

Horizon Charter School of Tampa

Student Handbook 2021-2022 School Year

**Horizon Charter School of Tampa
Sponsored by the Hillsborough County School District
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This student handbook is a living document and as we the administration of HCST reserves the right to make changes to policies in this handbook.

Employees, parents and students will be notified of any changes or revisions to the handbook.

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Section 100 – INTRODUCTION

Vision

Horizon Charter School of Tampa will provide a high-quality education in a safe environment.

Mission

Equip all students with the knowledge and skills to lead a productive, successful life.

100.01 To the Parents

Horizon Charter School of Tampa (“HCST” or the “school”) believes that well-informed parents promote a positive school environment. Consistent with this philosophy, we are requiring that your student bring home a copy of this Handbook so that you may become acquainted with the school’s policies and procedures and school life. In this Handbook, the school has included various regulations, the Code of Student Conduct, activities, and general information, all of which aid students in becoming productive members of the school community.

100.02 To the Students

This Handbook has been developed for the purpose of informing you of the policies and procedures of HCST. We hope that it will assist you in making your school days pleasant and successful. It is the responsibility of each student and parent/guardian to read, understand, and abide by this Handbook.

100.03 Purpose

The purpose of this Handbook is to inform students and parents of HCST about the school’s program, curriculum and student policies.

100.04 Philosophy

The philosophy of the school is that every student, regardless of race, ethnicity, language, gender, nationality or socio-economic status is entitled to an educational environment dedicated to lifelong learning.

100.05 Statement Of Non-Discrimination

HCST does not discriminate on the basis of race, religion, color, national origin, gender, disability, sexual orientation, age or politics in educational programs, operations, activities or employment practices. Students and staff shall be provided learning and working environments free from sexual, racial, ethnic, and religious discrimination and/or harassment of any kind for any reason.

100.06 State of Parent/Family Volunteerism to the School

HCST requires that parents donate a minimum of 36 hours per year at home with his or her own child. Parents of students who has academic challenges may be asked to spend more time working with their children. Parents of children in Kindergarten must attend a Kindergarten orientation and screening. The attendee must be the legal guardian of the child. Failure to attend the orientation and screening will result in the loss of the child’s seat at Horizon Charter.

SECTION 200 - CONDUCT

200.01 Civility Policy

HORIZON CHARTER SCHOOL OF TAMPA CIVILITY POLICY

In order to provide a safe, caring, and orderly environment, Horizon Charter School of Tampa expects civility from ALL who engage in school activities. Mutual respect and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressive actions.

The following are unacceptable behaviors (as determined by the principal or site administrator) that violate the school's civility policy:

- 1.) Behaviors that interfere with or threaten to interfere with school activities
- 2.) Using loud, offensive language or profanity
- 3.) Intimidating, harassing, bullying, and inappropriate display of temper
- 4.) Threatening verbal or physical harm
- 5.) Threatening, abusive, or obscene telephone conversations, written communication, electronic mail, or voice mail.

SECTION 300 – COMPULSORY SCHOOL ATTENDANCE

300.01 Attendance

1. Because HCST is a **public school of choice** in the state of Florida, students may attend even if it is outside of their attendance area.
2. Students have the right to:
 - (a) receive information concerning attendance policies at the school;
 - (b) make up any work missed because of excused absences and/or excused tardy within the appropriate amount of time.
3. Students have the responsibility to:
 - (a) attend classes daily and on time;
 - (b) request make-up work from their teachers within the appropriate amount of time.
 - (c) complete any work that was requested in advance upon return to school.
4. Parents have the responsibility to:
refrain from sending their child to school with a fever, within 24 hours of having a fever.

300.02 To Report An Absence:

- (a) It shall be the responsibility of the student's parent or guardian to explain a student's absence to the school office in person, by note or by telephone on the day of the absence. Parents or guardians are expected to call the school to report an absence when students are absent for all or any part of the day. Absences for which the reason is unknown shall be unexcused in compliance with State Statutes. These calls should be made to the school by 8:00 a.m. Parents or guardians should leave a message on voice mail if no one is available to take the call. Parents may also utilize the online form on the Horizon Charter Website to report an absence.

The parent/guardian who is unable to speak to someone in the office and leaves a voice mail, the message will constitute notification. However, the office may contact parent to ensure accuracy of date, time and reason for the request of an excused absence. Please keep a record of your call(s) in to the office for purposes of requesting that a student's absence be considered excused.

A student is considered absent from compulsory school attendance if student is not attending classes for more than 50% of the instructional day, as determined by the Principal.

A student absence is considered an excused after the parent/guardian contacts the school's administration to verify said absence, providing the reason for the absence is acceptable.

(b) If the parent or guardian does not call, school personnel will attempt to contact the parent or guardian at home or at work if necessary to verify the student's absence. If there is no answer or communication with the parent/guardian, the absence shall be considered unexcused.

Students and parents must provide school personnel with accurate telephone contact numbers (home, work and cell for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be given on the emergency contact card provided by the school at the beginning of the school year and updated as changes occur.

(c) Should a parent choose to request that a student to be excused from school, the purpose and dates of the trip should be submitted to the principal no less than three days in advance of the planned absence. The Administration and a committee that is comprised of the Administration and the student's teaching team will consider the request. The committee may, or may not, issue an approval for the absence. Factors that might influence approval include, but are not limited to: length of absence, student's academic standing, number of previous absences, and the need to participate in state mandated testing.

Please send the note directly to the Principal's attention, and not to the teacher.

(d) A student who is absent for more than 10 days in any school year may be required to present medical evidence or have the parent visit the school to verify absences.

(e) On the 5th and 10th absence, student and parent will receive a letter from the school Principal as to the excessive absences and possible truancy consequences as in compliance with the state compulsory education policy

300.03 Excused Absences:

In order to request that an absence be considered as excused, a parent must communicate with the school by phone, email or in writing the information indicated below. Determination of whether or not the absence will be excused will be made by the teacher of record. Parents may request that a determination on the status of an absence be reviewed by administration. Written requests to excuse an absence must be presented to the school no less than 1 week following the student's return to school. Requests for excusal of an absence that arrive later than one week will be decided by Administration on a case by case basis. Absent requests that arrive more than

30 days after the student's return to school will not be considered as excused under any circumstances.

- Child's Name
- Parent Name
- Date of Absence
- Reason for Absence

(a) Examples of excused absences are:

- (1) an illness of the student or a medical or dental appointment that cannot be scheduled outside of school hours (a doctor's statement may be required by school officials);
- (2) an accident resulting in injury to the student;
- (3) a death in the immediate family of the student;
- (4) an observance of an established religious holiday
- (5) a pre-planned absence for a personal reason that is acceptable to the Attendance Committee; in order for the absence to be excused, the Principal or designee must be informed three days prior to the absence;
- (6) a subpoena by a law enforcement agency or a required court appearance;
- (7) an emergency for a reason acceptable to the Principal or designee for an emergency such as severe weather conditions, a major personal or family problem, fire, flood, or other major damage to the home.

300.04 Unexcused Absences:

(a) Unexcused absences are absences that:

- (1) are not accepted as excused;
- (2) are caused by truancy of the student;
- (3) are caused by a parent failing to report the absence.
- (4) result from the student being suspended.

(b) A student whose absence is unexcused shall receive a grade of "zero" for tests and/or graded work missed.

Parents may call 813-887-3800 to leave a message about an absence.

300.05 Tardiness

Punctuality is paramount to success in school, career and life. HCST fosters a learning and working environment that fully supports this belief.

1. A student is tardy when the student arrives after the beginning of the school day. Any student arriving to school after the session has begun must report to the school office. An admit slip shall be issued indicating excused or unexcused tardy or absence. For the student to receive an excused sign-in, a parent or guardian must do the following: accompany the student to the school office with an acceptable excuse, as stated below; send a note with the student explaining the reason the child is late, or a telephone call to the office with an explanation within 24 hours of the event. Failure to do so will result in an unexcused sign-in. More than four sign-ins per nine-week period may require medical or other documentation.

2. A student's tardiness shall be excused when the reason given is acceptable to the Principal or designee. Examples of excused tardies include the following:

- (a) medical or dental appointments (doctor's statement may be required);
- (b) automobile accident;
- (c) death or funeral;
- (d) emergency situations acceptable to the Principal or designee;
- (e) required court appearance (subpoena may be required);
- (f) established religious observance;
- (g) severe weather;
- (h) breakdown or delay of school bus.

3. Unexcused tardies include the following:

- (a) heavy traffic;
- (b) overslept;
- (c) returned for forgotten items (for example, books, lunch, money, homework, projects, P.E. clothing, absentee notes).
- (d) car trouble
- (e) parent work schedule

4. A student should make every effort to be in class on time. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary action.

5. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.

6. Teachers may deal with the tardies per nine weeks by:

- Holding a student conference.
- Holding a parent conference.
- Utilizing student free time to make up work missed.

300.06 Release of Students

For safety and security HCST has the following policy:

1. If a student is going to be picked up early from school for an appointment, a parent shall notify the school office as early as possible to ensure smooth departure.

During school hours, the Principal or designee shall permit a child to leave school only in the custody of one of the following adults:

- (a) parent(s) or guardian(s) of the student;
- (b) an individual with written, verified parent permission (must present a photo ID);
- (c) a law enforcement officer;
- (d) an authorized worker from the Department of Children and Families.

2. At the end of the school day, students are released at a specified time and place and are required to go directly home or attend the after school program for a fee. If there is a change in a student's mode of transportation, please call the school office prior to 1:30 pm so that the student can be notified in a timely manner. **ALL HCST STUDENTS MUST BE OFF CAMPUS NO LATER THAN 3:00 PM, IN A SUPERVISED HCST SCHOOL MEETING (ie. Yearbook, Student Senate..etc), OR PARTICIPATING IN THE HCST AFTER SCHOOL PROGRAM.**

3. Car riders shall be picked up immediately in the area designated by the school.

300.06.1 Policy on Non-Motorized Transportation From School

It shall be the policy of HCST that students are not allowed to walk or ride bicycles home from school. The exception(s) to this rule shall be as follows:

- a) The parent(s) or guardian has communicated the desire for the student to walk home by written communication with a genuine parental signature.
- b) The parent(s) or guardian has received approval from the Principal or Assistant Principal.
- c) Student's parent(s) or guardian must send a letter to school administration releasing HCST of any liability.
- d) The final destination of the student is no more than 1 mile (+ ¼) from the school

300.07 Student Sign-Out Procedures

1. Once students arrive on campus, they may not leave without permission from the Principal or designee. Students who must leave school during school hours shall be permitted to do so only upon the parent or guardian submitting a written request to the school office in order to obtain pre-approval.

