege extended to HCHS students; however, HCHS reserves the right to prohibit a student from bringing a vehicle on campus.

The student parking lot is off-limits until the end of school each day unless the student is leaving school or has an off-campus class. Students needing to go to their vehicle during the school day should obtain written permission from an administrator. Student-drivers who leave campus early before school dismissal must present an office slip to the security before leaving. Each student will obtain a work permit from the Executive Intern Coordinator to place on the front windshield of their vehicle and are required to stop at the security gate before leaving.

#### **OTHER OFF-LIMIT AREAS**

Students should be in their assigned areas at all times. The following areas are considered off-limits for students at all times:

- Faculty lounges/work rooms
- Faculty parking lot
- Utility rooms/closets
- Areas under construction/renovation

The following areas are off-limits during lunch:

- The gymnasium (unless assigned to a class)
- Halls/wings where classes are in session
- The students parking lot
- Any area designated as off limits

### **Field Trips:**

The student code of conduct is applicable and enforceable on all field trips. Field trip eligibility may take in to consideration a student's grades, prior discipline actions, attendance, and/or score on a state-wide, mandated test. Most field trips occur after testing. Permission slips to attend must be signed by parents before departure.

### **Assemblies**

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to promote school spirit, to celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected of the audience. The members of the audience should respect the rights of the performer or speaker and be courteous at all times. Students are expected to follow assembly instructions as given to them by a teacher or administrator; honor and respect the dignity of the program; and avoid talking, yelling, clapping or indicating your approval/disapproval when such is not appropriate. Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them. Attendance at assemblies is considered a privilege and based upon student's performance.

### **Policies and Procedures**

#### **Cell phones and personal electronics:**

Misuse of technology on campus or in campus related activities may include, ear buds, cellphones, smart phones, tablets, electronic watches or any other communication device which are allowed only for those designated for instructional use, otherwise these items are not allowed for use on campus. These items are not to be visible on campus. The school will not be responsible for the loss or theft of items as a result of a student's violation of this policy.

#### **Tardies:**

A student is tardy when he/she is not in his/her assigned classroom when the tardy bell rings. A student has the responsibility to be in class on time. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action. Consequences for tardiness are listed in the Student Code of Conduct posted online. Students must have prior approval from another teacher to be tardy. Five or more minutes late to class is considered skipping.

Excused/Unexcused Tardies: Students who are tardy to school must be signed-in at the main office. Reasons for an excused tardy include: • illness; • medical or dental appointments (doctor's statement are required); • automobile accident; • deaths or funerals; • emergency situations; • required court appearance (subpoena required); • established religion observance; • severe weather; • breakdown of school bus.

Unexcused sign-ins include the following: • car problems (ex: flat tire, no gas, car won't start, student getting a parking decal); • heavy traffic; • overslept; • returned home for forgotten items; • non-educational appointments.

### **In School Suspension (ISS):**

In School Suspension (ISS) will be assigned by the school administration or Dean. ISS will be under the supervision of Hamilton County certified staff. The main purpose of ISS is to keep students at school and to obtain guidance/behavior counseling as well as to complete class assignments.

### **Excessive Discipline Referrals:**

Once a student approaches ten (10) discipline referrals, a letter will be sent to the parent. At ten referrals, the student may be referred to the superintendent for a discipline review. The superintendent may refer the student to a board of education hearing for the following: long term suspension, alternative education placement, or expulsion.

### **Alternative School:**

Alternative school is a long-term placement assigned by the Hamilton County Board of Education where a student will attend for an extended period of time. This placement usually, but not always, happens when the student's conduct or behavioral mindset is such that the student is unwilling to follow certain school rules, or is a habitual offender, or can no longer function in the school environment. Additionally, in rare cases, students may be assigned to the alternative school for course/credit recovery in an attempt to rejoin his/her age appropriate grade.

### **Hallways:**

To keep halls open to traffic, students should walk to the right and not block traffic by standing in groups. Students should be considerate of others in the halls and classrooms by moving through the halls quickly and quietly. Students should use a conversational tone of voice and not make excessive noise or engage in horse play during class changes. Students should keep their hands to themselves, walk directly to their class in an orderly manner, and enter their classroom upon arrival.

### **Hall Passes:**

Students should remain in class for the total class period. Students should not be allowed to leave class except in an emergency. The teacher has the authority to determine if an emergency exists. When an emergency arises, the student will be issued a hall pass. In all cases when a student is in the hall during class, he/she must have a hall pass. Students without hall passes are to be sent to an administrator.

### **Checking In and Out:**

If a student reports to school after 8:05 a.m., he/she must report to main office, sign in and receive an admittance slip either excused or unexcused before being admitted to class. The student will report directly to his/her next class.

Before a student may check out of school due to an emergency, illness or injury, the parents/guardians must be contacted (**regardless of the students age**) by telephone by the front office attendance secretary. When a student knows in advance he/she must check out, such as a doctor's appointment, he/she should bring a note from his/her guardian. This note should be presented to the front office secretary before

school. When approved for release, the student will sign his/her name on the check-out roster in the main office.

After checking out and before leaving, students must show the security guard the check-out slip from the main office. **Students are not allowed to check out and return except in an emergency situation or unless they present a medical/doctors note upon return. No student may check out after 2 pm.** Parent will sign their student out on the check-out roster. Florida Law permits school authorities to release students only to their parents, legal guardians, or to persons properly identified by parents/guardians to school authorities in writing. Parents/guardians can list name(s) and phone numbers of such authorized person(s) with the front office secretary. Notes will be accepted from a parent/guardian when returning to school. Telephone calls will not be accepted in lieu of a note.

### **Student ID Badges**

A NEW student to Hamilton County High School's (HCHS) will be provided one free Identification (ID) card upon entering HCHS. Students currently must have their ID badges when they enter the lunch lines. Once the ID badge system is fully operational, these ID cards will be used for tracking bus riders, taking classroom attendance, library check outs, and more. **STUDENTS MUST HAVE THE ID CARDS IN THEIR POSSESSION ALL TIMES.** If a student misplaces the card, replacement cards are \$5 each. (For replacement cards see the Media Specialist) ID cards are color coded for each class based on the year of graduation (example: All 7 graders will have red cards each year until graduation at HCHS). If a student is retained or promoted during the year, a new ID card with appropriate color will be issued to the student free of charge. The ID card has the following information: full name, year of graduation, student ID number, a bar code for library use, school name, and a current photo of the student.

### **Pledge of Allegiance:**

Under the 1943 Federal Law 319 U.S. 624 (*West Virginia State Bd. Of Education v. Barnette*), students have the right not to participate—by saying or standing—in the pledge. Hamilton County High School abides by this ruling and its staff have been instructed that under no circumstances should they attempt to persuade students to refrain from exercising their right to nonparticipation, question students about their nonparticipation, or characterize opting out as misconduct or unpatriotic. In accordance to the law, no disciplinary or other retaliatory measures of any kind will be taken toward any student for nonparticipation in pledge rituals. Students must remain quiet and still during the pledge if they choose not to participate.

### **Visitors:**

Florida Law prohibits visitors on a public school campus for social or nonessential reasons. Students may not bring visitors to school or meet visitors anywhere on the campus during school hours. Violations of this rule could result in the arrest of visitors and serious disciplinary action taken with students. Visitors with specific purposes are welcome and should check in with the main office and receive a visitor's pass.

## **Behavior Guidelines:**

### **Cafeteria**

- Line up in a single line to receive lunch.
- Students are expected to throw their trash away after eating.

### **Student Discipline**

Please visit the Hamilton County Schools website for a complete copy of the Code of Student Conduct.

### **Start On Time**

- ID should be available upon request.
- Do not linger in hallways; keep moving.
- Refrain from horseplay and loudness.
- Be inside the classroom when the bell rings.

### **School Arrival/Departure Time**

Students are NOT to be in the building before the 8:00 bell unless an announcement is made due to weather conditions. HCHS employees are not responsible for supervising students who arrive on school property 30 or more minutes before school or a school-sponsored activity is scheduled to begin. Further, HCHS employees are not responsible for supervising students who remain on school property 30 or more minutes after school ends, or 30 or more minutes after a school-sponsored activity ends. **Please be reminded, students need to exit the building immediately after school unless participating in a school sponsored event.**

### **Hallway**

- ID's must be on the student's at all times.
- Refrain from horseplay, excessive public displays of affection and running.
- Stay to the right and move constantly.
- In the event of a disruption, continue moving to class. **Students who are watching the disruption are subject to discipline.** An administrator or SRO may be called to assist.
- Hall passes are not allowed, except for extreme emergencies.

### **Restrooms**

- Use restroom during lunch or between classes.
- Classroom restroom breaks are for emergencies only.
- Special medical passes must come from the administrator with a doctor's note and displayed on the front of the identification badge.

**Note:** Restrooms are available in the media center for before school use from 7:30 to 8:00 am.

**Hall Passes – Students should never be in the hall during class times without a hall pass.**

**Assignments:** When students must make up any work for a class (this includes anything that is graded by the teacher), it is the responsibility of the student and/or parent to request the work from the teacher. Any and all late or missing assignments must be completed and turned in to the teacher by the last day of the 4 ½ weeks grading period (these grades may be included in the next grading period) and cannot be submitted after that grading period ends.

**Attendance:**

School attendance is critical to a student's success in school; therefore, students are required to attend school regularly. When a student in grades 7-12 accumulates over 10 unexcused absences in a course within a semester, credit shall be withheld (SPP, page 52). When credit is withheld, students may request to appeal the withholding of credit by submitting an attendance appeal form. The form is available in student services (guidance) and includes instructions for completing and submitting the form for review. The student and parent will be notified of the date and time of appearance before the appeals committee.

**Returning Students:**

For all students returning to Hamilton County High School because of a move, extenuating circumstances, or expulsion, a review of their prior academic and behavior records will be conducted. At that time, the student may be placed on an academic and/or behavior Contract Action Plan. This Contract Action Plan will include input and recommendations from the administration, guidance counselor, parents, student, and teachers. The Contract Action Plan will develop specific student, teacher, parent, and school goals and objectives. All parties will sign the Contract Action Plan and adhere to the steps set forth in it.

