



# Many Lions, One PRIDE!

## Student and Parent Information

King High School has a long and proud tradition of excellence in academics, the arts and athletics. We strive to create a space where students, teachers, parents, staff and the community can collaborate to continue the tradition of excellence established by the thousands of alumni who have gone on to have a positive impact on our community. There are high expectations for citizenship in our *school community*, and we believe in a high level of engagement by all stakeholders to ensure our young people have the support they need to excel as a learner while being exposed to a curriculum designed to prepare them for their future. This sort of collaboration has proven to make a difference in education and we provide our students with the opportunity to reach their potential. We hope you will partner with us to help our students achieve success in all aspects of their education.

Members of our school community are expected to show up ready to focus on learning and do their best to leave each day with more knowledge in some aspect of their education. At the bare minimum we need to be respectful of the learning opportunities presented and be sure we do not do anything to hinder any other students learning.

**Always be mindful** – if what you are doing interferes with learning, hurts someone else (emotionally or physically) or prevents YOU from being your best self, then you shouldn't be doing it.

This packet is a resource designed to serve as a reference and guide for student success.

We know that communication with our parents and families is essential to student success. Please check the King High School website (<https://www.hillsboroughschools.org/king>). This will be updated regularly and will be a source of information designed to help your student be successful. Important information will also be sent through the Parentlink application. Please be sure to read these messages carefully when they are sent out.

“No man knows what he can do until he tries.”

— Carter G. Woodson

## Triple Zero Incentive Program

At the end of each 9 Week Grading Period, students with ***Zero Tardies, Zero Detentions, and Zero Referrals*** will be invited to a small celebration to acknowledge their outstanding citizenship over that grading period. A variety of celebrations will be scheduled based on discussions with the Student Government Association for areas of interest.

### General School Information

#### *School hours*

8:30 AM - 3:25 PM (Tues-Fri)/8:30 AM - 2:25 PM (Early Release Mon)

- Students may arrive on campus no earlier than 8:00 a.m. Students will remain outside front black gates (closest to Student Affairs) until an administrator opens gate.
- Students should not be on campus after 3:45 p.m. Any student on campus after 3:45 PM must be under the supervision of a staff member.

#### Student and Visitor Identification

- Students must wear their Student ID in plain sight while on campus at all times. They may use a lanyard or a clip to secure their ID, but it must be visible to staff while they are on campus.
- Each student will have their ***first ID*** given to them for free. Students will need to pay \$3 to replace their ID if they lose it.
- All Visitors must report to the office and wear the identification in plain sight while on campus.

#### Before School Campus Procedures

- Campus will be open to students and visitors at 8:00 AM
- Any student on campus prior to 8:25 a.m. must report to and remain in the cafeteria.
- Free breakfast and lunch are available to all students.
- Students may only sit inside the cafeteria, on the back patio, or in the courtyard in front of the cafeteria. Students are not allowed in the stairwells or any other buildings without express permission beforehand. Students will not be permitted in other parts of the school building without a ***Pass*** from a teacher.
- Students must eat breakfast first then at the bell, report to their first period class. No food or drinks may be **brought outside of the cafeteria.**

### **King is a CLOSED Campus**

- Once a student is on campus, they must remain on campus until school is out. They may not leave without completing the Sign-Out Procedure in the Attendance Office.
- Our cafeteria serves both breakfast and lunch. There is no need to have food delivered – whether by family members, friends or vendors. Any food that is delivered to the school will be confiscated.
- Outside delivery services are not permitted to deliver food.
- No student visitors from other schools or recent graduates may be on campus during the school day.

### **Early Pick up**

- There are no Sign-Outs after **3:00 PM (2:00 PM on Mondays)**.

### **Visitor Parking**

- Visitor and Handicap parking are located on the driveway in front of the school.

### **Student Parking**

- Students **MUST have a KHS** Car Tag visible from the rear-view mirror and park in the back parking lot.
- Students are NOT permitted to go to their vehicle during the school day. Please see an administrator if you have a concern.
- ONLY OJT or students who have a class at HCC will park in front of the school, in the far south side of the parking lot. These students must have the **designated** parking pass.
- Any car without a parking decal (faculty/students) will receive a warning by our Student Resource Deputy. Any further instance will result in a fine and/or further disciplinary actions and could result in a possible suspension of parking privileges.