2. Students who become ill during the day must contact their parent/guardian in order to receive permission to leave campus. When students become ill at school, every effort shall be made to notify parents, guardians, or an emergency contact person.

3. An Emergency Information Card must be on file in the school office. Students shall be released ONLY to persons listed on the Emergency Card unless otherwise notified by the parent. **PHOTO ID WILL BE REQUIRED FOR ANYONE REMOVING A STUDENT FROM SCHOOL DURING THE INSTRUCTIONAL DAY. OFFICE PERSONNEL MAY WAIVE THE REQUIREMENT IF THE ADULT IS A KNOWN FAMILY MEMBER AND LISTED ON THE EMERGENCY CARD.**
4. IT IS IMPERATIVE THAT THE SCHOOL HAVE A CURRENT TELEPHONE NUMBER WHERE PARENTS/GUARDIANS MAY BE REACHED AT ANY TIME DURING THE DAY. THE SCHOOL SHOULD BE IMMEDIATELY NOTIFIED AS CHANGES OCCUR. AN EMERGENCY NUMBER MUST BE ON FILE IN THE SCHOOL OFFICE.
5. More than four sign-outs in a nine-week period may require medical or other documentation and/or a parent must be present in order to be considered excused.
6. Excused sign-outs include the following:
 - (a) medical or dental appointments (doctor's statement may be required);
 - (b) death or funeral;
 - (c) emergency situations acceptable to the Principal or designee;
 - (d) court appearance (subpoena may be required);
 - (e) illness;
 - (f) personal reasons acceptable to the Principal or designee.
7. Unexcused sign-outs include the following:
 - (a) forgotten items (for instance, books, lunch, money, homework, projects, P.E. clothing, admits);
 - (b) violation of dress code (to obtain appropriate dress);

300.08 Make-Up Work

A student who has excused absences is permitted to make up the work that was assigned during the absence(s). **It is the student's responsibility to inquire about and/or obtain missed assignments immediately upon return to school. Students will have 1 day for each day of excused absence to complete assignments.** The exceptions to this rule are long-range projects or assignments that were announced in advance. If the work was assigned **prior** to the absence, then the materials shall be due upon the student's return. We ask that parents do not call teachers to request homework for pick up at the end of the day, or to e-mail the request. Students will make arrangements with teachers as to due dates for missing work when 3 or more consecutive days of absences have occurred. If a student arrives tardy to school it is the student's responsibility to turn in assignments due that day for all classes missed.

SCHOOL BUSINESS:

1. Students on official school business shall be counted present and will be required to make up work missed.
2. Examples of official school business are:
 - (a) taking a day off from school to shadow at a public high school;

- (b) participating in an academic activity directly related to the instructional outcomes of one or more courses;
- (c) participating in a regularly scheduled, school-sponsored intra mural sports event;
- (d) a summons to one of the school offices;

All of the above must be approved by the school Administration.

**HORIZON CHARTER SCHOOL OF TAMPA
A CHARTER SCHOOL OF CHOICE
STUDENT DISCIPLINE MATRIX**

Purpose: This matrix is a guide for establishing clear and consistent consequences for the specified offenses. Administration reserves the right, from time to time, to digress from the stated consequences depending on the uniqueness of the challenge. At times, parent attendance at school may be requested in lieu of suspension.

**PARENTS ARE CONTACTED AND NOTIFIED OF ALL OFFENSES AND CONSEQUENCES EITHER
IN WRITING OR BY PHONE
BY ADMINISTRATION OR A FACULTY REPRESENTATIVE**

Offense	# of X's	Consequences
<u>ASSAULT</u> Verbal Assault Student to Student	First	Loss of Privileges
	Second	Parent Conference; conference with school administrator
	Third +	One day suspension (ISS or OSS); returns with parent for meeting with Admin.
Student to Faculty and or Staff	First	One day suspension (ISS or OSS) and possible referral to law enforcement.
	Second	Removal from HCST; student may enroll in another school
<u>PHYSICAL BATTERY</u> Student to Student	First	One day suspension (ISS or OSS) or more depending upon severity of the incident, return with parent for meeting with Admin..
	Second	Three day suspension (ISS or OSS), return status pending conference with Admin.
	Third	Removal from HCST; student may enroll in another school
Student to Faculty and/or Staff	First	Removal from HCST and report file with police; student will be recommended for expulsion from the public schools for up to two years and placement in an alternative school
<u>COMPULSORY EDUCATION REGULATIONS</u> Truancy	First	Loss of privileges; all work must be made up
	Second	Parent meeting with administration
	Third+	Possible removal from HCST; may enroll in another school: meeting with appropriate authorities
Skiping Class	First	Loss of privileges

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	Second	Multiple loss of privileges; mandatory parent conference with Admin.
	Third	One day suspension; mandatory parent conference with Administration.
Offense	# of X's	Consequences
Defiance of School Authority/Personnel	First	Verbal warning
	Second	Parent conference and loss of privilege
	Third	One or more days suspension; mandatory parent conference with Admin.
	Fourth	Removal from HCST; student may enroll in another school
Cheating	First	Zero on work involved and parent conference
	Second	Zero on work involved and ISS
	Third	Zero on work involved and OSS
Drug/Alcohol Possession or use, sale or distribution	ANY	Immediate removal from HCST. Referral to law enforcement agency.
Theft	ANY	Restitution and suspension up to 10 days; possible referral to law enforcement and removal from HCST
Destruction of school property, graffiti, vandalism	First	Restitution, work detention; suspension up to 10 days; possible referral to law enforcement agency
Throwing of any objects	First	Suspension of privileges and parent conference
	Second+	ISS or OSS, parent conference.
Sexual Harassment	First	Suspension up to 10 days
	Second	Suspension up to 10 days, removal from HCST
Sexual Misconduct	ANY	Suspension for 10 days, removal from HCST, referral to law enforcement agency
Violation of school's technology policy; possession and use of electronic devices; possession and use of cell phones on campus		See <i>Technology Policies and Procedures</i>

SECTION 500—SCHOOL CLIMATE AND DISCIPLINE

The school's governing board and administration are firmly committed to ensuring a safe, secure, respectful, tolerant and positive learning and working environment for all students, parents, faculty, staff, administration and board. IN that light, the administration models behavior that not only embraces such a philosophy, but also models daily most broad reaching tenets. Administration's expectation is no less for all students, parents, faculty, staff and board members who are an active part of the school's daily life.

500.1 Discipline

1. HCST has established a comprehensive Code of Conduct that students must follow and HCST enforces uniformly. HCST does not tolerate behavior that disrupts or interferes with the education of other students or the school learning environment. Students are responsible for understanding and adhering to this Code of Conduct. Parents are responsible for helping students understand and abide by these policies, for recognizing that unacceptable behavior is subject to disciplinary action, and for supporting the enforcement of these policies.

2. Administration, including Principal and Assistant Principal, or designee is responsible for discipline and determines the level of the offense and its appropriate consequence. Terms are defined in the handbook's glossary. The HCST Board of Directors gives the administration reasonable degree of discretion in determining the level of the offense and the resulting consequences. The factors considered include, but are not limited to:

- a) seriousness of offense;
- b) premeditation, impulse, or self-defense;
- c) strength of evidence;
- d) cooperation or remorse;
- e) disciplinary history;
- f) gang-relationship;
- g) age or disability;

3. Three levels of offenses and consequences include graduated levels of offenses and consequences with the most serious offenses listed first. Administration of discipline includes violations of the Code of Student Conduct occurring on school property and at school-sponsored functions and events. In addition, the reassignment to another school may be recommended if a student commits a crime off of HCST property.

4. LEVEL ONE—ZERO TOLERANCE OFFENSES:

HCST has adopted a zero-tolerance policy for serious crimes involving violence, weapons, drugs and behaviors that threaten the safety and/or well-being of students or personnel; illegal activities will not be tolerated.

Zero tolerance offenses include, but are not limited to, the following:

- a) alcohol possession, use or sale of;
- b) arson;
- c) battery; fighting of any form, type degree or level of intensity;
- d) assault on, threat, or intimidation of a HCST student, employee, or agent;
- e) bomb threats or general threats to the school population;

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- f) breaking/entering/theft/robbery;
- g) defiance of public school authority that results in a threat to the safety of HCST student, teacher, employee or agent;
- h) false fire alarms;
- i) homicide;
- j) kidnapping;
- k) creating a major disruption at a school function on or off campus;
- l) motor vehicle theft;
- m) possession, use, sale of firearms, bombs, explosives, weapons;
- n) possession, use, sale, distribution or being under the influence of a controlled substance or tobacco;
- o) possession of drug paraphernalia;
- p) sale or distribution of any substance represented by the student as being a controlled substance;
- q) sexual assault;
- r) use of a non-weapon as a weapon;
- s) willfully and knowingly attempting to do bodily harm to a HCST student, teacher, employee, or agent;
- t) misrepresentation of facts resulting in public slander toward a HCST student, teacher, employee, agent or the school either written, spoken, or electronically transmitted;
- u) threat or intimidation of a HCST student, teacher, employee or agent either written, spoken or electronically transmitted;
- v) any activity that is punishable as a criminal offense under Florida or federal law (i.e. the commission of a crime);
- w) crimes against HCST students, teachers, employees, agents or property that, when referred to law enforcement, could result in criminal charges;
- x) any other offense, which at the judgment of Administration or designee, is deemed to endanger the safety, security, and well-being of students, teachers, employees, agents, and/or visitors to HCST or any school activity;
- y) technology abuse

Consequences of a Level One Offense shall include, but may not be limited to the following:

- a) notification of parent or guardian;
- b) out-of-school suspension, up to ten days;
- c) referral to law enforcement agency as appropriate;
- d) referral to HCST Board of Directors with recommendation for dismissal as appropriate;
- e) referral to Hillsborough County School District (HCSD) for expulsion as appropriate

Administration will contact parents to discuss any actions from a discipline referral.

Exceptions and recommendations for students to regain privileges may be made to administration in cases where a student has completely improved behavior.

5. LEVEL TWO—MAJOR OFFENSES:

Major offenses are serious acts of misconduct. Major offenses include, but are not limited to the following:

- a) technology misuse;
- b) continuous and/or repeated disruptive behavior;
- c) disorderly conduct;
- d) fighting;
- e) sexual harassment or other sexual offenses; non-assault;
- f) trespassing;

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- g) vandalism;
- h) leaving campus without permission;
- i) pattern of continuous disruptive behavior;
- j) participation in disruption of school function;

Consequences of a Level Two Offense shall include, but may not be limited to the following:

- a) notification of parent or guardian;
- b) verbal and/or written reprimand;
- c) detention or multiple detentions;
- d) out-of-school suspension, up to ten days;
- e) referral to HCST Board of Directors with recommendation for dismissal, as appropriate;
- f) referral to law enforcement agency, as appropriate
- g) referral to HCSD for expulsion

NOTE: When a pattern of continuous disruptive behavior has been documented by a third out-of-school suspension, a letter from Administration or designee shall be sent to the parent(s) or guardian(s) stating that further out-of-school suspensions may result in dismissal from HCST and/or expulsion by the HCSD.