**Schedules:**

All students who do not have a full schedule will be assigned a non-credit study hall in the periods they have no class scheduled. They are to report to the teacher/class assigned.

**Schedule Change Requests 7-12:**

1. Students requesting a schedule change after the registration process must:
  - a. Request that the teacher complete the change of course form,
  - b. Have the form signed by the registrar,
  - c. Have the appropriate school administration sign off on the request,
  - d. Have the principal approve the change.
2. Schedule change requests will be reviewed under the following circumstances:
  - a. Original schedule has an inappropriate class placement
  - b. Class size was insufficient to offer a course section
  - c. To correct original scheduling omissions or errors
  - d. To fulfill Florida Graduation requirements
  - e. To adjust due to summer school earned credits
3. Schedule change requests will not be reviewed under the following circumstances:
  - a. Teacher preference
  - b. Personal student convenience, such as:
    - i. To have a class with a friend
    - ii. To have lunch with a friend
    - iii. Not to have class with certain students
4. Students can initiate the schedule change process in the first full week of school only. A schedule change request after the first week must be approved by the principal.



5. Upon approval of a team that consists of parents, teachers, and administration, a student's request for an online class will be reviewed for appropriateness. Students placed in online classes will be removed if they do not meet course completion progress rates.

### **School Clinic and Nurse**

HCHS has a school clinic that provides services to ALL Hamilton County students in grades pre-K through 12 as well as younger siblings of currently enrolled students. The clinic is located on the HCHS campus. Hours of operation are Monday – Friday, 8:00 AM – 3:30 PM. The School Health Staff consists of an RN, an LPN, a School Social Worker, a Clerk, and an ARNP. Services provided are: school entry physicals; sports physicals; sick visits; counseling; screening for hearing, vision, scoliosis, and BMI (Body Mass Index); pregnancy testing; medication administration; and first aid.

To use the clinic, students must present a clinic-generated pass from the teacher. Students will receive services if they have a notarized permission form on file with the clinic/school nurse. Clinic permission forms are sent home at the beginning of each school year and are in effect until the student graduates.

### **Guidance and Counseling**

Guidance and Counseling is located in the Administration Building (100). To visit the guidance department, students should obtain a pass from their teacher first, then go to the front office receptionist to schedule an appointment. If you need help with your schedule, academic situation, or even personal problems, we are here to help! Students are to enter the 100 building from the front doors NOT the side doors.

Listed below are just some of the issues or information we can help you with:

#### **Guidance**

Credit Hours  
Grade point average  
Scheduling changes  
NCAA eligibility  
Parent-teacher conferences  
Scholarships  
Post-secondary options  
Career planning

#### **Counseling**

Abuse  
Addiction  
Substance abuse  
Depression  
Bullying issues

### **Parent-teacher Conferences:**

Students or teachers may initiate a parent-teacher conference. Guidance counselors will arrange the conference by contacting the parent, or the parent may contact the guidance department. Parents are encouraged to meet with all of their students' teachers periodically. Counselors will attempt to arrange conferences within 48 hours of the parents' request.

### **Testing**

For information regarding testing, contact the Testing Coordinator at 386-792-8116.

### **School Activities**

### **Grad Bash/8<sup>th</sup> Grade Trip:**

These trips are an opportunity for students to visit Universal Studios in their senior year or eighth grade year of school. Fees and deadlines will be announced during the school. Grades and conduct are factors in eligibility to participate. All fees are non-refundable.

### **2016-17 Grad Bash Senior Trip**

#### **Requirements for Student participation:**

- \*Must be a member of the 12<sup>th</sup> grade class at Hamilton County High School (as indicated by Skyward).
- \*Student cannot be suspended at the time of the trip.
- \*Must adhere to the Dress Code set forth by Universal Orlando's Grad Bash Event Staff as well as the Hamilton County School District Dress Code as outlined in the Student Code of Conduct.
- \*Any student with a medical condition that requires medical attention/care during the trip must be accompanied by a Parent/Guardian/Designee as their Chaperone. The Parent/Guardian/Designee is responsible for paying for their chaperone ticket. Chaperones must be Hamilton County School Board Approved Volunteers.

**Date of Trip:** *To Be Announced*

**Cost of Trip:** *To Be Announced*

**Admission to Universal Studios and Islands of Adventure Theme Parks** *(Price TBA as the 2015 Ticket Price was \$62.99)*

**Meal Coupon:** To be used in the park includes 1 entrée, 1 beverage, and 1 snack *(Price TBA as 2015 Price was \$16.50)*

**Motor Coach Transportation** *(Price TBA as the previous year pricing was \$78.00: based on 2 buses at \$2500 each divided by 65 students, plus \$1 Bus Driver Tip per student)*

\*Payment may be paid in full or in installments of 3 payments.

\*Must pay with Cash or Money Order ONLY.

**\*No refunds will be made after the first payment deadline.**

\*\*Please note that additional Grad Bash information will be given to students prior to the event. If you plan on attending, you may want to check with the event sponsor the first week of school.

#### **Dances:**

HCHS dances are held as fundraising activities, and those who attend must abide by the dance dress code. Dates that are not students of HCHS must be approved by HCHS Administration and present a photo ID before and on the day of the dance.

#### **HOMECOMING DANCE:**

A Homecoming dance may be held near the homecoming football game. The homecoming dance is for all 9<sup>th</sup> through 12<sup>th</sup> grade students. Only two tickets are sold per student, and fees are non-refundable. Price, time and

dance location would be determined prior to the dance. Guest cannot be older than 20 years old and must be approved by HCHS administration prior to attending. Only one guest per HCHS student is allowed. \* Student can only purchase tickets for themselves and their date. **\*NO REFUNDS are given for any reason due to the fact that souvenirs, food, and decorations are planned around the number of tickets sold.** All date has to be known at time of ticket purchase. (Date cannot be changed the week of the dance). Dates that are not students of HCHS must be approved by HCHS Administration and present a photo ID before/on day of the dance. In order for a 9<sup>th</sup> grader to attend they must have been a 9<sup>th</sup> grader at the beginning of the school year.

### **DRESS CODE**

This is a dressy casual event.

\*Hamilton County School Dress Code is to be followed.

\*Strapless dresses are acceptable

\*Splits in dresses are not to be higher than 3" above the knee

**Attire can be pre-approved by Homecoming Sponsor.**

### **DAY OF DANCE**

\*Students have to be present at least half a day (3.5 hours) the day of the dance or the school day before the day of Homecoming dance if it is on a Saturday.

\*Any student can be subjected to a Breathalyzer.

**\*Any student or their date arriving at the dance with inappropriate attire will be denied entry and will not receive a refund for tickets.**

Specific dress code specifications for homecoming are as follows:

- No two piece dresses allowed unless the bare skin is covered with flesh colored material
- No midriffs can be shown (NO BARE SKIN)
- Dresses with cutouts must have flesh colored material covering the skin
- Backless dress cannot fall below the natural waist

**\*\*Please note that additional Dress information will be given to students prior to the event. If you plan on purchasing prom attire weeks/months in advance, you WILL want to check with the event sponsor prior to doing so to ensure that possible purchases meet all dress attire requirements.**

### **PROM:**

Prom is a dance held in the spring of every year. Tickets are available for purchase by juniors and seniors only, but their dates may be in ninth grade at the youngest and twenty-years old at the oldest. Only two tickets are sold per student, and fees are non-refundable.

**Location: HCHS Gymnasium Date: TBA**

**Time: 8:00 pm - Midnight**

### **TICKET PURCHASE**

\* Price of ticket will be set by Junior Prom Committee and Sponsors.

\* Students must be a Junior/Senior at the beginning of the school year.

\* Only Junior/Seniors may purchase tickets.

\* Only 1 guest per HCHS Student is allowed.

\* Student can only purchase tickets for themselves and their date. A Student can only buy tickets for themselves.

**\*NO REFUNDS are given for any reason due to the fact that souvenirs, food, and decorations are planned around the number of tickets sold.**

### **PROM DATE INFORMATION**

- \* Prom Date has to be known at time of ticket purchase. (Date cannot be changed the week of Prom)
- \* Prom Dates that are not students of HCHS must be approved by HCHS Administration and present a photo ID before/on day of Prom.
- \* Maximum Age of Prom Date – 20 years old (proof of age required)
- \* Minimum Age of Prom Date – have to be in 9<sup>th</sup> Grade at the beginning of the school year.

### **PROM VOTING**

- \*Only HCHS Seniors “in good standing” with the HCHS Administration with regards to all dues paid up to date will be eligible to be placed on the King/Queen Ballot.
- \* Seniors will vote for Senior King/Queen
- \*Only HCHS Juniors “in good standing” with the HCHS Administration with all regards to paid dues up to date will be eligible to be placed on the King/Queen Ballot for Junior Prince/Princess.
- \* Juniors will vote for Senior King/Queen and Junior Prince/Princess.
- \*Winners MUST to be present to be crowned.

### **PROM DRESS CODE**

This is a formal event and casual clothing is not allowed.

- \*Hamilton County School Dress Code is to be followed.
- \*Strapless dresses are acceptable
- \*Splits in dresses are not to be higher than 3” above the knee
- \*Suits or Tuxedos must be worn by male prom attendees. Khaki pants with a sport coat are acceptable as a suit.
- \*Jeans are not allowed.