### **Emergency transportation change for a student**

- Plans regarding students' pick-up after-school must be made at home in advance, as these messages interrupt the students' instruction and learning.
- We will do our best to ensure that students receive their messages, all emergency transportation change telephone calls need to be made to the Attendance Office no later than 3:00 PM.

### **Parent/ Teacher Communication**

Hillsborough County Public Schools has created a Canvas Parent Guide that provides information on how to create an account, navigating the new platform, and even how to use the app version for Apple and Android devices. You can access this information by going to <https://sdhc.instructure.com/courses/3146>

This will serve as the main platform for monitoring your student's progress and communicating with your student's teachers. Please be sure to take the time to create your account.

## **Student Materials and Supplies**

### **Classroom Materials**

- There is an expectation that students will arrive on campus and to each class prepared for learning and have the appropriate minimum supplies: small amounts of loose-leaf paper, pencil, pen, notebook/folder, any assigned books for class and ready to engage in the learning process while they are on campus.
- Teachers may have additional supplies needed, please refer to course syllabi for more information.

### **What NOT to bring to school**

- Items that should **not** be at school include laser pointers, electronic games, pocketknives, tasers, pepper spray, lighters, or anything else that could be considered a weapon.
- Students that have electronic items that do not belong at school and are visible will be confiscated.
- The school does not accept responsibility for personal electronic devices, personal property of any kind including money (per district policy).
- All bicycles must remain locked in the bike compound area next to the Student Affairs Office. Students should also bring a lock from home to secure these items within the bike compound area.
- Skateboards, in-line skates and skate shoes are not allowed on school grounds.
- Failure to comply with these procedures may result in confiscation of the property by an administrator and consequences as outlined in the Student Code of Conduct on the HCPS website.

### **Cell phone/Electronics Policy**

- Students must adhere to HCPS Student Code of Conduct and House Bill 379 as it pertains to Electronic Devices. [www.sdhc.k12.fl.us/conduct/heading/6/6/#25](http://www.sdhc.k12.fl.us/conduct/heading/6/6/#25)
- Cell phones and other electronic devices should be stored in your backpack or other location **designated by the Teacher** in the classroom. Cell phones and other electronic devices are to be used responsibly for educational purposes only **with teacher or staff permission**.
- Students are allowed to use electronic devices responsibly as needed during morning arrival, and afternoon dismissal. Students may use them during breakfast and lunch with permission from the administration or staff on duty. Airpods, earbuds and headphones are acceptable so long as they are being used in one ear only in these areas. The use of electronic devices during Breakfast and Lunch is a privilege and as such is subject to being suspended due to disciplinary infractions , if necessary.
- Students **are not allowed** to record anyone (adult or student) without their consent. Any recordings made should contain **said permission captured as part of the recording**.

- Failure to adhere to these guidelines will result in the consequences outlined by the district and/or loss of privileges.

## **Consequences**

- **First Offense:** The device may be confiscated by administration. The staff member will notify the parent/guardian and the administrator will return the device to the student at the end of the day.
- **Second Offense:** The device may be confiscated by administration. The staff member will notify the parent/guardian and the administrator will return the device to the student at the end of the day. This will result in disciplinary action (2 days of detention or work detail).
- Recording a video of other students will result in disciplinary action (i.e. videoing a fight or argument or other inappropriate behavior).
- Any future offenses will result in disciplinary action for disobedience/insubordination in accordance with the policies set forth in the HCPS Student Code of Conduct.

## **Attendance**

### **Procedures for student Sign-In**

- All students arriving on campus after 8:30 a.m. must sign-in at the attendance office (building 2, “Sign In Entry” door) and receive a pass to enter class. Students will be unexcused unless the student brings appropriate documentation to support excused tardy.
- Students must have parent permission in order to sign in after 11:00 am.
- Students with multiple tardies will be referred to our Social Services Department.