6. LEVEL THREE OFFENSES

Other acts of misconduct that violate this Handbook or other wise interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process shall be subject to a range of consequences as determined by Administration or designee.

Level Three Offenses include, but shall not be limited to the following:

- a) violations of dress code may include but are not limited to: wrong uniform piece, uniform item that has been identified by a staff member as inappropriate, etc.
- b) tardiness;
- c) gum chewing;
- d) academic dishonesty, including plagiarism;
- e) falsifying a parent/guardian signature;
- f) vulgar or inappropriate language
- g) throwing objects

Consequences for Level Three Offenses include, but shall not be limited to the following:

- a) notification of parent or guardian;
- b) verbal and/or written reprimand;
- c) detention or multiple detentions;
- d) assignments or duties other than class tasks;
- e) consultations with administrative personnel;
- f) counseling by guidance personnel or by teachers;
- g) parent conference with teacher and/or Administration;
- h) work detail;
- i) behavior contract;
- j.) restitution;
- k.) out-of-school suspension, up to ten days;
- l.) referral to HCST Board of Directors with recommendation for dismissal, as appropriate;

SECURITY THREATS/TERRORISM/POSSESSION OF WEAPONS

Threats of any type on the safety of student(s), teachers, employees, agents, of the school facility will be handled by the appropriate party including, but not limited to Principal, Assistant Principal

and law enforcement agency if deemed necessary by Administration. Consequences will be in compliance with Florida Department of Education, School District of Hillsborough County, local and federal law enforcement agency policies and procedures on such matters.

500.2 Detention

Detention authorized by assigning teacher or staff member will be held during free times according to the schedule announced by each grade level for students who misbehave or otherwise violate the Code of Conduct.

500.3 ID Badges

Only staff members are issued a permanent ID badge. All visitors must sign in and will be issued a temporary badge to be worn at all times while in the school.

500.4 School Uniform Policy

Horizon Charter School of Tampa students are **REQUIRED** to wear school uniforms to school each day unless otherwise announced or they have a non-uniform pass. The administration reserves the right to interpret these guidelines and/or make changes during the course of the year. Students are expected to follow the letter and the spirit of these guidelines. This dress code includes the following requirements:

CLOTHING STANDARDS:

- All clothing must be in clean serviceable condition.
- All clothing must be to size (not overlarge).
- Pants, shorts, skirts must be secured at the natural waist and of sufficient length to adequately fit (e.g. no dropping or sagging of pants or shorts, and no revealing or “skin tight” sizes).
- A navy cardigan may be worn during cool weather or when reasonable.
- Jackets, warm-ups and other outdoor apparel may not be worn during school.
- Hats, sunglasses, bandanas, face or body paint, and glitter are not permitted.

TOPS:

- Black, or white polo/golf-style shirt or school sponsored shirt.
- Shirts that expose bare skin when arms are raised or at any other time are unacceptable.
- The top button on approved shirts may be open, but all others must be closed.
- Undershirts may be solid red, blue, or white only.

BOTTOMS:

- Navy blue or khaki pants, shorts, skirts, skorts, or jumper.
- Pants must be worn at the natural waistline. Sagging pants or exposed undergarments are not acceptable.
- Hemlines shall be no shorter than fingertip length.
- Athletic shorts or pants are not permitted.
- Leggings or tights may be worn under jumpers or skirts, so long as the length of the skirt or jumper would be acceptable without the leggings or tights. Legging or tights may only be black, white or navy in colors

SHOES

- Footwear must be neat and clean.
- Tennis shoes or “sneakers” may be worn at any time.
- Shoelaces must remain tied.

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- **Prohibited:** Shoes with wheels, flip flops or thongs shoes made of rubber, terry cloth, nylon, webbing, or shoes with heels over 2 inches.

HAIR STANDARDS:

- All hair and make-up must be in good taste.
- No hairstyles, colors, or combination thereof which are unnatural or may cause a distraction are permitted. Prohibited styles include but are not limited to: mohawk/phauxhawk style, fades, shaved patterns, shaved lines, or shaved parts in the hair
- Hair must be styled out of the eyes.
- Shaved heads are not permitted.
- No facial hair.

JEWELRY STANDARDS

- No visible body piercing, permanent or temporary tattoos or “gauging” of the ears (unless covered) are permitted.
- Jewelry must not be excessive in length, number, or size, and must be non-distracting.
- Heavy chains, leather collars, and/or spiked jewelry that could be considered a weapon are not permitted.

BOOK BAGS

- Book Bags that contain no disruptive characters, colors, sayings, lights or music, are permitted, but must not be larger than 18 inches X 13 inches. This is a standard size backpack. Students who bring to school only such items as are required by HCST for their school work should not experience backpacks of extreme weight. Overloaded backpacks present a safety hazard and will not be permitted.

Administration shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students’ religion or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective, safe, secure and respectful learning environment. If a student’s dress is not in compliance with the Dress Code Policy, Administration may require the student to change his or her dress. A second or repeated violation of this policy may result in disciplinary action and would be considered as defiance of public school authority.

500.05 Sexual Harassment

HCST does not tolerate sexual harassment by any of its students. Students who engage in such conduct shall be subject to a range of punishment which may include, but shall not be limited to, notification to parent or guardian, verbal or written reprimand, detention, out-of-school suspension, or dismissal from HCST (sexual harassment occurring in cyberspace would result in appropriate punishment as well).

1. Examples of sexual harassment may include, but are not limited to, the following unwanted and unwelcome behavior:

- (a) verbal harassment or abuse of a sexual nature;
- (b) subtle pressure for sexual activity;
- (c) repeated remarks to a person with sexual or demeaning implication (for example, a person’s body);
- (d) display of, being shown, given or left sexually suggestive objects, pictures, illustrations, messages or written materials;
- (e) sexual or suggestive comments, jokes or gestures;
- (f) being “sexually rated” by an individual, for example, on a scale from 1 to 10;
- (g) being pressured to go out with someone;

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- (h) being the recipient of whistles, jeers, or catcalls;
 - (i) being touched, grabbed, or brushed up against or pinched in a sexual way;
 - (j) spreading sexual rumors about a person;
 - (k) having clothing pulled/removed in a sexual manner;
 - (l) being forced to view centerfolds, photographs, posters, or drawings of a sexual nature;
 - (m) having one's way blocked in a sexual way;
 - (n) placing messages or graffiti written about that person on a computer screen, restroom walls, in locker rooms, or any other public site;
 - (o) being forced to kiss someone or do something sexual other than kissing;
 - (p) being called a name that identifies one's sexual orientation: i.e., gay, lesbian, straight, hetero, homo, etc.
 - (q) being spied on or photographed while dressing or showering;
 - (r) requesting sexual favors.
2. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
3. A student has the right at any time to raise the issue of sexual harassment with appropriate school and/or district personnel without fear of reprisal. Do not think that if you just ignore the problem, it will go away.
4. Allegations of sexual harassment shall be promptly investigated, giving due regard to the need for confidentiality.
5. Those being sexually harassed should take the following steps:
- (a) Clearly tell the harasser to stop.
 - (b) Make a written record of the incident including date, time, witness or witnesses and parties involved in the incident.
 - (c) Report the incident immediately to an adult at the school, such as a teacher, guidance counselor, or Senior Administrator.
 - (d) Report the incident immediately to your parents or guardian.
 - (e) Avoid being alone with the person who has harassed you.
6. If harassment continues and you feel uncomfortable reporting this fact to adult personnel at the school, contact someone on the following list:
- (a) Hillsborough County Schools Guidance Services, 273-7505
 - (b) Hillsborough County Schools Social Work, 273-7090
7. When a person is alleged to have engaged in any sexual harassment, the common reaction of that person is to be angry and want to pay him or her back (retaliate).

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Retaliation is defined as meaning “to pay back (an injury) in kind.” HCST does not tolerate retaliation. Some examples of retaliation include, but are not limited to, the following:

- (a) attempting to discuss the matter in any way while it is under investigation;
- (b) spreading rumors;
- (c) following the person;
- (d) becoming physical in any way;
- (e) destroying property;
- (f) using the telephone, computer or other electronic means to retaliate in any way.

8. To minimize the risk of being accused of sexual harassment:

DO:

- (a) Keep your hands to yourself.
- (b) Think before you speak.

DON'T:

- (a) Touch anyone in an inappropriate way.
- (b) Keep asking a person to go out with you after he/she has said “No”.
- (c) Be in a room alone with a person with the door closed.
- (d) Make remarks that have sexual overtones or implications.

500.06 Bullying

Bullying is when someone keeps doing or saying things to have power over another person. Some of the ways they bully other people is by repeatedly:

- calling them names
- saying or writing nasty things about them physically or electronically
- leaving them out of activities, not talking to them
- threatening them
- making them feel uncomfortable or scared
- talking or damaging their things
- hitting or kicking them, or making them do things they don't want to do.

At HCST, we respect and protect the dignity, safety and well being of our students, their property, our staff and our community. Violence/disrespect is any word, look, sign or act that hurts another person's body, feelings, dignity, safety or property. **NO ONE IS ENTITLED TO USE VIOLENCE;** therefore, violence in any form will not be tolerated at our school, on our campus or any school-sponsored function on or off campus.

What can you (student) do if you are being bullied?

- Ignore the bully, telling him/her to stop and walk away whenever the bullying starts
- Tell an adult you trust. This isn't telling tales. The student has the right to be safe and adults can do things to make certain the bullying stops.
- If you feel you have solved the problem on your own, tell an adult anyway in the event it happens again.
- An adult you trust may be a teacher, the guidance counselor, the school's Senior Administrator, a parent, someone from your family or a friend's parent. If you find it difficult to talk about being bullied, you might find it easier to write down what has been happening and give it to an adult you trust.

SECTION 600 - ELECTRONICS

600.01 Computer Education

HCST provides its students with many opportunities for computer and Internet usage. In

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order to participate in these opportunities, each student and family must fully understand and agree to the principles that guide this usage. Any student or family member that is not willing to accept these responsibilities will not be afforded computer or Internet access.