**Attire can be pre-approved by Prom Sponsor.**

### **DAY OF PROM**

- \*Students have to be present at least half a day (3.5 hours) the day of the prom or the school day before the date of Prom if it is on a Saturday.
- \*Any student can be subjected to a Breathalyzer.
- \*Any student or their date arriving at Prom with inappropriate attire will be denied entry and will not receive a refund for tickets.**

Specific dress code specifications for prom are as follows:

- No two piece dresses allowed unless the bare skin is covered with flesh colored material
- No midriffs can be shown (NO BARE SKIN)
- Dresses with cutouts must have flesh colored material covering the skin
- Backless dress cannot fall below the natural waist

**\*\*Please note that additional Prom Dress information will be given to students prior to the event. If you plan on purchasing prom attire months in advance, you WILL want to check with the event sponsor prior to doing so to ensure that possible purchases meet all prom attire requirements.**

### **Band/Color Guard:**

The academic requirement to participate in extra-curricular band is a GPA of 2.0. All members of the marching band must attend after school rehearsals and play at ball games and other band events.

### **Blood Drives:**

Blood drives are held throughout the school year, and students who meet the following requirements may donate:

- hold a valid student I.D.
- be 16 years old and have parents' permission or 17 years old without parents' permission
- meet the minimum weight requirement of 110 pounds
- and meet general health requirements

#### **Miss HCHS / Miss Jr. HCHS:**

The Miss HCHS and Miss Jr. HCHS pageants are held once a year for young ladies who meet the academic and discipline requirements for them to be model representatives of the school.

#### **Principal's Honor Roll Event:**

Depending upon funding, each spring the principal hosts an event for all students who were on honor roll two of the first three nine weeks.

#### **Grad Walk:**

At the end of their senior year and as part of the required commencement activities, graduating seniors are honored by dressing in their cap and gowns and marching through the halls of HCHS as well as the elementary schools.

#### **The Holly Ball:**

This is a formal Christmas dance held by various clubs as a fundraiser.

#### **Clubs & Sponsors**

Hamilton County High School has offered students a variety of ways to participate in club activity in service clubs, academic honors societies, or hobbies and interests clubs. Club organizations are totally dependent on student interest and availability of teacher sponsors. All clubs meet before or after school. Information about clubs we have had in the past are as follows:

##### **Senior Beta Club**

**Sponsor:** Mrs. Elizabeth Mitchell

**Purpose:** to promote scholarship, leadership and good citizenship through service to school and community

**Standards of Membership:** Beta Club is a nationally sponsored club open to student in grades 9-12 who have a minimum cumulative un-weighted GPA of 3.5 or, if no GPA is available, to students who have been on the "A" or "A"/"B" Honor Roll for the entire previous academic year. Other specifics criteria can be found in the chapter rules. See the sponsor for details.

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##### **Junior Beta Club**

**Sponsor:** Mrs. Renee Daigle

**Purpose:** to serve our community and to promote scholarship

**Standards of Membership:** Junior Beta Club is open to students in grades 7-8 who have grades of all "A's" and "B's" and no discipline referrals. Membership requires students complete a minimum of 10 community service hours by the end of the school year. Dues are \$5.00.

##### **TCG (Trojan Card Games)**

**Sponsor:** Mr. Ken Tober

**Purpose:** to get together to play card games including traditional card games as well as collectable card games.

**Standards of Membership:** TCG is open to all students, grades 7-12. Students must be interested in playing card games and willing to share new games they know with other students. Dues are \$1.00 annually.

**FCA (Fellowship of Christian Athletes)**

**Sponsor:** Mr. Johnny Brown, Mr. Tommy Smith, Coach Patrick

Murphy

**Purpose:** to grow in our relationship with Christ and to play our sport to His honor

**Standards of Membership:** FCA is open to students in grades 7-12 who sincerely want to represent Christ in their actions on and off campus. There are no dues, and this club meets before school.

**HOSA (Health Occupation Student Association)**

**Sponsor:** Ms. Dawn Sims

**Art Club**

**Sponsor:** Mrs. Rachel Budwick

**Purpose:** to enrich the campus and community by sharing the visual arts

**Standards of Membership:** Art Club is for high school students in grades 9-12 who are enthusiastic about art or exhibit exemplary artistic ability and are prepared to create art and volunteer their time to the club. Dues are \$8.00 annually.

**Soccer Club: Middle and High School**

**Club Sponsor:** Mr. Horacio Perez

**Purpose:** to promote fellowship, to instill good sportsmanship among peers, and to play a beautiful game of soccer

**Standards of Membership:** Middle School Soccer Club is open to boys and girls in grades 7-8. High School Soccer Club is open to boys and girls in grades 9-12. No previous soccer experience is required. Dues are \$3.00 annually.

**Culinary Competition**

**Sponsor:** Mrs. Geniane Bell

**Purpose:** to enhance culinary and to participate in culinary competitions!

**Standards of Membership:** To participate in Culinary Competition, students must be in grades 10-12 and be Servsafe certified or working towards certification. Dues are \$10.00 annually.

**FBLA-PBL/ML**

**Sponsor:** Mr. Louis Daniels/Brandon Culpepper

**Standards of Membership:** This club is open to business-Microsoft Pathway students

**FFA (Future Farmers of America)**

**Sponsor:** Mr. Doug Clayton

**Standards of Membership:** Students must adhere to state guideline. See Mr. Clayton for information.

**SGA (Student Government Association)**

**Sponsor:** TBA

**Purpose:** to make decisions in our school; to improve leadership in the school, to have a voice, and to make a difference

**Standards of Membership:** This club is comprised of students elected from grade 9-12 to represent their classes.

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**Athletics**

Athletics are an important part of every middle school and high school, and HCHS offers many opportunities for students to be active in this part of their school experience. The athletics available to students in the fall are football and girls volleyball. Winter sports are basketball, soccer and weight lifting. Spring sports available are baseball, girls' softball and track. Cheerleading is offered for football and basketball.

Our coaches observe the rules and requirements set forth by the Florida High School Athletic Association and want all students to know they are welcome to try-out to participate, but that it is a privilege to play, not a right. **Student must be in attendance a minimum of ½ day of school the day of the activity in order to participate that day.** The athletic secretary (administrative building), can assist all students with the required paperwork and forms for participation.

**Extra-curricular and Athletics Eligibility:**

Hamilton County High School adheres to the guidelines for athletic eligibility set forth by the Florida High School Athletic Association. The student:

1. Must complete and turn in all forms necessary to the athletic office before any participation.
2. Must be regularly enrolled and in regular attendance at your school. If the student is a home education student or attends a charter school or Florida Virtual School - Full time Program or a special/alternative school or certain small non-member private schools, the student must declare in writing his/her intention to participate in athletics to the school at which the student is permitted to participate. Home education students and students attending small non-member private schools must be approved through the use of a separate form prior to any participation. (FHSAA Bylaw 9.2, Policy 16 and Administrative Procedure 1.8)
3. Must attend school within 10 days of the beginning of each semester to be eligible during that semester. (FHSAA Bylaw 9.2)
4. **Must maintain at least a cumulative 2.0 grade point average on a 4.0 unweighted scale** prior to the semester in which the student wishes to participate. This GPA must include all courses taken since the student entered high school. A sixth, seventh or eighth grade student must have earned at least a 2.0 grade point average on 4.0 unweighted scale the previous semester. (FHSAA Bylaw 9.4)
5. Must not have graduated from any high school or its equivalent. (FHSAA Bylaw 9.4)
6. Must not have enrolled in the ninth grade for the first time more than four school years ago. If the student is a sixth, seventh or eighth grade student, the student must not participate if repeating that grade. (FHSAA Bylaw 9.5)
7. Must have signed permission to participate from the student's parent(s)/legal guardian(s) on a form (EL3) provided the school. (Bylaw 9.8)
8. Must be less than 19 years 9 months old to participate in high school; 16 years 9 months old to participate in junior high school; and 15 years 9 months old to participate in middle school, otherwise the student becomes ineligible to participate at that level. Students entering 9th grade in 2014-15 and thereafter must not turn 19 before September 1st, otherwise the student becomes ineligible to participate. (FHSAA Bylaw 9.6)
9. Must undergo a pre-participation physical evaluation and be certified as being physically fit for participation in interscholastic athletics (form EL2).
10. Must be an amateur. This means the student must not accept money, gift or donation for participating in a sport, or use a name other than his/her own when participating. (FHSAA Bylaw 9.9)
11. Must not participate in an all-star contest in a sport prior to completing his/her high school eligibility in that sport. (FHSAA Policy 26)

12. Must display good sportsmanship and follow the rules of competition before, during and after every contest in which the student participates. If not, the student may be suspended from participation for a period of time. (FHSAA Bylaw 7.1)

13. Must not provide false information to his/her school or to the FHSAA to gain eligibility. (FHSAA Bylaw 9.1)

14. Youth exchange, other international and immigrant students must be approved by the FHSAA office prior to any participation. Exceptions may apply. See your school's principal/athletic director. (FHSAA Policy 17)

15. Must refrain from hazing/bullying while a member of an athletic team or while participating in any athletic activities sponsored by or affiliated with a member school. If the student is declared or ruled ineligible due to one or more of the FHSAA rules and regulations, the student has the right to request that the school file an appeal on behalf of the student. See the principal or athletic director for information regarding this process.

### **Academic Programs**

The Academic courses at HCHS for grade 9-12 reflect purposeful scheduling to help each student reach his or her highest potential. Detailed course descriptions are available [www.CPALMS.org](http://www.CPALMS.org)

The academic courses available at HCHS are:

#### **English:**

English I, English II, English III (American Literature), English IV (British Literature), English IV College Prep, and English Honors I, II, III

#### **Mathematics:**

Algebra I & II, Intensive Math-Algebra I, Algebra Honors, Geometry, Math for College Readiness, Pre-Calculus, Calculus, Liberal Arts Math and Intensive Math. **(Liberal Arts Math and Intensive Math do not count for NCAA requirements)**

#### **Reading:**

Intensive Reading and Intervention

#### **Science:**

Biology, Biology Honors Environmental Science, Earth Space Science, Chemistry I & II, Honors Chemistry, Anatomy and Physiology

#### **Social Science:**

Civics, U.S. History, World History, American Government, Economics, AP Psychology, and AP World History

### **Academic opportunities**

In addition to the core academic and elective courses offered at HCHS, students also have the opportunity to enroll in the following programs: AP Psychology, AP World History, and AP Art

#### **AP Psychology:**



This Advanced Placement (AP) course is offered to students in grades 10-12 who want an opportunity to receive both high school and college credit for this social studies elective. Eligibility for the course is based on the students' prior academic performance, reading scores, and teacher recommendation.