### **Procedures for student Sign-Out**

- The student sign-out area is in the Attendance Office (building 2, “Sign Out Entry” door).
- Regardless of age, all students must be signed out by a parent/guardian.
- Students may only be released to individuals listed on the emergency student system.
- All adults picking up students will be required to show ID.
- All student sign-outs must occur prior to 3:00 PM (2:00 PM on Early Release Mondays) to minimize class interruptions during the last period of the day and ensure a smooth afternoon dismissal.
- If a student is signing out early, we strongly encourage that the student delivers a note from the parent to the **Attendance Office (prior to first period)**. The student will be issued a pass to be released from class at the designated sign-out time. This keeps classroom disruptions to a minimum.

### **Procedures for student absence**

- Parents are to report their student's absence by 10:00 AM daily by calling the attendance line. **The attendance line is available 24 hours a day: (813) 744-8333, extension 1**
  - Please note: Parents will still receive an automated district message confirming the absence. This ensures that parent is aware of absence.
  - For attendance questions/issues, contact the Attendance Office at (813) 744-8333, extension 295.
- Please call in *daily* to report an absence. Please give the following information:
  1. Caller's name and relationship to student,
  2. Student's legal name,
  3. Student's grade,
  4. Reason for absence, and
  5. Day time telephone number where the caller can be reached for verification if deemed necessary.
- If a student has excessive absences over the course of the school year, the parent will be required to show documentation (doctor's note, etc.). A letter will be mailed home on the **10th absence**. A conference will be scheduled to discuss the absences and possible remedies.
- Students who accumulate 15 unexcused absences in a 90-calendar day period shall have their **driver's license suspended** or will not be issued a license.
- All absences are considered **unexcused** unless the parent calls before 10:00 AM on each day of the absence. **Unexcused** absences have a negative **effect on grades**.
- **Remember**, students accumulate unexcused absences when parents do NOT call-in the absence and the reason for the absence is not a valid reason.
- Excessive absences and tardies can negatively impact learning and may result in consequences outlined by the district and/or **loss of privileges**.

#### **Students arriving late:**

- Students arriving late to school after the 8:30 AM tardy bell must report to the Attendance Office (building 2, "Sign in Entry" door) to receive a pass.
- After receiving your pass, report immediately to your class.
- Student sign-ins after 11 AM must be accompanied by a parent.
- Students who accumulate 15 unexcused absences in a 90-calendar day period shall have their driver's license suspended or will not be issued a license.

#### ***Make-Up Work***

The following is per district Student Code of Conduct formerly known as Student Handbook:

- A student who has been absent and whose absence is EXCUSED is permitted to make up the work missed, provided that the **student makes arrangements with their teachers within three days** of the student's return to school.
- The student is responsible for initiating the discussion with the teacher.
- Make-up work must be submitted by the deadline(s) set by the teacher(s).

**“You must be the change you wish to see in the world.”**

**- Mahatma Gandhi**

## **General Student Procedures and Practices**

### **Parent Visitor on campus**

- To enter the campus, ALL visitors must sign-in at the main office and receive a visitor badge.
- Visitors will be limited. Please make appointments with the appropriate personnel before coming to campus.
- Teachers must receive a minimum of 24-hours notice for a parent-teacher conference or visit.

### **Guidelines for giving student medications during school hours**

- Only prescription medication will be administered on campus. Over-the-counter medications must be accompanied by orders from the physician.
- Medication must be delivered to the school by an adult in the original container in which it is purchased.
- The school nurse must clear students taking any medications.

### **Restroom Usage:**

- Utilize the bathroom in the building where you have class. Do not leave your building to use the restroom. Students found out of their assigned area will receive consequences in accordance with the HCPS Student Code of Conduct.
- All students must use an official pass for the bathroom.
- **Rule of 30/10/30:** No passes are allowed for the **first ten or last ten minutes of class**, or the first and last 30 minutes of the school day.
- Students with medical needs must submit a doctor’s note to the clinic. Student Affairs and teachers will be notified of any exceptions.

## **Dress Code**

Please be sure your student adheres to the Dress Code set forth by Hillsborough County Public Schools in the Student Code of Conduct on the district website.

### **Sixth – Twelfth Grades**

- Shoes shall be worn. Skate shoes and bedroom slippers are unacceptable and not allowed.
- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt over it.
- Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn.