All HCST student behavior is governed by this Handbook. The acceptable use of technology and Internet privileges is an extension of the Handbook. The Internet is a global database system providing access to information from around the world. Students will have limited and supervised access to the Internet. The following principles guide this usage:

- (a) **Personal Safety and Personal Property:** No personal contact information or pictures of self or other students, faculty or staff may be posted by students on an Internet site or other HCST locations. Personal information includes a home address, telephone number, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Students will promptly disclose to a teacher or school employee any message received that is inappropriate or makes them feel uncomfortable. It is required and incumbent on the parent to counsel their child regarding inappropriate internet usage as defined.
- (b) **Illegal Activities:** Students will not attempt to gain unauthorized access to any computer system, including the HCST network. This includes attempting to log in through another person's account or access another person's files. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other illegal act. Such an act will result in immediate notification of the school Senior Administrator for his/her action.
- (c) **Inappropriate Language:** Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass other students. If a student is told by another individual to stop sending messages, that student must stop. Students will not knowingly post false or defamatory information about a person or organization.
- (d) **Respect for Privacy:** Students will not repost a message that was sent to them privately. Students will notify teachers immediately should they receive a message via the network. Students will not post private information, including personal contact information, about another person.
- (e) **Respecting Resource Limits:** Students will use the system only for educational activities. Students will not download without teacher approval. Students will not post chain letters or engage in "spamming." Such action shall be deemed a level one offense which may result in immediate suspension from HCST.
- (f) **Plagiarism:** Students will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as one's own.
- (g) **Copyright:** Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright.
- (h) **Inappropriate Access to Material:** Students will not use HCST computers to access material that is not related to educational pursuits, is designated for adults, is obscene or profane, advocates illegal or dangerous acts, or advocates violence or discrimination toward other people. If a student mistakenly accesses inappropriate information, he/she should immediately tell a teacher or the Administration. HCST parents should instruct their children further, if there is additional material that they think would be inappropriate

for their children to access. HCST fully expects that students will follow their parents' instructions in this matter.

- (i) Disciplinary Actions: Any student who violates these principles will be disciplined by the Administration in accordance with this Handbook. In addition to other consequences, future computer use may be fully or partially taken away from the student.

Students and Parents: Technology is a very powerful and effective learning tool. Abuse by any HCST student in the utilization of technology while on campus or while off campus as it directly impacts HCST will be considered a Level One Offense, with the offending student subject to immediate removal from HCST by the Senior Administrator.

600.02 Electronics

No electronic devices (radios, CD players, pagers, etc.) shall be allowed on campus, at any time, with the exception of cell phones, which shall be surrendered to the teacher upon arrival. No text messaging or telephone calls will be permitted, unless in the event of an emergency. All electronic devices shall be confiscated the first time seen, unless these devices have been approved for educational purposes. The devices will only be released to a parent or guardian. The school shall not accept the responsibility for damaged personal property or cost of replacement.

600.03 Cell Phones and Usage

The school's governing board and administration have a very well defined policy on possession and use of cell phones while present any time on the school's campus and/or school sponsored events. Due to the changing challenges of communications and school safety, the HCST Administration fully understands the necessity for students, faculty and staff to have on their person, during the school and work day, cellular phones. Because cellular phone usage disrupts the normal instructional day the administration shall require restraint from cellular phone usage.

Students may bring a cell phone to school so long as it is surrendered to the adult in charge upon arrival. The cell phone may not be activated. Usage of that cell phone is strictly prohibited during the school day, unless notified by HCST personnel, in an emergency situation, that they may activate the phone. This includes no picture taking with camera phones or text messaging. Any student found with a cell phone visible and/or in use will have the cell phone confiscated and only a parent may claim the cell phone. Should a student need to utilize a phone for school related business, access to a HCST phone will be provided in the main office by authorization of the school Administrator or designee. Students are strictly prohibited from using school phones located in classrooms or other HCST areas outside of the main office. Employees are strictly prohibited from allowing student usage of their classroom or cell phone without authorization from the Senior Administrator or designee.

Cell phones may be used by students **after** exiting the school buildings. Any cell phone usage inside the school facility must be approved by HCST staff.

Usage of the school's phone is strictly authorized by the Senior Administrator and must be used for school business only.

SECTION 700 - PATRIOTISM

700.01 Student Rights

1. Students are encouraged to show love for their country and allegiance to its flag, however there is no requirement for any student to participate in the Pledge of Allegiance.
2. Students have the right to recite and display their feeling of patriotism providing they do not interrupt the educational rights of others, and participate in, or refrain from activities, involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony.

3. Students have the responsibility not to interfere with the rights of other students to express or refrain from expressing patriotism.

SECTION 900 - RIGHTS AND RESPONSIBILITIES

900.01 Student Safety and Security

The total purpose of the school program and the personnel who support that program in any way is to provide for the maximum personal and educational development of each and every student who is in attendance and is affected by that program in a safe, secure and respectful environment. Therefore:

1. Students are entitled to the protection of themselves and their property. To enjoy a safe school environment, students must understand and respect people and the property of others.
2. Students have the right to:
 - (a) be protected from threats, assaults, or physical injury;
 - (b) have their property protected from misuse, damage, or theft;
 - (c) be protected from conditions that may be harmful or injurious to their health, safety, or property.
 - (d) be informed of the established rules and regulations that govern their conduct and discipline;
 - (e) a meaningful curriculum that shall meet their immediate and future needs;
 - (f) voice their opinions in the development of their curriculum;
 - (g) pursue their education under competent instruction;
 - (i) take part in in-school (instructional) activities and to decide if they want to take part in after-school (co-curricular) activities.
3. Students have the responsibility to:
 - (a) not threaten, assault, or cause physical injury to others;
 - (b) not possess, handle, transmit, or use weapons, drugs, or other materials that may be harmful to themselves or others;
 - (c) be informed and observe all the established rules and regulations that govern their conduct and discipline;
 - (d) attend all classes regularly and on time;
 - (e) contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
 - (f) do all classroom assignments (except in the case of an unexcused absence) and meet all requirements of all classes;
 - (g) respect the rights of others and to respect the views and backgrounds of those different from their own;
 - (h) meet the approved criteria required for participation in instructional and co-curricular activities.

SECTION 1002 – VANDALISM

HCST is a publicly funded school run privately by the Child and Family Developmental Center, Inc. on a charter from the School District of Hillsborough County. HCST equipment, supplies, furniture and classroom instructional tools are indirectly owned by the state.

F.S. 1002.01 Vandalism and the defacing of school property is a serious offense. Students committing these infractions shall face severe disciplinary action, which may include suspension and/or dismissal and/or reporting to the appropriate law enforcement agency. This includes spray painting buildings and similar types of vandalism.

SECTION 2000 - GENERAL SCHOOL POLICIES

Students with FSA Levels 1 or 2 will receive special consideration for any mentoring or tutoring opportunities that arise.

SECTION 2001 - GRADING/PROGRESS REPORT

Grading Scale

The following grading scale is used by HCST to determine quality points earned.

A	90-100	Outstanding	4 Quality Points
B	80-89	Above Average	3 Quality Points
C	70-79	Average	2 Quality Points
D	60-69	Lowest Acceptable Progress	0 Quality Points
F	0-59	Failure	0 Quality Points
I	No Grade	Incomplete	0 Quality Points

Grading and progress reports fall under the supervision of the Assistant Principal.

Interim/Progress Reports

School wide progress reports are issued at the approximate midpoint of each nine-week period. These reports are to be completed by the appropriate teachers and sent home with students that day. The students must return the reports signed by themselves as well as a parent/guardian within the designated time. Additionally, teachers may send home individual or class progress reports periodically during the year, as they see fit. Teachers are strongly encouraged to communicate with parents when students appear to be struggling with the curriculum. Students and parents are encouraged to check grades online for continual updates.

Grading & Commentary

Feedback is vital to the learning process. Students must have significant response to their work from their teachers.

Grading will take place four times per year given at the end of each quarter. Each quarter will last approximately nine weeks.

The second type of feedback, commentary, is just as important. Students must receive frequent or periodic responses to their work, both positive and critical. Faculty will provide feedback, oral or written, on assignments. Brief notes, a short meeting before or after class, or an e-mail will provide instant feedback to students regarding their work and progress.

Incomplete Grades

When a teacher gives an incomplete grade, the grade becomes an “F” if the work is not made up during the first three weeks of the next grading period, unless special arrangements are made. Incomplete grades are not given at the end of the second semester, unless special arrangements have been made.

SECTION 2002 - HOMEWORK

Homework is assigned for the purpose of reinforcing material covered during the day. Practicing concepts through work at home, being responsible for the completion of assignments, organizing materials, and working efficiently and independently are skills that are learned through the completion of homework assignments. Students will receive up to 10 minutes of meaningful homework per evening, per every grade level. For example a 6th grade student should have 10 minutes x 6th grade= 60 minutes. Homework may be assigned on weekends only if a student is behind in his/her work.

In middle school a student shall learn to be fully responsible for their actions and work ethic. Homework and all projects assignments fall into this category. Therefore, the following is stipulated by this board policy:

- **At no time will a student's homework, which included assigned classroom and out of classroom projects be accepted late, unless pre-cleared by the classroom teacher and for emergency circumstances only.**
- **Under no condition may a family member bring a student's homework, projects, book bags, etc to school. These items will not be accepted by any HCST employee.**

735 Policy on research papers for all HCST students

The administration believes that a student must be prepared to address all facets of research and analysis including application in some form of a product and/or performance. Therefore, each teacher is required to uphold the policy on research paper – term report requirements for recommendation of promotion of the student.

SECTION 2003 - ATHLETICS AND CO-CURRICULAR ACTIVITIES

2003.

Currently, HCST has no organized athletic programs due to space considerations.

SECTION 2004 - FINANCIAL

2004.01 Check Policy

1. Checks written by parents of current students must have the most current information on file at the school. Any non-parent will be required to produce a photo I.D. before acceptance of the check. **Any check that is returned for any reason will result in a fee of the amount currently charged by the school's banking institution, to be paid in cash to cover administrative costs of collection.** Any check returned for any reason will be re-deposited once as a courtesy. However, if the check is returned again, it will be deemed worthless and fee equal to the amount charged by the school's banking institution, as well as the amount of the check, will be due in cash.

2. If any family has two (2) checks that are returned at any time during the time the student(s) is (are) enrolled at HCST, checks may no longer be accepted from that family.

3. **Any outstanding debts not paid by the end of the school year may result in the student being prohibited from participating in end-of-the-year festivities. In addition, if any outstanding debt has not been resolved by the end of the year, the matter of attendance at HCST will be reviewed by the administration. In the event that a student's account is not satisfied by the end of the school year, or adequate arrangements are not made and completed as arranged, the**

administration will bring the situation to the attention of the Governing Board who will determine whether or not the student may continue in attendance at HCST or remanded back to his or her home school. In addition, any 8th grade student who has an outstanding debt at the end of the year will not have his/her records forwarded to their high school until said debt is resolved. Any student who has an outstanding debt at the end of the year will not have his/her records released to another school or any other agency until such debt is settled.