### **AP World History and AP Art**

These courses may be offered depending on course request.

### **Dual Enrolment:**

Eligible students who are college degree-seeking may participate in the dual enrollment program with North Florida Community College.

- Students must have a 3.0 un-weighted GPA
- Students must have the minimum required scores on one of the standardized tests listed below:
- **ACT: Reading 19, English 19, Math 19 for intermediate Algebra**
- **SAT: Verbal 440 for any class other than math, Math 500 for College Algebra**
- **Or PERT Reading or Writing Scores**

**NOTE: Both Reading and English must be met for students to take a class.**

### **English Honors:**

The high school English department may offer honors level courses for English I, II, III, and IV. Recommendations to participate are based upon multiple criteria

### **Online courses:**

Students have the opportunity to take online courses and receive full credit for those classes not offered on campus at HCHS through Edgenuity and Florida Virtual School (FLVS). Students interested in taking online courses may enroll through the help of guidance and the registrar.

### **Electives**

The elective courses offered at HCHS are listed below:

#### **Agriculture Science Courses**

The courses offered are as follows: Foundations I, Environmental Resources III, Agriculture Biotechnology I, II, and Directed Study;

#### **Allied Health Science / CNA**

Certified Nursing Assistant program. The CNA classes provide classroom lectures, Audio/Video and Practical demonstrations. Certificate is available upon completion of program.

### **BAND:**

Fulfills Fine Arts requirement for graduation. Band courses include Performing Group and Marching Band. After school rehearsals are sometimes required for band.

### **CHORUS:**

Fulfills Fine Arts requirement for graduation. The chorus group performs outside of school at various events and may participate in competitions.

#### **CULINARY:**

This course satisfies the CTE requirement for graduation: 1<sup>st</sup> year: Safety and sanitation, classroom activities, basic kitchen skills/experience limited labs; 2<sup>nd</sup> and 3<sup>rd</sup> year: advanced hands-on skills and certification exam.

#### **NAIL TECH:**

Students learn to perform basic manicures and pedicures. Certificate is available upon completion of the course.

#### **Physical Education:**

1 credit required for graduation; ½ year of Personal Fitness and ½ year of either individual, dual or team sports.

#### **ROTC:**

AFJROTC offers 6 courses which include Physical Training, Leadership, Aerospace Science, Drill and Ceremony. Students enrolled in the program must be in grades 9-12. Full participation in ROTC will result in the student receiving a 3-year completion certificate. This certificate benefits those entering the military by providing the possibility for early promotion.

#### **SPANISH 1 & 2:**

These 2 courses satisfy the World Languages Requirement for a College-Ready Diploma. Students enrolled in this course must be in grades 9-12. Ninth (9<sup>th</sup>) grade students must have scored a 3 or higher on the 8<sup>th</sup> gd. FSA ELA.

#### **Technology Classes**

These classes include: Digital Design I, II, and III, and Digital Information Technology.

#### **TV PRODUCTION:**

This class is offered to students in grades 9-12. Students will produce and air a news cast on Channel 8 each morning during breakfast. Teachers may also have announcements read during the broadcast. **These classes do not count toward CTE electives credit for Florida Honors Scholarship.**

#### **VISUAL ARTS AND CERAMICS:**

Fulfills Fine Arts requirement for graduation. These classes use clay and other related materials to develop students' own individual artistic styles.

#### **YEARBOOK:**

Yearbook is an elective class whose purpose is to create and fund the school yearbook. During the year, students take pictures, write copy, travel to local businesses to sell ads, and take field trips to WFSU and WCTV in Tallahassee! Anyone interested in purchasing a yearbook should see C. Williams in the Media Center.

The criteria for selections

Three teachers' recommendations, with one being the previous English teacher

- Clean discipline history
- Academic transcript

The selection process is as follows:

- Students register for the course during spring registration
- Students submit teacher recommendation forms to the registrar
- Registrar prints all related documents for administration
- The faculty advisors preview the list and submits recommendations
- The administration makes the final selection

Interested students who meet the above requirements must notify the registrar. The registrar will send the list to Ms. Williams and the principal will then email the list of students with her recommendations to the administration for final approval.

#### **Principles of Teaching:**

This course may be offered depending on the number of course request.

#### **Summer Camps / Programs**

##### **Agriculture**

The Ag. Dept. will offer agricultural opportunities for students to work during the summer. See the agriculture teacher for more details.

##### **Art Camp:**

Art is primarily focused on students in grades seven through twelve. Emphasis is placed on painting. Art Camp is offered in late July and is open to interested students. Contact the art teacher for more information.

##### **Band / Color Guard Camp:**

Band camp is scheduled each summer for band students, color guard members, and majorettes to rehearse and practice their field show for the fall semester to be performed at the football games. All students enrolled in band class are expected to participate in marching band. Those students who do not have the option to take a band class may join marching band and attend rehearsals after school each day. Band camp is a requirement in order to march in the band.

##### **Cheer Camp:**

Cheer camp is held in late July for young women who have made any of the three cheerleading squads. A registration fee for this camp is necessary. Transportation is provided by the activity bus. Contact the athletic office for more information.

##### **Credit Recovery program:**

Credit Recovery is offered during the summer. Students will use the Edgenuity format to complete assignments. This course typically runs for four weeks. See the guidance department for details.

##### **Driver's Education:**

Drivers Ed. is available to students who are or will be 15 years of age before July 30. This opportunity consists of one week of in-class instruction along with scheduled hands-on driving appointments. Contact Louis Daniels for an application.

**EOC Boot Camp:**

Boot camps are offered to prepare students for specific various EOC re-takes. Contact the guidance department for more details.

**ROTC Summer Camp:**

ROTC offers a camp in the summer for existing cadets who are Citadel Leadership Camp candidates. Applicants are selected based on leadership abilities, grades, and community involvement.

**Summer Bridge:**

Summer Bridge is available to incoming 7<sup>th</sup> graders. Summer Bridge is a two to three day camp and orientation about campus life at HCHS. This camp is held a few weeks before school starts. Contact the middle school counselor for more details.

## FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM 2017 GRADUATES

### GENERAL ELIGIBILITY REQUIREMENTS FOR THE FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

- Be a Florida resident and a U.S. citizen or eligible non-citizen, as determined by the student's postsecondary institution.
- Complete the Florida Financial Aid Application (FFAA) no later than August 31 after high school graduation.
- Earn a standard Florida high school diploma or its equivalent from a Florida public high school or a registered Florida Department of Education private high school.
- Be accepted by, enroll in a degree or certificate program, and be funded at an eligible Florida public or independent postsecondary institution within 2 years from the student's year of high school graduation.  
*(Students who enlist in the military may defer the commencement of their scholarship. The 2-year eligibility period and 5-year renewal period will commence upon separation from active duty.)*
- Not have been found guilty of, or pled nolo contendere to, a felony charge, unless the student has been granted clemency by the Governor and Cabinet sitting as the Executive Office of Clemency.
- Be enrolled for at least 6 non-remedial semester credit hours (or the equivalent in quarter or clock hours) per term.

### Florida Academic, Medallion and Gold Seal Scholars Awards GPA Calculations for Scholarship Eligibility

The grade point average calculated by the Florida Bright Futures Scholarship Program evaluation system to determine initial eligibility is based on the weighting of certain courses. The following courses are weighted .25 per semester course or .50 per year course.

- Courses identified in the Course Code Directory as Advanced Placement, Pre-International Baccalaureate, International Baccalaureate, Honors, Pre-Advanced International Certificate of Education (Pre-AICE), or Advanced International Certificate of Education (AICE) or academic Dual Enrollment. For example, whereas an 'A' equals 4 quality points for an unweighted year-long course, an 'A' would equal 4.5 quality points for a weighted year-long course.

If necessary, students may use two additional credits from courses in the above academic areas, or from AP, IB, or AICE fine arts courses to raise their GPA.

### Deadlines for Meeting Eligibility Requirements

Test score requirements must be met before the end of June of student's graduation year. All other requirements must be met by the date of graduation.

### Mid-year Graduates

A mid-year graduate is a student who graduates between September 1st and January 31st of an academic year. The student must submit the *Florida Financial Aid Application* by August 31st PRIOR TO the intended graduation date. There are NO EXCEPTIONS to this application deadline. The student must meet the scholarship

requirements in effect for the academic year in which he/she graduates. (Example: A December 2014 graduate must meet the 2014-15 scholarship eligibility requirements as well as the general program requirements.)

Service hours completed by high school graduation and test scores for test dates through January 31 will be considered in a mid-year graduate's Final Evaluation. A student's Final transcript evaluation **MUST** include a graduation date.

If a student does not graduate mid-year as planned and wishes to apply as an end-of-year graduate, the student must submit a *new* FFAA after the application opens on December 1.

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### ***FLORIDA ACADEMIC SCHOLARS AWARD***

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#### ***Specific Requirements for Florida Academic Scholars***

Florida high school students who wish to qualify for the Florida Academic Scholars (FAS) award must meet the following initial eligibility requirements:

- ◆ Graduate high school from a Florida public high school with a Florida Standard Diploma, graduate from a registered Florida Department of Education private school, earn a GED, complete a Home Education program or graduate from a non-Florida high school (see Out-of-State Students section on the Bright Futures website for more details).
- ◆ Complete 100 hours of documented community service. Students must be a high school student (students are considered a high school student beginning in the summer before 9<sup>th</sup> grade) and complete the required paperwork, signed and approved by the high school community service designee. These hours must be completed by the date of graduation. (Students who complete the IB curriculum meet the service hour requirement through their IB curriculum.)