- Underwear shall not be visible.
- Clothing shall not expose the mid-chest area.
- Clothing not properly fastened or with tears that are indecent shall not be worn.
- Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- All pants and shorts shall be secured at the waist. Boys' shirts shall have sleeves.
- Mini-skirts, mini-dresses, and short shorts shall not be permitted. Hemlines shall be no shorter than fingertip length.
- Head coverings shall not be worn **in the building** unless required for religious observance or health-related reasons.
- Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn.
- Wallet chains shall not be worn.

### **Consequences for Dress Code Violation Include:**

#### **First Offense Consequences**

- Conference with student
- Change to appropriate attire

#### **Second Offense Consequences**

- Conference with student
- Change to appropriate attire
- 2 Days of Detention

#### **Third Offense Consequences**

- Conference with student
- Change to appropriate attire
- ISS or Saturday School

#### **Fourth and Subsequent Offenses**

- Conference with student
- Change to appropriate attire
- Out of School Suspension and possible loss of privileges associated with Extra-Curricular Activities/Athletics

At any stage of consequence – refusal to change to appropriate attire will result in parent pick up and Out of School Suspension.

### **Tardy Policy**

**What is the district's definition of a tardy?**



*According to the district handbook:* The student is tardy when he/she is not in his/her assigned station (seat) when the bell rings.

**Definition of Excused Tardy (*According to district handbook*):**

Illness	Accident	Emergency
Dental Appointment	Medical appointments	Major family problem
Severe weather	Breakdown of school bus	

**Definition of Unexcused Tardy (*According to district handbook*):**

Forget school supplies	Overslept	Non-educational appointments
Missing the school bus	Shopping trips	Pleasure trips (beauty-grooming appoint.)
Heavy traffic	Breakdown of vehicle	Forgotten item

**Please know the difference between a tardy and an absence**

If a student misses more than half of the period, the student is absent from the class.

**Consequences for unexcused tardies**

<b>1<sup>st</sup> Tardy</b>	Verbal warning & Marked in Attendance
<b>2<sup>nd</sup> Tardy</b>	Verbal warning & Marked in Attendance
<b>3<sup>rd</sup> Tardy</b>	Verbal Warning & Marked in Attendance
<b>4<sup>th</sup> Tardy</b>	Verbal Warning & Marked in Attendance Tardy Warning Letter
<b>5<sup>th</sup> Tardy</b>	1 Day of Detention
<b>8<sup>th</sup> Tardy</b>	2 Days of Detention
<b>10<sup>th</sup> Tardy</b>	1 Day of Saturday School

**11 or more** tardies will result in Out of School Suspension and/or Loss of Privileges, to include possible removal from Extra-Curricular Activities/Athletics

“Whatever you are..... be a good one.”

- Abraham Lincoln

## **Bullying/Harassment**

### **District’s definition of bullying and retaliation**

One of the district’s priorities is to provide a safe, caring, and orderly environment.

- *Bullying – includes cyberbullying and includes **repeated actions** designed to inflict physical harm or psychological distress on one (1) or more students or employees and may involve but not limited to:*
  - Teasing
  - Social exclusion
  - Threat
  - Intimidation
  - Physical violence
  - Theft
  - Sexual, religious, or racial harassment
  - Public or private humiliation
  - Destruction of property
- *Harassment- means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that:*
  - Places a student or employee in reasonable fear or harm to his/her person or damage to his/her property;
  - Has the effect of substantially interfering with a student’s educational performance, opportunities or benefits;
  - Has the effect of substantially disrupting the orderly operation of the school?

***\*Bullying involves an imbalance of power and is considered peer abuse. Anything that creates a hostile environment or can create a distraction to the learning environment would be considered bullying.***

### **If you feel like you are a victim of bullying/harassment:**

- Tell an adult so the situation can be investigated. Since one of our school-wide expectations is to stamp-out bullying, these types of incidents take priority status.
- Please click [HERE](#) to access the electronic bullying report form.

### **If you are involved in a verbal or physical type conflict with another student:**

- Inform the teacher closest to the location of the bullying incident.
- If the bullying is a continuing problem, use the following as a guideline:
  - Inform your teacher

- Inform the school resource officer
- Inform school counselor
- Inform an administrator

Whether you think you can or think you can't.....You're Right!

- Henry Ford