2004.02 Administrative Fee Policy

Should a student leave HCST to attend a private or out of county school, the new school requires copies of the student's cumulative files. The actual files are the property of the School District of Hillsborough County and cannot be forwarded to the new school. Before the end of the school year, your student will receive his/her records.

HCST will issue one copy of the records for delivery to the new school by the parents. If, during the course of the summer, a request for records is received by the child's new school, a phone call will be made to your home to inquire if the records had been delivered to the new school.

If another set of copies is required, an administrative fee of \$15 will be charged, which will cover the administrative costs associated with this second issuance.

Any student wishing to submit an application to a private school may request that the Administration and Faculty assist them in completing the documents required by the school. The Administration and Faculty will comply with any request that is usual and customary, so long as the information required does not necessitate additional collection of data on the part of the school employee. Professional Staff members may refuse to assist families if the time to complete or information requested does not constitute constraint in content, completion time, or total number of applications per student.

2004.03 Student Fees

The student Activity fee is the only fee charged at Horizon Charter School of Tampa. Currently (2016) this fee is \$25.00 and is due prior to the start of school. Any student who has not paid the Activity Fee or made satisfactory arrangements to pay the Activity Fee, prior to the Friday before school begins shall lose his or her seat at Horizon Charter School of Tampa.

SECTION 2005 - SCHOOL HEALTH CENTER

2005.01 Clinic, Health Issues and Medication

1. Students too ill to remain in class must request permission from their course teacher to the office. Parents or guardians shall be contacted and the determination made whether the students shall go home or return to class. Whenever possible, medication schedules should be arranged so all medication is given at home. Students bringing medicine to school must have on file a "Parental Authorization for Student to Self-Medicate," which applies only to inhalers. (See #9 below.)

2. Prescription Medications

If your child is on prescription medication it must be accompanied by a physician's order and be brought in the pharmacy-issued container by a parent or legal guardian. Medication shall not be transported between home and school on a daily or weekly basis. Under no circumstances will the medication be sent home with the student.

3. A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis. If it is necessary for the medication to be brought home, the parent/guardian must come to the school and pick up the medication in person. Under no circumstances will the medication be sent home with the student.

4. The medication label must indicate the student's name, name of medication, physician's name, dosage (amount), and time (frequency).

5. If the medication requires equipment for administration (cup, spoon, or dropper), the parent/guardian is responsible for supplying the articles labeled with the student's name.
6. New parental authorization forms shall be requested periodically any time there is a change in medication or dosage, as well as at the beginning of the new school year.
7. When medication is discontinued or the end of the school year arrives, medication not taken home by the parent shall be destroyed.
8. Special arrangements must be made if a student is self-medicating (INHALERS ONLY). The administration has the authority to decide which students may carry their inhalers with them during school hours.
9. School Health Services Program conducts health-screening activities at various times during a student's school experience. Screening activities occur on a schedule, dependent on guidelines established by the Department of Children and Family Services and local school health personnel. Health screening may include the following activities: vision screening, hearing screening, measurement of height and weight, dental screening, scoliosis screening, and screening for hypertension (high blood pressure). Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.
10. Students with symptoms indicating the possible presence of a communicable disease shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The student shall be readmitted with a written statement from a licensed physician and/or when in the Senior Administrator's or designee's judgment the student meets the criteria for readmission set forth in the School Health Services Manual, Chapters IV and V.
11. Hillsborough County has a "No Nit" policy. Nits are the white eggs that lice lay which adhere to the strands of hair. If a child is identified as having head lice, he/she shall be excluded from school and shall not be permitted to return to school until his/her head is free from lice and nits. Parents or guardians are responsible for providing the appropriate treatment to eliminate head lice and nits before the child returns to school. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.
12. **Students with a temperature may not attend school under any circumstance.** The student's parent/guardian is required to come to school to pick up the child.
13. Any changes in the Laws of the State of Florida or any changes in the Guidelines of the Department of Health shall supersede the guidelines given in #1-12 above.

SECTION 2006 - LEARNING BEYOND THE CLASSROOM

2006.01 Field Trips

1. Field trips are an integral part of education at HCST. It is the school's policy to use field trips to enhance the curriculum being taught to students throughout the year.
2. Field trips are considered **privileges** that must be earned by the students. That means that students whose grades are not what they should be or those who have not exhibited exemplary behavior, may not be allowed to go on field trips. The Senior Administrator or designee has the authority to exclude a student from participating in school related activities if the student's conduct, at school or outside of school, is deemed unacceptable.
3. Parents may have to pay a fee in order for a student to participate in a field trip. Field trips shall not be of a prohibitive cost to a student. **Any money that is paid toward a field trip is non-refundable. This includes students who are suspended and/or not permitted to attend due to behavioral**

issues. Reservations for field trips are made based on a good faith estimate of the number of students going and costs are considered accordingly; therefore, additional costs due to cancellations will not be incurred by the remaining students going on the field trip or incurred by the school.

4. Parents or guardians shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, time of departure, time of return to the school and any costs. Any student making a trip shall present a note from his/her parent or guardian giving permission to make the trip. The field form is to be completed by the parent/guardian giving permission.

5. Students who are ill the day of the field trip or who have not been free of a fever for at least 24 hours shall not attend the field trip. This is in the best interest of the student. If a student becomes ill during the field trip, the teacher will contact the parent so the parent can pick up the student.

The Administration requires all field trips, and any and all other school related events and activities which require student transportation to be provided by district and commercial bus service to be self funded.

2006.02 Student Field Trip Fees

The parents of students are responsible for the cost incurred of attending field trips.

SECTION 2007 - FUNDRAISING

1. The Senior Administrator must approve all fundraising, both internal and external.
2. All fundraising activities will be placed on the school calendar prior to the start of the school year.
3. No fundraising activity will be in direct competition with another.
4. An account of all internal and external fundraising will be filed with the Senior Administrator at the end of the activity. Failure to comply will result in cancellation of any future fundraising events requested by the sponsor.

SECTION 2008 – GRIEVANCES

1. A “grievance” is another name for a complaint. A student/parent grievance exists when a student/parent believes that he/she has been treated unfairly. Students/parents wishing to register a school level grievance must do so within ten school days from the time that they became aware of the alleged infraction. The grievance procedure is available only to enrolled HCST students or parents of currently enrolled HCST students. Students should involve their parents or guardians in resolving school grievances.
2. Ask the teacher or school staff person who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.
3. If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with an Administrator regarding the issue.
4. Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel. If efforts to resolve the grievance with school level administrators fail, the parent may file a Level I Grievance with the Senior Administrator. The current steps for filing grievances can be obtained by calling school office and requesting to speak with an Administrator. The Senior Administrator shall provide the grievant with a response and/or resolution to the issue within fifteen days.
5. A parent wishing to appeal the Senior Administrator’s Level I decision must file a Level II grievance with the HCST Personnel Committee no later than ten school days from the date

of said decision. The current steps for filing grievances are shall be provided upon request. A Level II grievance shall be forwarded to the HCST Personnel Committee for review. Within thirty days of receiving the Level II grievance, the HCST Personnel Committee shall meet to discuss the grievance. The grievant shall be invited to participate in the meeting and bring evidence in support of his or her complaint. The HCST Personnel Committee shall render a resolution as to the grievance.

6. If the grievant is not satisfied with the Level II decision, he/she may appeal for a Level III HCST Board hearing. This appeal must be filed within ten school days from the time that said decision was rendered by the HCST Personnel Committee.

7. On receiving a Level III appeal request, the Chair of the Board shall have thirty days in which to inform the Board of the request and schedule a meeting.

8. The Level III meeting shall not be a retrial of the grievance and no evidence shall be taken. The HCST Board shall review the evidence and testimony presented at Level I and Level II. The HCST Board shall render a final decision in writing with respect to the grievance.

SECTION 2010 - FOOD SERVICES

2010.01 Lunch

Horizon Charter School of Tampa does not participate in the School District of Hillsborough County satellite food service. We offer our students limited menu choices from restaurants in the area.

Ordering from the menu

Menus are published in advance due to the time necessary to prepare the orders for each vendor. Each month the menu is sent out to parents in advance.

All lunches must be ordered and paid on a monthly basis and must be turned in by 3:30 pm on the due date. No late orders will be accepted.

From Home lunches

Microwaves are available for student use. Please try to send items that take 5 minutes or less to heat. There are a limited number of microwaves for a large number of students. If your student brings a lunch from home please be reminded that knives are not allowed on campus. Rounded plastic knives are acceptable.

Emergency lunches

Emergency lunches will be available to students who forget their lunches or money to purchase a lunch at the Snack Shack.

School Store

The school store is available during lunch hours. Items to purchase include easy lunch items, snacks and drinks.

Vendors are subject to change throughout the year. Families are reminded that vendors are chosen to provide a wide variety of lunch options. It is not appropriate to ask that vendors be dismissed due to your personal feelings or convictions. It is the privilege of every parent to choose what they feel is best for his or her child, and each family has their own unique idea of what is appropriate. If you are not pleased with a vendor, then you are free to send in another option for your child.

You may order from the menus **OR** provide your child with a lunch from home.

- **Microwaves are available for student use.**
- **All lunches must be ordered on a monthly basis...no exceptions!**
- **Please write one check for the full amount of the order**
- **The lunch order forms will be e-mailed to your home at the end of each month. PLEASE BE AWARE OF THE DEADLINE FOR THE ORDERS TO BE RETURNED TO THE OFFICE. NO LATE ORDERS WILL BE ACCEPTED.**
- **Our Lunch Manager will be responsible for reviewing lunch orders, placing orders with vendors, coordinating student's daily menu items to be distributed.**
- **NO REFUNDS FOR MISSED LUNCHES DUE TO ILLNESS OR OTHER ABSENCES, scheduled field trip days listed, holidays listed, lunches not picked up.**
- **Emergency lunches will be available and parents may return the cost at a later time.**

SECTION 2011 - COMMUNICATIONS TO HOME

HCST has an excellent middle school model for parent and community communications. As a student matriculates, our philosophy of middle school fosters a school business climate which promotes maturity and self-responsibility. While we know from time to time that a maturing adolescent "forgets" and we are very supportive with those first few transitions, we believe that it is important to ensure that school information, paper work, homework, newsletters, and the like are delivered to the parent/guardian.

2011.01 Means of Communication

- HCST website (www.horizoncharter.org)
- School flyers
- Faculty and Grade Level House mass email mailings and newsletters

Communication for primary students vary widely by age group. In each case parents will be expected to work cooperatively with the classroom teachers to ensure that information is shared in a timely and routine fashion.

2011.02 Additional Mailings

N/A

SECTION 2012 - PARENTAL INVOLVMENT

2012.01 Parental Input

The administration strongly encourages, and invites parents to attend all conferences and events at Horizon Charter School of Tampa. Parents are also invited to participate in our Hawk Parents organization.