In addition, meet one of the following:

- ◆ Earn an unrounded, *weighted* minimum 3.5 GPA using the 16 high school academic courses that are aligned with the State University admission requirements (see High School Course Credits below for specifics) *plus* earn a 1290 SAT or 29 ACT test score; *or*
- ◆ Earn an International Baccalaureate (IB) Diploma; *or*
- ◆ Complete the IB curriculum *plus* earn a 1290 SAT or 29 ACT test score; *or*
- ◆ Earn the AICE Diploma; *or*
- ◆ Complete the AICE curriculum *plus* earn a 1290 SAT or 29 ACT; *or*
- ◆ Be a National Merit or Achievement Scholar or Finalist, *or*
- ◆ Be a National Hispanic Scholar;

#### ***High School Course Credits***

For the Florida Academic Scholars, the required coursework aligns with the State University System admission requirements: 4 English (*three must include substantial writing*); 4 Mathematics (*at or above the Algebra 1 level*); 3 Natural Science (*two must have substantial laboratory*); 3 Social Science and 2 World Language (*sequential in the same language*) The world language requirement can be met by demonstrating proficiencies based on scores on Credit-By-Exam Equivalencies, or other university approved means. Otherwise, the high school transcript must include a world language "completer" course to show that the world language requirement has been met.

#### ***Award Level and Length for Florida Academic Scholars***

Scholarship award amounts are set in the General Appropriations Act each year. Recipients will receive a fixed cost per credit hour based on award level, institution type, and credit type. Student must be initially funded within two

years after high school graduation. A Florida Academic Scholar may receive funding for up to five years from high school graduation for a maximum of 120 semester hours (or equivalent) toward the completion of a certificate or a first baccalaureate degree. This also applies to students in 3/2 programs who are classified as an undergraduate. Extended hours of funding are available to FAS students enrolled in a single program of study requiring more than 120 hours by submitting an Extended Hours Application (available on the Bright Futures website).

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### **FLORIDA MEDALLION SCHOLARS AWARD**

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#### *Specific Requirements for Florida Medallion Scholars*

Florida high school students who wish to qualify for the Florida Medallion Scholars (FMS) award must meet the following initial eligibility requirements:

- ◆ Graduate high school from a Florida public high school with a Florida Standard Diploma, graduate from a registered Florida Department of Education private school, earn a GED, complete a Home Education program or graduate from a non-Florida high school (see Out-of-State Students section on the Bright Futures website for more details).
- ◆ Complete 75 hours of documented community service. Students must be a high school student (students are considered a high school student beginning in the summer before 9<sup>th</sup> grade) and complete the required paperwork, signed and approved by the high school community service designee. These hours must be completed by the date of graduation. (Students who complete the IB curriculum meet the service hour requirement through their IB curriculum.)

In addition, meet one of the following:

- ◆ Earn an unrounded, *weighted* minimum 3.0 GPA using the 16 high school academic courses that are aligned with the State University admission requirements (see High School Course Credits below for specifics) *plus* earn a 1170 SAT or 26 ACT test score; *or*
- ◆ Complete the IB curriculum *plus* earn a 1170 SAT or 26 ACT; *or*
- ◆ Earn the AICE diploma; *or*
- ◆ Complete the AICE curriculum *plus* a 1170 SAT or 26 ACT; *or*
- ◆ Be a National Merit or Achievement Scholar or Finalist, *or*
- ◆ Be a National Hispanic Scholar

#### *High School Course Credits*

For the Florida Medallion Scholars, the required coursework aligns with the State University System admission requirements: 4 English (*three must include substantial writing*); 4 Mathematics (*at or above the Algebra 1 level*); 3 Natural Science (*two must have substantial laboratory*); 3 Social Science and 2 World Language (*sequential in the same language*) The world language requirement can be met by demonstrating proficiencies based on scores on Credit-By-Exam Equivalencies, or other university approved means. Otherwise, the high school transcript must include a world language “completer” course to show that the world language requirement has been met.

#### *Award Level and Length for Florida Medallion Scholars*

Scholarship award amounts are set in the General Appropriations Act each year. Recipients will receive a fixed cost per credit hour based on award level, institution type, and credit type. Student must be initially funded within two years after high school graduation. A Florida Medallion Scholar may receive funding for up to five years from high school graduation for a maximum of 120 semester hours (or equivalent) toward the completion of a certificate or a first baccalaureate degree. This also applies to students in 3/2 programs who are classified as an undergraduate. Extended hours of funding are available to FMS students enrolled in a single program of study requiring more than 120 hours by submitting an Extended Hours Application (available on the Bright Futures website).

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## **FLORIDA GOLD SEAL VOCATIONAL SCHOLARS AWARD**

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### **Specific Requirements for Florida Gold Seal Vocational Scholars**

Florida high school students who wish to qualify for the Florida Gold Seal Vocational Scholars (GSV) award must meet the following initial eligibility requirements:

- ◆ Graduate from high school with a Standard Diploma;
- ◆ Earn an unrounded, weighted minimum 3.0 GPA in the non-elective high school courses;
- ◆ Take at least 3 full credits in a single Career and Technical Education program;
- ◆ Achieve the required minimum 3.5 unweighted GPA in the career education courses;
- ◆ Complete 30 hours of documented community service. Students must be a high school student (students are considered a high school student beginning in the summer before 9<sup>th</sup> grade) and complete the required paperwork, signed and approved by the high school community service designee. These hours must be completed by the date of graduation. (Students who complete the IB curriculum meet the service hour requirement through their IB curriculum.)
- ◆ Earn the following scores:

Postsecondary Education Readiness Test (PERT) – Reading 106, Writing 103, Math 114,

*or*

SAT – Verbal 440, Math 440, *or*

ACT – Reading 19, English 17, Math 19

### **Award Level and Length for Florida Gold Seal Vocational Scholars**

Scholarship award amounts are set in the General Appropriations Act each year. Recipients will receive a fixed cost per credit hour based on award level, institution type, and credit type. Student must be initially funded within two years after high school graduation and may receive funding for up to five years from high school graduation. GSV awards may only be used at postsecondary institutions that offer an applied technology diploma, technical degree education program (associate in applied science or associate in science), or a career certificate program. Students may be funded for 100% of a program of study, up to:

- 72 hours for Technical Degree Education (AS, AAS, CCC) and Career Certificate Programs (PSAV) programs
- 60 hours for Applied Technology Degree (ATD) programs

Brooke Pair

Financial Aid/Florida Bright Futures

727-588-6013

[pairb@pcsb.org](mailto:pairb@pcsb.org)

Please disregard earlier information sheets

2/4/2015

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*The Florida Legislature could change scholarship requirements during any legislative session. For further information and updates, please refer to the Bright Futures website at <http://www.floridastudentfinancialaid.org/SSFAD/bf/bfmain.htm>. Information supplied is the most current at the time.*

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Appendix B

**HAMILTON COUNTY HIGH SCHOOL – Grades 7 – 12**

**Minor to Major Discipline Chart of the Code of Student Conduct**

Discipline Chart Terms – Consequences Listed in Ascending Order of Severity	
Code	Description
CP	Corporal Punishment (CP) subject to the rules of the District School Board, the Principal or designee may administer CP in the presence of an adult witness with parental consent. Corporal punishment will not be administered more than 3 times in a school year.
ISS	In School Suspension (ISS) In School Suspension is the temporary removal of a student from the student's regular schedule and placed in an alternative program. Students must successfully complete assigned work in ISS prior to returning to regular classes. There will be a limit of 10 days per year in ISS. After that limit, OSS will be assigned.
OSS	Out of School Suspension (OSS) is the temporary removal of a student from all classes of instruction on public school grounds and denied participation in all school related activities for a period not to exceed 10 days per incident.
AP	Alternative Placement (AP) is offered for students in grades 6-12. Placement in the program can only occur as result of approval by the schoolboard.
SRO	School Resource Officer (SRO) will be utilized to help counsel and modify behavior of students committing major acts of misconduct.
PBMM	Positive Behavior Modification Modules (students will complete behavior modification modules to reflect on inappropriate behavior.
ASD	After School Detention (students will serve in 3 hour increments after school detention which could include cleaning parts of the campus)

NOTE: All recommendations for school board review must first be reviewed by the Superintendent.

Student obtaining 5 or more referrals resulting in ISS/OSS will be reviewed by the Superintendent for possible School Board Review.

If a student is assigned Alternative School, they must complete all full days assigned.

Students with 10 or more referrals could be referred to the Superintendent for School Board Review for continuous disruptive behavior.

When students are assigned ISS they must complete all work assigned and positive behavior modification modules before returning to their regular schedule.

	Incident Type and SESIR Definition	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	Repeated
1	<b>Alcohol:</b> Possession, sale, purchase, or use of alcoholic beverages. Use should be reported only if the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. (Level IV) * Must be reported in SESIR and expected to be reported to Law Enforcement.	10 Days OSS and Recommendation for School Board Review	10 Days OSS and Recommendation for School Board Review		
2	<b>Arson:</b> Intentionally setting a fire on/with school property. To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. (Level I) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	Restitution; 10 days OSS and Recommendation for School Board Review			
3	<b>Battery:</b> Physical attack or harm. The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from fighting, report an incident as Battery only when the force or action is carried out against a person who is not fighting back.) (Level I) * Must be reported in SESIR and must be reported to Law Enforcement. This is a violent incident that must be reported as injury related.	2 Days OSS plus 8 days Alternative Ed	Immediate Alternative Ed placement for 9 weeks minimum	10 Days OSS and recommendation for School Board Review for expulsion	