2012.02 Surveys

Parent surveys are occasionally sent out to collect input into school operations.

SECTION 2013 - PROPERTY INSURANCE

2013.01 Personal Insurance for Property

1. HCST does not provide any insurance coverage and assumes no liability for damage to or theft of students' property, for example, bicycles, textbooks, etc.
2. Students have the responsibility of securing their personal property. Damage to or theft of students' property should be covered by personal insurance policies.

SECTION 2014 - STUDENT MATRICULATION

2014.01 Placement and Grading

The Board's Policy is clear on placement. All courses offered at HCST shall have higher standards and be offered in heterogeneously grouped classes.

Placement which facilitates optimum learning for each student will be determined by established principles of growth and development, by the academic and career interests of the student, and by acquisition of subject area skills and competencies. Each student will be scheduled into specific courses according to each grade level:

K-8th Grades - Language arts, mathematics, science, social studies, and reading.

Initial placement of a new student will be based upon the previous school's recommendation. Students seeking initial placement from a home education program or private school may be screened by HCST to determine the most appropriate grade-level placement. Criteria to be considered may include age, maturity, standardized achievement test results, state assessments, records, and evidence from student's portfolio of work and achievement while in home schooling. In no instance shall placement be considered automatic or based solely on the recommendation of the private school or home educator. The placement decision is subject to review and revision, after school personnel have had the opportunity to observe the student's work.

7. Grading: REFER TO GRADING SCALE IN SECTION 2001
 - (a) Students shall be informed by the school of their academic progress and shall have periodic reviews of their instructional achievement by the school staff.
 - (b) Students' academic marks in each class should represent fairly and impartially their academic progress in that class. They should have the opportunity to periodically review their marks with their teacher.
 - (c) Students shall be graded on their progress and class work. Conduct, while not a part of a student's grade, may bear a relationship when a student is absent from a class and unable to make up work due to misbehavior.

2014.02 Promotion

Promotion will occur when a student demonstrates that acceptable skills have been acquired in the subjects enrolled.

- (a) To be promoted, a student must comply with the HCST Pupil Progression Plan in place at the time that the student matriculates.

- (b) Promotion in 3rd grade shall follow the Statutes of the State of Florida that are in force at the time that the student matriculates.
- (c) The parent of any student who does not demonstrate the necessary skills for promotion may submit additional standardized testing or professional testing for consideration as a part of due process for the student. . Such testing will be reviewed by the Promotion/Retention committee and shall be considered when promotion/retention decisions are made. No student shall be promoted unless clear and convincing evidence is present.

SECTION 2015 – PUBLICATIONS

1. Students should play an important part in providing for and participating in activities that express their views and should consider the rights and freedoms of those with differing views.
2. Students have the right to:
 - (a) express their opinions verbally and in writing;
 - (b) publish leaflets, newspapers, and other materials that are not offensive or disruptive to others with permission from the school administration.
3. Students have the responsibility to:
 - (a) express their opinions and ideas in such a manner so as not to offend or defame others;
 - (b) consider and respect the rights of all persons involved in the educational process when publicizing information;
 - (c) select periods for the distribution of petition materials that do not interfere or conflict with class procedures with the permission of the school administration.

SECTION 2016 - RECORDS

1. Students have the right to be protected by legal provisions prohibiting the release of personal information to other than legally authorized persons without the consent of the parent, guardian, or student. HCST will abide by Hillsborough County School Board Public Notice and policies governing student records.
2. Parents, guardians, or eligible students (eighteen years or older who are self-supporting) shall have access to their records. Information about grades, test scores, evaluations, promotions, and counseling services shall be provided. Records kept by the school shall contain useful information for setting educational goals, planning instructional programs, and evaluating pupil progress.
3. Parents, guardians, or eligible students have the right to inspect, review, and challenge the information contained in the records directly relating to the student.
4. Parents, guardians, or eligible students may appeal any disagreement of records to the Senior Administrator.

5. Parents, guardians, or eligible students have the responsibility to provide the school with any information that could be useful in making appropriate educational decisions.
6. Parents, guardians, or eligible students have the responsibility to authorize the release of information to those individuals or agencies who are working for the benefit of the student.
7. Parents, guardians, or eligible students have the responsibility to follow HCST policies for release of student information through the school.
8. Parents, guardians, or eligible students have the responsibility to make an appointment with the school when they wish to review a record.

SECTION 2017 - REGISTRATION AND IMMUNIZATION

1. Requirements for registration are listed below. A parent must accompany all students at registration and bring the proper documents.
2. If coming from a public school within Florida, the following items are required:
 - (a) report card or a copy of a transcript from the last school attended (HCST shall send for the permanent record);
 - (b) immunization records showing proof of proper immunization, including MMR (See #6 below).
3. If coming from a public school outside of Florida or from ANY private school, the following items are required:
 - (a) physical examination by a private physician or the Hillsborough County Health Department, 1105 East Kennedy Boulevard;
 - (b) report card or transcript from the last school attended (HCST shall send for the permanent record);
 - (c) birth certificate;
 - (d) immunization records showing proof of proper immunization, including MMR (See #6 below).
4. All students must reside with one parent or legal guardian. A photocopy of the court order appointing guardianship shall be acceptable as proof of guardianship.
5. Because HCST is a public charter school (considered a “school of choice”), the school accepts students from all of Hillsborough and other outlying counties. A student who wishes to attend HCST from a county other than Hillsborough must request an out-of-county transfer from his/her respective district. Special assignment forms are available in the school office.
6. Immunization requirements for school entry.
 - (a) Every child entitled to entrance to kindergarten or entitled to any other initial entrance to a Florida school (K-12) shall present a certification of a school entry health examination performed within one year prior to enrollment into a Florida school. A pupil shall be exempted from this requirement only upon written request of the parent or guardian stating objections on religious grounds.
 - (c) Seventh and eighth grade students are required to have the following immunizations:

- (1) 5 doses DPT (diphtheria, pertussis, and tetanus);
- (2) 4 doses OPV (oral polio vaccine);
- (3) 2 doses MMR (measles, mumps, rubella);
- (4) 3 doses Hepatitis B vaccine (HBV) given over a six-month period;
- (5) 1 dose TD (tetanus, diphtheria).
- (6) Any additional immunization required by Florida Law

3. THIS SECTION MUST BE COMPLETED PRIOR TO THE FIRST DAY OF SCHOOL. STUDENTS NOT IN COMPLIANCE ARE NOT PERMITTED TO ATTEND SCHOOL UNTIL COMPLIANCE IS MET.

Parents of seventh grade students who have not met the requirements listed above will be notified by letter by the RN who is assigned to HCST by the School District. A letter will be sent home with the child. If the shot requirements are not met by the date stated on the letter, another notice will be sent home. Any student who does not have his or her immunizations completed will not be allowed to return to school. A notice will be given to the student and the student is responsible for calling his/her parent from the office to advise the parent of the receipt of this letter. This procedure is in compliance with the policy of the SDHC and is a HCST requirement.

SECTION 2018 – RELIGION

1. Students at HCST are free to study, examine, and discuss religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education.
2. Students have the right to:
 - (a) be released time from school to observe religious holidays (with written parental permission);
 - (b) practice their religion as long as their acts do not endanger the physical health or safety of themselves or others or disrupt the educational process.
 - (c) decide for themselves whether they wish to participate in extracurricular activities that are religious in content but not sponsored and/or promoted by the board and/or administration (i.e., Praying at the Flagpole).
3. Students have the responsibility to:
 - (a) develop tolerance and respect for the beliefs of others;
 - (b) inform school officials about any religious practices or beliefs that may be in conflict with school rules and regulations.

SECTION 2019 - SALES AND ADVERTISING

1. Students should be exposed to experiences that enhance competitive attitudes and improve their ability to succeed in a free enterprise system.
2. Students have the right to:
 - (a) advertise and sell items approved by proper school authorities that promote the cause of wholesome education;
 - (b) sell or advertise items at specified locations and designated times that are related to clubs, classes, and departments associated with the school.
3. Students have the responsibilities to:
 - (a) refrain from advertising and selling any items or products for outside agencies;

- (b) refrain from advertising and selling any products that are obscene and/or disruptive to class procedures as well as those items that have not been approved by proper school authorities;
- (c) get approval from the proper school authorities on the time and place for making all sales and advertisements and to adhere to school policy regarding sales and advertising.

SECTION 2020 - SEARCH AND SEIZURE

1. The Senior Administrator, a teacher or any other school staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing or is about to commit a violation of Florida law or school rules and regulations.

2. In accordance with Florida Statutes, school authorities may search any locker or area without notice if he or she has a reasonable suspicion that a prohibited or illegally possessed substance or object is contained in the locker or other area.

SECTION 2022 - SPECIAL STUDENT SERVICES

1. Students are entitled to consultations with special services personnel (social worker, guidance counselor, etc.) in the areas of vocational opportunities, personal and social development, and educational planning. Students have the responsibility to make use of the special services available to them and to offer assistance in the continuous improvement of those services.

2. Students have the right to be informed of all special student services available in the school.

3. Students, on an individual and/or group basis, have the right to consultation with special service personnel or other school staff members for personal and educational concerns.

4. Students have the right to be informed about the availability of community services to help them with their counseling needs.

5. Students have the responsibility to take advantage of the special student services offered in school on either a referred or self-referred basis.

6. Students have the responsibility to schedule appointments with the necessary school personnel in advance, unless the concern is one of an emergency nature.

7. Students or parents or guardians have the responsibility to inquire about additional counseling services available in the community to assist students with special needs.

SECTION 2023 - STUDENT ASSISTANCE

1. When students are experiencing learning or behavioral difficulties, the HCST Child Study Team provides support and assistance to teachers in developing and implementing interventions.

2. Child Study Team members can consult without formal written referral and include such professionals as administrators, special education teachers/consultants, other regular education classroom teachers, social workers, school psychologists, guidance counselors, educational diagnosticians, and health professionals.

3. In the process of consultation, students may be observed and/or counseled for curriculum-based assessment.

4. The Child Study Team is the recommended first step in providing teachers and parents with assistance in dealing with a student's unique educational adjustment problems.

SECTION 2024 -TELEPHONES

Student Handbook last updated January 2019

1. Telephones shall not be used by students except in emergency cases, such as a forgotten lunch, a change in transportation plans, or an illness. **No student shall request permission to use the phone to ask a parent to bring his/her forgotten assignments, books, projects, or P.E. clothing.**
2. Only emergency messages shall be taken for students.
3. Students shall not be called from class to the telephone.