	Incident Type and SESIR Definition	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	Repeated
4	<b>Breaking / Entering, Burglary:</b> Illegal entry into a facility. The unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, of the intent to damage or remove property or harm a person(s). (Level II) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	10 Days OSS and Recommendation for School Board Review			
5	<b>Disruption on Campus – Major:</b> Disruption of all or significant portion of campus activities, school-sponsored events, and school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. These include bomb threats, inciting a riot, and initiating a false fire alarm. (Level III) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	2 Days OSS plus immediate Alternative Ed placement until School Board Review			
6	<b>Drug Use / Possession Excluding Alcohol:</b> Illegal drug possession or use. The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. (Level III)* Must be reported in SESIR and expected to be reported to Law Enforcement.	10 Days OSS and Recommendation for School Board Review	10 Days OSS and Recommendation for School Board Review		
7	<b>Fighting:</b> Mutual combat and/or mutual altercation. When 2 or more persons mutually participate in use of force or physical violence that requires either physical restraint or results in injury requiring first aid or medical attention. (Level III) ** Must be reported in SESIR and may not need to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	2 Days OSS plus 8 days Alternative Ed	Immediate Alternative Ed placement for 9 weeks minimum	10 Days OSS and recommendation for School Board Review for expulsion	
8	<b>Homicide:</b> Murder or manslaughter. The unjustified killing of one human being by another. (Level I) * Must be reported in SESIR and must be reported to Law Enforcement. This is a violent incident that must be reported under injury-related.	Immediate arrest by SRO; Recommendation for School Board Review			
9	<b>Kidnapping:</b> Abduction of an individual. Forcibly, or by threat, confining, abduction, or imprisoning another person against his/her will and without lawful authority. (Level I) * Must be reported in SESIR and must be reported to Law Enforcement. This is a violent incident and must be reported under injury-related.	Immediate arrest by SRO; Recommendation for School Board Review			
10	<b>Larceny / Theft:</b> Taking of property from a person, building, or vehicle. The unauthorized taking, carrying, riding away, or concealing the property of another person, without threat, violence, or bodily harm. <b>The item must be \$300 or more to report in SESIR.</b> (Level III) * Must be reported in SESIR and expected to be reported to Law Enforcement.	Restitution; 2 Days OSS plus Alternative Ed placement until School Board Review	10 Days OSS and Recommendation for School Board Review for expulsion; Restitution		

	Incident Type and SESIR Definition	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	Repeated
11	<b>Harassment</b> : Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that caused substantial emotional distress in such a person and serves no legitimate purpose. (Level IV) * Must be reported in SESIR and may not need to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	5 Days ISS: Referral to Guidance Counselor	3 Days OSS: Referral to SRO	10 Days OSS: Referral to SRO	10 Days OSS: Recommendation for School Board Review
12	<b>Robbery</b> : Using force to take something from another. The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear. (Level II) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	10 Days OSS and Recommendation for School Board Review for expulsion; Restitution			
13	<b>Sexual Battery</b> : Forced, actual, or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. (Level I) * Must be reported in SESIR and must be reported to Law Enforcement. This is a violent incident and must be reported as injury-related.	10 Days OSS and Recommendation for School Board Review for expulsion or Alternative Ed placement for remainder of school year; referral to SRO; arrest			
14	<b>Sexual Harassment</b> : Undesired sexual behavior. Unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or persuasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another person under the threat of physical harm or adverse consequence. (Level III) ** Must be reported in SESIR and may not need to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	10 Days OSS and Referral to Guidance	10 Days OSS and Recommendation for School Board Review		
15	<b>Sexual Offense (Other)</b> : Lewdness, indecent exposure or Other sexual contact, including intercourse, without force or threat of force, or subjecting an individual to lewd, sexual gestures, or exposing private body parts in a lewd manner. Law enforcement must be notified to investigate. (Level III) * Must be reported in SESIR and expected to be reported to Law Enforcement.	10 Days OSS and Referral to Guidance	10 Days OSS and Recommendation for School Board Review		

	Incident Type and SESIR Definition	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	Repeated
16	<b>Threat / Intimidation:</b> Instilling fear in others. A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: <b>intent</b> (an intention that the threat is heard or seen by the person who is the object of the threat), <b>fear</b> (a reasonable fear of apprehension by the person who is the object of the threat that the threat could be carried out), and <b>capability</b> (the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. (Level III) * Must be reported in SESIR and expected to be reported to Law Enforcement.	5 Days ISS	2 Days OSS plus 8 Days Alternative Ed Placement	Immediate Alternative Ed Placement for 9 weeks minimum	10 Days OSS and Recommendation for SBR for Expulsion
17	<b>Tobacco:</b> Cigarettes or other forms of tobacco. The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school – sponsored events, or on school transportation by any person under the age of 18. (Level IV) ** Must be reported in SESIR and may not need to be reported to Law Enforcement.	Confiscation of item; referral to Guidance and 3 hours community service plus Tobacco Cessation Assign (TCA)	3 Days ISS; Confiscation of Items plus TCA	5 Days ISS; Confiscation of Items plus TCA	10 Days ISS and possible Recommendation for School Board Review for Alt. School placement
18	<b>Trespassing:</b> Illegal entry onto campus. To enter or remain on school grounds / campus, school transportation, or at a school sponsored event / off campus without authorization or invitation and with no lawful purpose for entry. (Level II) * Must be reported in SESIR and expected to be reported to Law Enforcement.	2 Days OSS plus 8 days Alternative Ed Placement	Immediate Alternative Ed Placement for 9 weeks minimum	10 Days OSS and Recommendation for School Board Review for expulsion	
19	<b>Vandalism:</b> Destruction, damage, or defacement of school or personal property. The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. <b>Damage must be \$1000 or more to be reported to SESIR.</b> (Level III) * Must be reported in SESIR and expected to be reported to Law Enforcement.	5 Days ISS; Restitution	10 Days at Alternative Ed; Restitution; Recommendation for School Board Review for Alternative Ed placement	10 Days OSS; Recommendation for School Board Review for expulsion	
20	<b>Weapons Possession:</b> Possession of firearms and other instruments as defined by Section 790.001, Florida Statutes or district code of conduct which can cause harm. Possession of any instrument or object as defined by Florida Statutes that can inflict serious harm on another person or that can place a person in reasonable fear or apprehension of serious harm. Possession of a common pocketknife is exempted from zero tolerance expulsion. However, law enforcement should be notified of all knives, including pocketknives, for investigation. (Level II) * Must be reported in SESIR and expected to be reported to Law Enforcement.	10 Days OSS; Recommendation for School Board Review			

	Incident Type and SESIR Definition	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	Repeated
21	<b>Other Major Offense:</b> Major incidents that do not fit within the other definitions. Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples include student producing or knowingly using counterfeit money, participating in gambling activities, or possession of child pornography, or possessing drug paraphernalia, improper computer use, unauthorized entry into computer system, altering or deleting download files, inappropriate internet sites, downloading inappropriate materials, defacing of computer equipment and student victimization. (Level III) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	10 Days OSS; Recommendation for School Board Review;  For computer system related offenses, 7 Days ISS and loss of computer privileges for remainder of school year	For computer related offenses, 10 Days OSS and possible Recommendation for School Board Review; Loss of computer privileges for remainder of school year	For computer related offenses, 10 Days OSS and Recommendation for School Board Review	
22	<b>Drug Sale / Distribution excluding alcohol:</b> Illegal sale or distribution of drugs. The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. (Level II) * Must be reported in SESIR and expected to be reported to Law Enforcement.	10 Days OSS; Recommendation for School Board Review for expulsion; referral to SRO			
23	<b>Unsubstantiated Bullying:</b> After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, F.S.)				
24	<b>Unsubstantiated Harassment:</b> After a complete investigation and follow up of reported harassment incident the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, F.S.)				
25	<b>Hazing:</b> Any action that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, banding, or exposure to the elements (Level III) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	5 Days ISS plus 3 hours ASD	2 Days OSS plus 8 Days Alternative Ed placement	9 weeks immediate Alternative Ed placement	10 Days OSS; recommendation for School Board Review
26	<b>Physical Attack:</b> Physical attack refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. (Level II) * Must be reported in SESIR and expected to be reported to Law Enforcement. This is a violent incident if bodily injury occurs.	5 Days ISS plus 3 hours ASD	2 Days OSS plus 8 Days Alternative Ed placement	9 weeks immediate Alternative Ed placement	10 Days OSS; recommendation for School Board Review

27	<p><b>Bullying:</b> The incident is bullying if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more student or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.</p> <p>If the bullying results in any other SESIR incidents do not code the incident as Bullying. Instead, the incident should be coded appropriately with the related element coded as bullying-related.</p>	3 Days OSS: Referral to Guidance Counselor	5 Days OSS: Referral to SRO	10 Days OSS: Referral to SRO	10 Days OSS: Recommendation for School Board Review
28	<p><b>Sexual Assault:</b> An assault that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability. (Level II) * Must be reported in SESIR and expected to be reported to Law Enforcement.</p>	10 Days OSS: Recommendation for School Board Review			
51	<b>Bus – Incident (Other than Fighting)</b>	3 Day Bus Suspension	5 Day Bus Suspension	10 Day Bus Suspension	10 Day Bus Suspension; Recommendation for School Board Review