SECTION 2025 – TEXTBOOKS

1. Students are expected to take good care of textbooks. Computers and textbooks may be furnished by HCST and all students must assume full responsibility for the care of items issued to them. Should a textbook/issued item be damaged, student and parent assume full responsibility for replacement and/or repair costs.
2. Books are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or upon withdrawal from school.
3. Responsibility for textbooks rests with the student to whom the textbook is issued.
4. Lost books are no excuse for not doing class assignments. It is the student's responsibility to get the needed information.
5. The full purchase price shall be collected for lost or damaged, or unnecessarily damaged textbooks.
6. Failure on the part of any student/parent to pay the full purchase price of a damaged or lost book may deprive the student of further issuance of free textbooks.
7. Loss of books due to theft or other circumstances shall not be accepted as an excuse for non-payment. If the book is found and returned, the school shall issue a refund to the student.
8. Textbooks or replacement textbooks will not be issued until all textbook indebtedness has been paid.

SECTION 2026 – VISITORS TO CAMPUS

For the safety of our students, school personnel, parents, and visitors . Any suspicious activity will be immediately investigated any unlawful activity will be reported to the proper authorities.

1. Visitors to the campus must sign and present a current valid picture I.D. Once signed in the I.D. must be left at the front desk and retrieved upon exit. A pass shall be issued to those persons who have legitimate business with the school. Persons on campus without permission from the school administrative staff may be arrested for trespassing.
2. HCST students shall not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy shall be subject to school disciplinary action.
3. Visitors must have arranged a date and time with Administration.
4. Visitors cannot stop or interrupt classroom activities or instruction.
5. Students cannot arrange for their friends or relatives from other schools to visit the school at any time.

6. Former HCST students may visit the campus AFTER the school day has ended.

SECTION 2027 – STUDENT WITHDRAWALS

1. Any student who wishes to withdraw from the school must report to the school office with a parent or guardian and receive a clearance from that office. Any request for a withdrawal from HCST must be made in writing by the parent/guardian at least 24 hours prior to the withdrawal.
2. The withdrawal form must be signed by all of his/her teachers and by the office.

These signatures indicate that the student is clear of obligations, including textbooks, library books, and any other school equipment that might have been in his/her possession.

SECTION 2028 - SCHEDULE FOR EARLY RELEASE DAYS

Early release days shall end at 11:30am, with pickup complete by 12:00 noon.

IMPORTANT ADMINISTRATIVE POLICIES ARE LISTED HERE FOR STUDENT AND PARENT INFORMATION

731 Security Policy and Procedure

Visitors to the campus must sign and present a current valid picture I.D. Once the visitor has signed in, the I.D. must be left at the front desk and retrieved upon exit. A pass shall be issued to those persons who have legitimate business with the school. Persons on campus without permission from the school administrative staff may be arrested for trespassing.

732 Student Behavioral Expectations

Students at Horizon Charter School of Tampa are expected to respect their peers, the staff and the administration. Students will be expected to follow all school rules and policies, and parents will be expected to support HCST by insisting that students conform.

Any student who enters HCST with a history of negative behavior should expect to present a personal plan to avoid such behavior in the future. Parents of any student with a history of negative behavior should be included in this discussion and all parents should be aware of the behavior requirements of HCST.

Should any student demonstrate negative behavior, a behavior contract meeting will be convened with that student, and his or her family. Parents should familiarize themselves with the expectations of the school and be aware of any areas where the school expectations might differ from their personal expectations. School expectations must be met at school.

Continued student disruptions create a situation in which that student moves outside of his or her contract with HCST. Such behavior may result in the dismissal of that student from Horizon Charter School of Tampa with cause.

733 Promotion/Retention of Arriving and Existing Students

Students arriving at HCST will be reviewed and placed in the grade indicated by the sending school unless the placement committee determines otherwise. Factors that could impact an alternative placement might include, but are not limited to:

- FSA Scores
- NRT Scores
- Placement tests administered by HCST
- Inconsistent school attendance
- Psychological evaluation and recommendation
- Age
- Missing school credits (middle school)

The committee will review the documents and assist the principal in determining the most appropriate grade placement for a student. The committee will not consider placement of a student to the next grade who shows FCAT scores in Reading and Math of Level 1 without convincing evidence that these scores do not reflect the student's actual skill level. Likewise, students with NRT scores that are below the 25th percentile should not be promoted or accepted for promotion without convincing evidence that the student has skills that are beyond that level.

ESE status, while imperative for instructional strategies, shall not determine placement. ESE students are expected by HCST, and by the State of Florida, to meet the same standards as same age peers.

734 Enrollment

Enrollment at Horizon Charter School of Tampa is open first to any student residing within Hillsborough County, and secondly to students in surrounding counties. By state statute, no Out-Of-County student may displace an In-County student for a seat at Horizon Charter. However Out-Of-County students will be considered as space allowed. Preference will be given to students in the following groups:

- Siblings of currently enrolled students
- Children of Governing Board Members or Employees of HCST
- Children associated with any Horizon Charter business partner
- Children attending a Pre-K program operated by Horizon
- Children of current military personnel
- Children who have documented legal issues that specify attendance

Horizon Charter School of Tampa Enrollment Process

The following reflects the Policy for Enrollment Process for Horizon Charter School when preparing to seat students for an upcoming school term:

1. **Enrollment Form Distribution:** HCST communicates in writing with the families of all current students to give them an opportunity to retain their child's seat for the upcoming term. Parents are requested to return the form indicating that they will return, or fill out the child's name and signing the form, writing "not returning" across the face of the form. Parents are given a time frame not less than three weeks to return the form. Reminders are given to families who have not yet responded in an effort to ensure that every parent makes his or her intentions clear. The re-enrollment process is concluded by January 15, and open enrollment continues for new students until February 1.
2. **Siblings, Families of Employees, or Board Members:** Siblings and students who are related to employees or the Governing Board are seated in any open seats. Siblings, for the purposes of enrollment, are identified as blood relatives or children residing with their parent or guardian in the same home as a current student.
3. **Interview Process:** Each student, and his or her parent, must attend an "in person" meeting with an admission's teacher. During this interview, the family watches an "informational" about the school and has an opportunity to ask questions about HCST. At the close of the interview, interested parents request an enrollment packet. This enrollment packet must be returned to HCST, where completed applications are dated, sorted by grade level and placed in the Seating Committee folder. Only completed packets are considered as an official application.
4. **Seating of Students:** The Seating Committee examines each application for completeness and reviews any additional documents such as Individual Education Plans, 504 Plans, etc. to ensure that HCST is able to meet the needs of that student. Students are then seated, based on date of arrival, if a seat is available. The parent is then sent a letter indicating that a seat is being offered to his or her student. Parents must contact the school by email, phone or mail in the time frame specified by the Offer Letter to accept the seat. Parents who do not contact the school to accept the seat will be considered as having rejected the enrollment offer.
5. **Lottery:** If more applications are received for a grade level during open enrollment than seats available, a lottery is conducted to randomly place students in a sequential order. Available seats in a grade level are filled from the open enrollment pool, based on lottery number.
6. **Waitlist Students:** If further applications are received after the open enrollment period is concluded and no seat is available, then applications are retained until a seat becomes available. After all open enrollment and lottery applicants have been seated, available seats in a grade level are filled from waitlist, based on application date.

735 Transfer

Florida Statute 1003.3101 states: Additional educational choice options. Each school district board shall establish a transfer process for a parent to request his or her child be transferred to another classroom teacher. This section does not give a parent the right to choose a specific classroom teacher. A school must approve or deny the transfer within 2 weeks after receiving a request. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial. An explanation of the transfer process must be made available in the student handbook or a similar publication.

In keeping with the above referenced statute, any parent may request transfer to another class by completing the steps below:

- The parent may send by USPS mail or bring to the school a written request for a transfer to another classroom. It is the responsibility of the parent to verify that the request was received by email, phone or asking in person. The request must be addressed to the Principal or designee and must contain: child's name, parent's name, parent's signature, and date of the request.
- The request will be considered and the parent notified of the decision in writing on the timeline as indicated in the statute.
- Please note: Horizon Charter has a small-school design. Due to our small size, there are very few situations where a student can be transferred to another classroom, as there are few grade levels with more than one class, and our teacher instruct in teaching teams. In most cases, the only way a request can be met for a transfer to another teacher is by changing schools.
- Should the staff be unable to approve the request, our staff will be happy to assist the parents in transferring to a school that will meet the needs of that child.

APPENDIX 1

GLOSSARY

Aggravated Battery: when a person intentionally or knowingly causes great bodily harm or permanent disfigurement, or uses a deadly weapon.

Alcohol: alcoholic beverages of any amount, including, but not limited to, beer, wine or wine coolers, and liquor.

Arson: setting a fire on or in school property.

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Assault: intentional unlawful threat by word or act to do violence to the person of another, coupled with the apparent ability to do so, and doing some act which creates a well founded fear in such another person that such violence is imminent. (Quoted directly from FL State Statute)

Battery: an actual and intentional touching or striking of another person against his/her will or intentionally causing bodily harm to an individual.

Bomb/Explosive: any chemical compound, mixture, or device, with the primary purpose of function by explosion. The term "explosion" is defined as a rapid buildup of gases that overcome the structural or material resistance of its container and a blast.

Breaking/Entering: the unlawful entry into a building or other structure or vehicle with the intent to commit a felony or theft.

Bullying: physical or verbal acts that frighten or tyrannize those who may be smaller or weaker.

Cheating: the act or the intent to fraudulently deceive.

Computer (Technology) Misuse: inappropriate use including, but not limited to, breaking into restricted accounts or networks, modifying files without permission, illegally copying software, and entering or distributing inappropriate or unauthorized files (for example, pornographic files); vandalism of computer equipment.

Continuous Disruptive Behavior: behavior which disrupts a classroom or the school, continually engaging in behavior which jeopardizes the health, safety, and welfare of others on campus, or school-sponsored transportation.

Controlled Substance: any medication, drug, or substance that is regulated by law. Prescribed medications must be registered and distributed by school personnel using the HCST Board procedures.

Copyright: exclusive rights that regulate the use of an idea or expression

Cyberbullying: the act of using information and communication technologies such as e-mail, cell phone, text messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, hostile behavior by an individual or group, that is intended to harm others.

Defiance: blatant refusal to follow school directive.

Detention: supervised before school, at lunch time, or after school

Dismissal: the removal of the right and obligation of a student to attend HCST.

Disrespect: display of a lack of respect, regard, or esteem towards a school employee or student.

Disorderly Conduct: any act which substantially disrupts the orderly conduct of a school function, behavior substantially disrupting the orderly learning environment or posing a threat to the health, safety, and/or welfare of students and/or staff.

Drugs: drugs which require a physician's prescription, or the possession of which is prohibited by law, or those classified as "designer drugs" under Florida Statutes. Also prohibited is the sale or distribution of any substance represented by the student to be a controlled substance, the use of any legal substance to attain a mood-altering effect, and the possession of any equipment or device for preparing or taking drugs.