	Incident Type and SESIR Definition	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	Repeated
55	<b>Disobedience / Insubordination:</b> To include failure to follow directions of school staff member, failure to follow school rules and procedures, and defiance of authority, failure to leave an area when requested to do so by an adult	3 hours After School Detention plus positive behavior modification module/tutoring	3 Days of ISS Counselor Referral for Parent Conference	5 Days of ISS Counselor Referral for Parent Conference	7 Days ISS: possible Recommendation for School Board Review
56	<b>Disrespectful:</b> Inappropriate comments or actions toward a school staff member, actions showing disrespect toward others (students and school staff), and use of profanity without intent for others to hear	3 hours After School Detention plus positive behavior modification module/tutoring	3 Days of ISS Counselor Referral for Parent Conference	5 Days of ISS Counselor Referral for Parent Conference	7 Days ISS: and possible Recommendation for School Board Review
57	<b>Disruptive:</b> To include misconduct on school campus or school sponsored activity, cafeteria misconduct, disruption of a school activity such as assembly, etc.	3 hours After School Detention plus positive behavior modification module/tutoring	3 Days of ISS Counselor Referral for Parent Conference	5 Days of ISS Counselor Referral for Parent Conference	7 Days ISS: with possible recommendation for School Board Review for Alternative Ed placement
58	<b>Dress Code:</b> Violation of dress code found in Student Code of Conduct	Warning and Phone parents for appropriate clothing or student corrects violation and/or isolation in ISS until student is in compliance	3 hours community service plus isolation in ISS until student is in compliance	Isolation in ISS until student is in compliance plus 3 Days ISS	7 Days ISS with possible recommendation for School Board Review for Alternative Ed placement
59	<b>Falsification of Records:</b> Giving false information verbally or in writing, or forging documents. All parties involved are subject to disciplinary actions.	3 Days ISS	5 Days ISS	7 Days ISS	10 Days ISS and possible Recommendation for School Board Review
59a	<b>Academic Integrity:</b> Cheating on any assignment, test/quiz, or online classwork. All parties involved are subject to disciplinary actions.	Repeat an assignment or assessment at teacher's discretion plus 3 Days ISS	Repeat an assignment or assessment at teacher's discretion plus 5 Days ISS	Repeat an assignment or assessment at teacher's discretion plus 7 Days ISS	Repeat an assignment or assessment at teacher's discretion plus 10 Days ISS and recommend for possible School Board Review
60	<b>Inappropriate Behavior:</b> To include public displays of affection, name calling, possession or distribution of candy or food items when not authorized, running in hallway or on sidewalk, littering, loitering on campus after school day, misuse of school property, or other related acts.	3 hours After School Detention plus positive behavior modification module/tutoring	3 Days ISS Counselor Referral for Parent Conference	5 Days ISS Counselor Referral for Parent Conference	7 Days ISS with possible recommendation for School Board Review
61	<b>Left Campus Without Permission:</b> Failure of student to follow proper procedures to leave school campus	3 Days of ISS and/or Parking Privileges revoked for 10 days	5 Days of ISS Counselor Referral for Parent Conference and Behavior Contract and Parking Privileges Revoked for 10 days to 30 days	7 Days ISS and Parking Privileges revoked for rest of year	5 Days OSS; and possible Recommendation for School Board Review
62	<b>Left Class Without Permission</b>	3 hours After School Detention plus positive behavior modification module/tutoring	3 Days of ISS Counselor Referral for Parent Conference	5 Days of ISS Counselor Referral for Parent Conference	7 Days ISS with possible Recommendation for School Board Review
63	<b>Non-Compliance With Assigned Discipline:</b> Failure to report to assigned discipline area, failure to comply with discipline area rules	Assignment to next severe level of discipline according to matrix	3 Days ISS & positive behavior modification module	5 Days ISS & positive behavior modification module	7 Days ISS plus possible Recommendation for School Board Review



	Incident Type and SESIR Definition	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	Repeated
64	<b>Non Controlled Substance:</b> Possession and/or distribution of any non-controlled substance to include matches, lighter, stink bombs, nonprescription medicines, or other substance not covered in any other area of discipline chart	3 hours After School Detention plus positive behavior modification module/tutoring	3 Days ISS Counselor Referral for Parent Conference	5 Days of ISS Counselor Referral for Parent Conference	7 Days ISS and possible Recommendation for School Board Review
65	<b>Parking Violations:</b> To include parking in unauthorized areas, driving or parking without proper sticker, improper driving on campus, or unauthorized driver on campus	Referral to SRO	\$10 Fine and Suspension of Driving Privileges until fine is paid	\$15 Fine and Suspension of Driving Privileges for 45 Days	\$20 Fine and Suspension of Driving Privileges for 45 Days to Rest of year
66	<b>Petty Theft:</b> The unauthorized taking, carrying, riding away, or concealing the property of another person which is less than \$300 in value, without threat or bodily harm.	5 Days ISS plus Parent Conference; Restitution; Referral to SRO	7 Days ISS plus Parent Conference; Restitution; Referral to SRO	Alternative placement and Recommendation for School Board Review; Restitution; Referral to SRO	
67	<b>Profanity:</b> The deliberate use of inappropriate language (profanity) with the intent for others to hear, the use of obscenity toward a school staff member and the use of obscene gestures.	3 Days of ISS	5 Days of ISS Counselor Referral for Parent Conference and Behavior Contract	7 Days ISS	Alternative placement and Recommendation for School Board Review
68	<b>Skiping Class:</b> To include not reporting to assigned class within 5 minutes from end of tardy bell, being in hallway without pass or permission, not being in assigned area	3 Days of ISS or 6 hours community service days choice	5 Days of ISS Counselor Referral for Parent Conference and Behavior Contract	10 Days Alternative Ed placement	Immediate placement at Alternative Ed until School Board Review; Recommend Alternative Ed placement for 9 week minimum

	Incident Type and SESIR Definition	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	Repeated
69	<p><b>Tardiness to School (HCHS):</b> Any student arriving late must go to the Attendance/Front Office to sign in before attending class. Three (3) unexcused tardy occurrences to school will be considered one (1) absence toward the number of unexcused absences considered for truancy and driver's license attendance requirements. The recording process will begin anew with each semester.</p> <p><b>Excused Absences (All Schools):</b> In order for a tardy to school to be considered excused, the list found on page 3 will be followed. Excessive tardiness to school or repeated checkouts of students from school may result in a referral to Truancy as this is considered a pattern of non-attendance.</p>	Warning and Automated Phone call from School	<p>3 hours community service after school and complete PBMM</p> <p>* Parent will receive phone notification from the school for each tardy</p>	<p>Drivers lose parking permit for 10 school days &amp; non drivers 6 hours community service; complete PBMM</p> <p>(Three (3) Unexcused tardy occurrences to school will be considered one (1) absence toward the number of unexcused absences considered for truancy and Driver's License requirements</p> <p>* Parent will receive phone notification from the school for each tardy</p>	<p>3 Days ISS &amp; PBMM; Driver loses parking permit for 4 weeks</p> <p>For repeated offenses and before Superintendent review</p> <p>* Parent will receive phone notification from the school for each tardy</p> <p>* Before a student is referred for Board review, he/she must first be referred for Superintendent review.</p>
69a	<p><b>Tardiness to Class (HCHS):</b> Students are expected to be in class on time to allow for the maximum amount of instructional minutes each period. A student will be considered tardy to class when he/she is not in the classroom when the tardy bell rings or has not met the expectation for being on time that has been shared with the students by the teacher and approved by the school Principal.</p> <p>Students who receive a cumulative number of 10 or more tardy referrals in a 9 weeks period may be referred to Truancy.</p>		<p>3 hours community service</p> <p>*Parent will receive</p>	<p>1 day ISS or 6 hours community service</p> <p>*Parent will receive phone notification from the school for each tardy</p>	<p>3 Days ISS</p> <p>For repeated offenses and before Superintendent review</p> <p>* Parent will receive phone notification from the school for each tardy</p> <p>*Before a student is referred for Board review, he/she must first be referred for</p>
70	<b>Truancy (Late to School or All Day)</b>	Follow Guidelines provided by District for excessive truancy as defined by state statute and district procedures			
71	<b>Other Minor Incidents:</b> To include any incident not previously listed in discipline chart	3 hours After School Detention plus positive behavior modification module/tutoring	3 Days ISS Counselor Referral for Parent Conference	5 Days ISS Counselor Referral for Parent Conference	7 Days ISS and possible Recommendation for School Board Review
72	<b>Not in Designated Area</b>	3 hours After School Detention plus positive behavior modification module/tutoring	3 Days of ISS Counselor Referral for Parent Conference	5 Days ISS Counselor Referral for Parent Conference	7 Days ISS and possible Recommendation for School Board Review
73	<b>Failure to Provide Information:</b> Failure of a student to disclose information to school staff member upon request	3 hours After School Detention plus positive behavior modification module/tutoring	3 Days of ISS Counselor Referral for Parent Conference	5 Days of ISS Counselor Referral for Parent Conference	7 Days ISS and possible Recommendation for School Board Review
74	<b>Fighting (Non-SESIR):</b> Incidents that involve personal contact to include pushing, shoving, aggressive act toward another student or attempting to fight which could include the following: Instigating, inciting/enticing fights verbally or through social media.	3 Days ISS Counselor Referral for Parent Conference and Behavior Contract	2 Days OSS plus 8 Days Alternative Ed Placement	Alternative Placement until School Board Review	

	Incident Type and SESIR Definition	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	Repeated
75	<b>Electronic Devices:</b> Misuse of technology on campus or in campus related activities: to include, ear buds, cellphones, smart phones, tablets, electronic watches or any other communication device which are allowed only for those designated for instructional use. Hover boards are not allowed either.	3 hours After School Detention plus Confiscation of item and item will be returned at end of the day. It is the student's responsibility to pick up the item. A student's Refusal to comply will result in Incident number 63, noncompliance	Confiscation of item and item goes to the front office to get picked up by a parent at end of school day 3 Days ISS Conference with parent	Confiscation of item and item goes to the front office to get picked up by a parent at end of school day 5 days ISS	Confiscation of item and item goes to the front office to get picked up by a parent 7 Days ISS possible Recommendation for School Board review
80	<b>Continuous Disruptive Behavior:</b> To be used when a referral for student misbehavior will lead to AP or a recommendation for expulsion	Alternative placement until School Board Review			

\* Offense must be reported to law enforcement

\*\* Offense may be reported to law enforcement

#### NOTES:

An incident should be coded as reported to Law Enforcement if an official action was taken by a School Resource Officer (SRO) or local Law Enforcement Officer, such as a case number was assigned, a report filed, an affidavit was filed, an investigation was conducted and found to be an incident reportable to SESIR, or an arrest was made. The presence of, notification of, or consultation with a Law Enforcement Officer or SRO is not sufficient for an incident to be coded as "Reported to Law Enforcement."

CP (corporal punishment) may be substituted for listed consequence upon parent conference and administration approval. See noted in corporal punishment box at beginning of this chart.

Under the Individuals with Disabilities Education Act (IDEA), students who have been identified as educationally disabled and are receiving ESE services are subject to additional disciplinary guidelines that are different than those for non-disabled students.

Students wishing to participate in any school club leadership position(s) for the next school year should have no referrals for profanity, fighting, harassment, or any other extreme case which result in out of school suspension (OSS) of any type during the school year in which elections take place.

Any student with repetitive referrals (more than 3), two or more assignments to in-school suspension (ISS), placement in Alternative Education, or expulsion, will require the following: A meeting with the school social worker, the student, and parent or guardian. The social worker will determine if additional meetings between all parties are necessary and help coordinate a behavior plan for the student, if necessary. If a behavior plan is needed, coordination must take place with school administration and appropriate teacher(s) before the student resumes class in a regular classroom setting.

## NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Eligibility Center

### NCAA Division I Initial-Eligibility Requirements

#### Core Courses: (16)

- **Initial full-time collegiate enrollment before August 1, 2016:**
  - Sixteen (16) core courses are required (see chart below for subject-area requirements).
- **Initial full-time collegiate enrollment on or after August 1, 2016:**
  - Sixteen (16) core courses are required (see chart below for subject-area requirements).
    - Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be in English, math or natural/physical science.
      - These courses/grades are "locked in" at start of the seventh semester (cannot be repeated for grade-point average [GPA] improvement to meet initial-eligibility requirements for competition).
  - Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting academic redshirt requirements (see below).

#### Test Scores: (ACT/SAT)

- Students must present a corresponding test score and core-course GPA on the sliding scale (see Page No. 2).
  - **SAT:** critical reading and math sections.
    - Best subscore from each section is used to determine the SAT combined score for initial eligibility.
  - **ACT:** English, math, reading and science sections.
    - Best subscore from each section is used to determine the ACT sum score for initial eligibility.
- All ACT and SAT attempts before initial full-time collegiate enrollment may be used for initial eligibility.
- Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center. Test scores on transcripts will not be used.

#### Core Grade-Point Average:

- Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) will be used to calculate your core-course GPA. Use this list as a guide.
- **Initial full-time collegiate enrollment before August 1, 2016:**
  - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale A (see Page No. 2).
  - Core-course GPA is calculated using the **best 16 core courses** that meet subject-area requirements.
- **Initial full-time collegiate enrollment on or after August 1, 2016:**
  - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
  - Core-course GPA is calculated using the **best 16 core courses** that meet both progression (10 before seventh semester; seven in English, math or science; "locked in") and subject-area requirements.

DIVISION I Core-Course Requirement (16)	DIVISION I – 2016 Qualifier Requirements <i>*Athletics aid, practice, and competition</i>	DIVISION I – 2016 Academic Redshirt Requirements <i>*Athletics aid and practice (no competition)</i>
4 years of English 3 years of math (Algebra I or higher) 2 years of natural/physical science (1 year of lab if offered) 1 year of additional English, math or natural/physical science 2 years of social science 4 years of additional courses (any area above, foreign language or comparative religion/philosophy)	• 16 core courses <ul style="list-style-type: none"> <li>◦ Ten (10) core courses completed before the start of seventh semester. Seven (7) of the 10 must be in English, math or natural/physical science.               <ul style="list-style-type: none"> <li>▪ "Locked in" for core-course GPA calculation.</li> </ul> </li> </ul> • Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2). <ul style="list-style-type: none"> <li>• Graduate from high school.</li> </ul>	• 16 core courses <ul style="list-style-type: none"> <li>◦ No grades/credits "locked in" (repeated courses after the seventh semester begins may be used for initial eligibility).</li> </ul> • Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale B (see Page No. 2). <ul style="list-style-type: none"> <li>• Graduate from high school.</li> </ul>

Sliding Scale A Use for Division I prior to August 1, 2016		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT Verbal and Math ONLY	ACT Sum
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	740	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

Sliding Scale B Use for Division I beginning August 1, 2016		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT Verbal and Math ONLY	ACT Sum
3.550	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	81
2.125	970	82
2.100	980	83
2.075	990	84
2.050	1000	85
2.025	1010	86
2.000	1020	86

For more information, visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org) or [www.2point3.org](http://www.2point3.org).

## NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Eligibility Center

### Division II Initial-Eligibility Requirements

#### Core Courses

- **Division II currently requires 16 core courses.** See the chart below.
- **Beginning August 1, 2018,** to become a full or partial qualifier for Division II, all college-bound student-athletes must complete the 16 core-course requirement.

#### Test Scores

- **Division II currently requires a minimum SAT score of 820 or an ACT sum score of 68.** **Beginning August 1, 2018,** Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

#### Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's approved List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- The current **Division II** core GPA requirement is a minimum of 2.000. **Division II** core GPA required to be eligible for competition on or after August 1, 2018, is 2.200 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- The minimum **Division II** core GPA required to receive athletics aid and practice as a partial qualifier on or after August 1, 2018, is 2.000 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- Remember, the NCAA core GPA is calculated using NCAA core courses only.

DIVISION II 16 Core Courses	
3	years of English.
2	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
3	years of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II COMPETITION SLIDING SCALE		
<i>Use for Division II beginning August 1, 2018</i>		
Core GPA	SAT <small>Verbal and Math GPAs</small>	ACT Sum
3.300 & above	400	37
3.275	410	38
3.250	420	39
3.225	430	40
3.200	440	41
3.175	450	41
3.150	460	42
3.125	470	42
3.100	480	43
3.075	490	44
3.050	500	44
3.025	510	45
3.000	520	46
2.975	530	46
2.950	540	47
2.925	550	47
2.900	560	48
2.875	570	49
2.850	580	49
2.825	590	50
2.800	600	50
2.775	610	51
2.750	620	52
2.725	630	52
2.700	640	53
2.675	650	53
2.650	660	54
2.625	670	55
2.600	680	56
2.575	690	56
2.550	700	57
2.525	710	58
2.500	720	59
2.475	730	60
2.450	740	61
2.425	750	61
2.400	760	62
2.375	770	63
2.350	780	64
2.325	790	65
2.300	800	66
2.275	810	67
2.250	820	68
2.225	830	69
2.200	840 & above	70 & above

DIVISION II PARTIAL QUALIFIER SLIDING SCALE		
<i>Use for Division II beginning August 1, 2018</i>		
Core GPA	SAT <small>Verbal and Math GPAs</small>	ACT Sum
3.050 & above	400	37
3.025	410	38
3.000	420	39
2.975	430	40
2.950	440	41
2.925	450	41
2.900	460	42
2.875	470	42
2.850	480	43
2.825	490	44
2.800	500	44
2.775	510	45
2.750	520	46
2.725	530	46
2.700	540	47
2.675	550	47
2.650	560	48
2.625	570	49
2.600	580	49
2.575	590	50
2.550	600	50
2.525	610	51
2.500	620	52
2.475	630	52
2.450	640	53
2.425	650	53
2.400	660	54
2.375	670	55
2.350	680	56
2.325	690	56
2.300	700	57
2.275	710	58
2.250	720	59
2.225	730	60
2.200	740	61
2.175	750	61
2.150	760	62
2.125	770	63
2.100	780	64
2.075	790	65
2.050	800	66
2.025	810	67
2.000	820 & above	68 & above

# August

# 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Teachers Return	2	3	4	5	6
7	8 HCHS Open House 2-3:30	9	10 Students Return	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# September

# 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day Holiday	6	7 Grades Due	8	9	10
11	12	13	14	15 Progress Reports Home	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# October

# 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 End 1 <sup>st</sup> 9-weeks	7	8
9	10	11	12	13	14	15
16	17 Teacher PD/ Student Holiday	18 Teacher PD/ Student Holiday	19	20 Report Cards Home	21	22
23	24	25	26	27	28	29
30	31					

# November

# 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Grades Due	11 Teacher PD/ Student Holiday	12
13	14	15	16	17 Progress Reports Home	18	19
20	21 Fall Break	22 Fall Break	23 Thanksgiving Holiday	24 Thanksgiving Holiday	25 Thanksgiving Holiday	26
27	28	29	30			

# December

# 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 End 2 <sup>nd</sup> 9-weeks	20	21 Christmas Break	22 Christmas Break	23 Christmas Break	24
25	26 Christmas Break	27 Christmas Break	28 Christmas Break	29 Christmas Break	30 Christmas Break	31

# January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Grade Due	2 Teacher PD/ Student Holiday	3 Students Return	4	5	6	7
8	9	10	11	12 Report Cards Home	13	14
15	16 MLKJ Holiday	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# February

# 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Grades Due	4
5	6	7	8	9 Progress Reports Home	10	11
12	13	14	15	16	17 Teacher PD/ Student Holiday	18
19	20 President's Day	21	22	23	24	25
26	27	28				

# March

# 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 End 3 <sup>rd</sup> 9-weeks	10 Teacher PD/ Student Holiday	11
12	13 Spring Break	14 Spring Break	15 Spring Break	16 Spring Break	17 Spring Break	18
19	20	21	22	23 Report Cards Home	24	25
26	27	28	29	30	31	

# April

# 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Grades Due	5	6	7	8
9	10	11	12	13 Progress Reports Home	14 Good Friday Holidays	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



# May

# 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 Baccalaureate	19 End 4 <sup>th</sup> 9-weeks  Last Day of School Early Dismissal  Graduation	20
21	22 Teacher Post Plan	23 Teacher Post Plan	24	25	26	27
28	29 Memorial Day Holiday	30	31			





## Hallway/Restroom Passes

[illegible]

## Acknowledgement Page

Hamilton County High School's administration has made every effort to include all pertinent and important information in its *Student Handbook*; however, there are extenuating circumstances and situations which may arise during a school year. Therefore, the administration would like to underscore its right to make judgments and decisions based on the merits and facts of each scenario not covered in this handbook.

I \_\_\_\_\_ parent of \_\_\_\_\_  
(Parent Signature) (Print Student Name)

have read the *Student Handbook* in its entirety and understand that my child will be held to the policies and rules set forth in it.

I \_\_\_\_\_ have read the Student Handbook in its entirety  
(Student Signature)

and understand that I will be held to the policies and rules set forth in it.

Initial here if your child CANNOT be photographed/videoed as a part of school related activities.

**Please remove this form and return it to your first class  
teacher by August 19, 2016.**