Electronic Devices: radios, mp3 players, tape players, digital recorders, beepers, laser pointers, electronic games, or any unnecessary devices deemed potentially disruptive shall be allowed at school unless authorized by the teacher or school administrator. Students bringing any of these for a class project must make arrangements with the teacher or an administrator for safekeeping.

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Firearms: operable or inoperable, loaded or unloaded firearms of any kind. Included in this list are pellet or BB guns and starter pistols. (See Weapons.)

Forgery: the making of a false or misleading written communication with the intent to deceive.

Gambling: any participation in games (or activities) of chance for money and/or other things of value.

Gang-related Activity: any activity or behavior that indicates involvement with a gang (for instance, hand signals, graffiti, gang attire, wearing of colors).

Harassment: using repeated unwelcome remarks to annoy, demean, or ridicule another.

HCSB: Hillsborough County School Board.

Homicide: murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.

Kidnapping: the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian(s).

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.

Out-of School Suspension: the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities, except as authorized by the Senior Administrator or designee for a period not to exceed ten school days.

Plagiarism: the unauthorized use or close imitation of another's thoughts, writings, or ideas without permission and representing them as one's own original work

PRA: Parent Resource Association.

Profanity: disrespectful language or gestures that are deemed vile, vulgar, or debasing.

Restitution: restoring or paying for damaged or stolen property.

Robbery/Extortion (using force): the taking or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or by threat of force or violence, and/or by putting the victim in fear.

Sexual Assault (includes attempted): any sexual act directed toward another person, forcibly and/or against the person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

Sexual Offenses: sexual behavior or conduct without force or threat of force and where the victim is capable of giving consent, includes, but is not limited to, consensual sexual acts, indecent exposure, obscenity, and the possession or distribution of pornographic materials.

Sexual Harassment: when a person offends another person using sexual words, pictures, gestures, or conduct. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive. It also consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical contact of a sexual nature, when such conduct creates a disruptive, intimidating, hostile, or offensive school environment. It includes, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Skiping: unexcused absence(s) from class period(s) or unexcused absence(s) for school days.

Tardy: late for school or class.

Theft/Larceny (Personal or School Property): the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession, of another person, including, but not limited to, pocket-picking, purse or backpack-snatching, and theft of bicycles.

Threat/Intimidation: forcing another to do something or preventing another from doing something by threatening, bullying, or making him/her afraid.

Trespassing: to enter or remain on school property without proper authorization or invitation and with no lawful purpose for entry.

Vandalism: the willful and/or malicious destruction, damage, or defacement of public or private property without the consent of the owner or the person having custody or control of it, including, but not limited to, graffiti.

Weapons (other than firearms): any pointed, sharp, or blunt instrument which has no legitimate educational purpose for the student at school, and items that closely resemble weapons (look-a-likes) or operate similarly, such as pellet guns, BB guns, and starter pistols. Toy guns, water pistols, facsimiles, or gun look-alikes that are used in a threatening or disruptive manner shall be considered weapons. Also, any article or substance not normally considered to be a weapon, for instance, rocks, pens, pencils, scissors, laser pointers.

Willful Disobedience: deliberate failure to follow directions given by school personnel or follow established rules and regulations of the school.

Work Detail: supervised activities related to the upkeep and maintenance of school facilities as an alternative to other disciplinary responses.

APPENDIX 2

PUBLIC NOTICE

Student Records Maintained by the Hillsborough County School System

Adopted by the School Board, April 18, 1978

Updated and Revised in Accordance with the Family Educational Rights and Privacy Act (FERPA)

Federal Register, November 21, 1996

WHAT ARE STUDENT RECORDS?

Education records are records maintained by the school and are directly related to a student. Education records of students are sometimes maintained at several locations. The Senior Administrator has a list of all the types and locations of education records maintained by the school system and the titles and addresses of the school officials responsible for these records. Parents, guardians, and eligible students over the age of eighteen may inspect and review that list upon oral or written request.

WHY MAINTAIN STUDENT RECORDS?

Florida Statutes mandate that each Senior Administrator maintains a permanent cumulative record for each student enrolled in a public school. Such record shall be maintained as prescribed by regulations of the State Board of Education. Student records are used for planning instructional programs, for guidance of students, for preparation of State and Federal reports, and for research.

WHAT INFORMATION IS IN A STUDENT'S RECORD?

Education records are maintained in accordance with policies of the School Board of Hillsborough County and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports, and anecdotal records of professional staff. The Senior Administrator may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s), record of disciplinary action(s) taken. These records are updated annually and information no longer pertinent is removed.

WHO HAS ACCESS TO STUDENT RECORDS?

The following persons can access a student's records: parent, eligible student over the age of eighteen, school officials, a party with the written permission of the parent or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party.

Note: Court may order nondisclosure of a subpoena or information provided in response to a subpoena. Footnote: A release of information without parent or student (over the age of eighteen) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional responsibility. A school official is a person employed by HCST, such as an administrator, teacher or support staff (including health and medical staff), a person serving on the HCST Board, a person or company with whom the school has contracted to perform a certain task (such as an attorney, auditor, consultant, or therapist), or a parent or student on an official committee, such as disciplinary or grievance committee, or another school official performing his/her professional responsibility.

WHAT ARE THE RIGHTS OF A PARENT?

Parents or eligible students over the age of eighteen have the right to inspect and review all education records. A parent's or eligible student's request to inspect and review a student's education records must be in writing. The request shall be granted within a reasonable period of time, not to exceed thirty days. The inspection and review of records shall be held in the presence of an official of the school system. A parent or eligible student has the right to a response to reasonable requests for explanations and interpretations of the records. A parent or eligible student has the right to obtain copies of the education records of a student. The schedule of fees for copies is on file with the Senior Administrator. No fee for copying may be charged to any parent if it would effectively prevent that parent from exercising his/her right to inspect and review the records.

A parent or eligible student who believes that information contained in the education records of a student is inaccurate, misleading, or violating the privacy or the rights of the student, may request in writing an informal conference with the Senior Administrator for the purpose of amending the records. The Senior Administrator shall decide whether to amend the education records within a reasonable period of time. If the Senior Administrator refuses to amend the records, he or she shall inform the parent or eligible student of that refusal, and advise the parent or eligible student of the right to file a grievance (refer to Grievance Procedure).

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the school to comply with the requirements of FERPA. (See address below.) Whatever rights are vested in the parent shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of post-secondary education. (Parents shall have access to their dependent children's records regardless of age and shall have the right of signing for the release of dependent children's records.

WHAT INFORMATION IS RELEASED WITHOUT PARENT PERMISSION?

Copies of a student record may be sent to a school outside the Hillsborough County Public School System upon receipt of a written official school request. Parents or eligible students are to be notified of such transfers. Requests for records from all other sources require *written* permission of the parent or eligible student. Schools reserve the right to release "directory information" without prior permission of the parent or eligible student for school publications, yearbooks, programs for school events, handbills, rosters, and news releases. Such information shall be limited to name, grade level, age, participation in school sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received. Parents objecting to this use of directory information must notify the Senior Administrator no later than ten days after receipt of this Handbook.

Schools shall furnish data to state agencies when an agreement between the said agency and the school existed prior to November 19, 1974. Such information may include "directory information" plus address, telephone number, date and place of birth, dates of attendance, and former schools attended.

In the preparation of cases for prosecution under the Compulsory School Attendance: Child Welfare Law, the school is authorized to release pertinent school data in interpretative form to the State Attorney's Office, to the Office of Youth Services, and to the Circuit Court, Juvenile Division, without parent consent. It is not necessary for parents and students (over the age of eighteen) to be notified if information from the student record is requested by subpoena from a federal grand jury. In addition, if a court or other agency with the power to issue a subpoena does so for law enforcement purposes and orders the school not to disclose the existence or the contents of the subpoena, the school is not required to notify the parent or student before compliance with the subpoena.

In cases of child abuse, school officials are authorized and mandated by Florida Statute to report the same to the Department of Children and Families and to provide them with the necessary information to pursue such complaints.

WHERE CAN COPIES OF POLICY BE OBTAINED?

Parents of students or eligible students may obtain copies of Hillsborough County School Board policies at any public school location.

ADDRESS:

*Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue
Washington, D.C. 20202-4605*

APPENDIX 3

**HCST-T120: Acceptable Use Policy and Parent Permission Form
Signature Page (this page should be returned to your child's homeroom teacher)**

As a user of technology at HCST, I hereby agree to comply with the Acceptable Use Policy:

Print Name of Student _____

Student Signature _____ Date _____

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to access the HCST services including e-mail and the internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use – setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information. This agreement applies until the end of the student's academic career at HCST.

Parent Signature (if student is under 18 years old):

_____ Date _____

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**HCST
2019-2020 SCHOOL YEAR
HANDBOOK AGREEMENT**

Please read the following, sign in the appropriate areas, make a copy for yourself, and return the signature page to the child's homeroom teacher.

Student Name (please print) _____

Date: _____

I understand that, in signing this agreement for the upcoming year, I acknowledge that I have read and agree to abide by the rules and regulations of the Horizon Charter School of Tampa.

Student Signature

Parent/Guardian Signature

Parent/Guardian - Please initial in order to indicate your agreement with the following:

_____ I agree and authorize the student(s) to participate in all school activities, including athletics and other school sponsored activities away from the school's campus, unless the Principal receives written notice to the contrary.

_____ I grant permission for my child to be photographed and/or videotaped during school related activities or for school/media coverage.

Rev. July 26, 2010

**HCST-T120: Acceptable Use Policy and Parent Permission Form
Signature Page (this page should be returned to your child's homeroom teacher)**

As a user of technology at TCI, I hereby agree to comply with the Acceptable Use Policy:

Print Name of Student _____

Student Signature _____ Date _____

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to access the HCST services including e-mail and the internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use – setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information. This agreement applies until the end of the student's academic career at HCST.

Parent Signature (if student is under 18 years old):

_____ Date _____

**HCST
2019-2020 SCHOOL YEAR
HANDBOOK AGREEMENT**

Please read the following, sign in the appropriate areas, make a copy for yourself, and return the signature page to the child's homeroom teacher.

Student Name (please print) _____

Date: _____

I understand that, in signing this agreement for the upcoming year, I acknowledge that I have read and agree to abide by the rules and regulations of the Horizon Charter School of Tampa.

Student Signature

Parent/Guardian Signature

Parent/Guardian - Please initial in order to indicate your agreement with the following:

_____ I agree and authorize the student(s) to participate in all school activities, including athletics and other school sponsored activities away from the school's campus, unless the Principal receives written notice to the contrary.

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