

# NEWSOME HIGH SCHOOL POLICIES AND PROCEDURES

This information has been compiled from the Student Handbook for Hillsborough County

## STUDENT CODE OF CONDUCT

To access the complete District Student Code of Conduct (Handbook) visit <http://www.sdhc.k12.fl.us/conduct>. This contains district policies and information on Student Rights and Responsibilities, Code of Student Conduct, Attendance Policy, Curriculum and General Policies and Procedures. There may be occasions when the administration will make changes in the code of conduct.

## DISCIPLINE POLICY

Students are expected to behave appropriately at school and comply with policies and procedures. Students will receive appropriate disciplinary consequences when in violation. See the District Student Code of Conduct regarding student discipline.

## TARDY POLICY

School starts at 8:30AM every day. Students arriving after the tardy bell (each class) will accumulate a tardy. Tardies are counted on a cumulative basis, per 9 weeks.

<u>Tardy #</u>	<u>Consequences</u>
1 <sup>st</sup> -3 <sup>rd</sup>	Warning by teacher
4 <sup>th</sup>	Parentlink/Email to Parent
5 <sup>th</sup>	Conference with AP
6 <sup>th</sup>	1 Day Lunch In School Suspension
7 <sup>th</sup>	2 Days Lunch In School suspension
8 <sup>th</sup>	1 Full Day In School suspension
Student Drivers tardy for 1 <sup>st</sup> period consequences: (by quarter)	
<b>5<sup>th</sup> tardy to 1<sup>st</sup> period</b> - parking decal suspended for 1 week	
<b>6<sup>th</sup> tardy to 1<sup>st</sup> period</b> - parking decal suspended for 2 weeks	
<b>7<sup>th</sup> tardy to 1<sup>st</sup> period</b> - parking decal suspended indefinitely	

\* Additional tardies will result in further discipline.

## DELIVERIES (Food, Balloons, Flowers, Homework, etc.)

Students may not receive deliveries of any kind during school hours. In the event of an emergency, a parent/guardian may speak to an Administrator in Student Affairs.

## CAFETERIA RULES

Students are to remain orderly in cafeteria lines and clean up after themselves after eating. Discipline will be assigned to students who do not follow the rules of the cafeteria (skipping Line, throwing food, leaving trash, etc). Free and reduced lunch forms are available online at [www.sdhc.k12.fl.us/sns](http://www.sdhc.k12.fl.us/sns). Students must pay for lunches until their free or reduced application is approved. You may also complete meal pay online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

## DRESS CODE POLICY

Students violating dress code will be assigned discipline. This includes: pants not at waist, tank tops (all male's shirts must have sleeves), midriffs, bare shoulders, excessive cleavage, head coverings (hats or hoodies), short-shorts and mini-skirts, clothing with inflammatory or derogatory statements, pajamas, clothing with excessive rips/tears, house slippers, wallet chains.

**First Offense Consequences:** conference with student; notification of parent or guardian, and/or; change of inappropriate attire.

**Second Offense Consequences:** conference with student; notification of parent or guardian; change of inappropriate attire.

**Third Offense Consequences:** conference with student; notification of parent or guardian; change of inappropriate attire; *and 1 day lunch in-school suspension.*

**Fourth and Subsequent Offenses:** conference with student; notification of parent or guardian; change of inappropriate attire; *and 2 days lunch in-school suspension.*

\* Additional offenses will result in further discipline.

## PROHIBITED ITEMS

Hats, headphones covering the ears, gang related items, laser lights, noisemakers, confetti toys and skateboards, etc. are not permitted in school. Items will be confiscated and student will be referred to Student Affairs Office for disciplinary action. Parents will need to pick up confiscated items in Student Affairs Office by the end of each semester. Items not picked up will be donated to a charity.

## PERSONAL PROPERTY

The school is not responsible for the damage to or theft of personal property belonging to students. This includes electronic devices (BYOD), automobiles parked in the student parking lots, bicycles, personal property kept in school lockers, etc. STUDENTS ARE STRONGLY ENCOURAGED TO LEAVE VALUABLE PROPERTY AT HOME. Students should report thefts to the School Resource Deputy (SRD) immediately.

## BULLYING/HARASSMENT

Bullying and harassment are not tolerated. Students should promptly report incidents of bullying to any teacher, school counselor, administrator and or School Resource Deputy (SRD) immediately. Bullying can also be reported at [www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us). Digital Citizenship (cyberbullying) policies will be monitored and enforced.

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## ELECTRONICS POLICY

Devices may only be used in approved areas and students must comply with the directives of school/district staff regarding when and where electronic devices may be used. *Electronic devices may only be used in classrooms for instructional purposes and only if permitted by teacher.* Failure to comply with staff directives may result in the following consequences:

**First Offense:** The device will be confiscated by the staff member, labeled, and given to the Student Affairs Office. The administrator will notify the parent/guardian and will return the device to the student at the end of the day.

**Second Offense:** The device will be confiscated by the staff member, labeled, and given to the Student Affairs Office. The administrator will notify the parent/guardian. *The student will have one day of lunch In-School Suspension.*

**Third Offense:** The device will be confiscated by the staff member, labeled, and given to the Student Affairs Office. The administrator will notify the parent/guardian. *The student will have 2 days of In-School-Suspension.*

*\* Any future offenses will result in the device being confiscated, a meeting arranged with the parent/guardian, and possible out-of-school suspension for disobedience.*

## REPORTING ABSENCE BY PHONE

Parents are urged to call the attendance line as soon as they determine their child will be absent. All absences, excused or un-excused will generate an automated call to inform parents. All non-reported absences will be considered unexcused. The Student Affairs Office Attendance Line is in operation 24 hours a day. The telephone number is 813-740-4600, prompt #1. To report an absence, clearly state your name, your student's name, and a contact number for verification.

## CHANGE OF ADDRESS-TELEPHONE NUMBER

Any student who changes residence or phone numbers during the school year must record the change of address or phone number with the Student Affairs Office. Students who move out of Newsome attendance area are required to withdraw and attend the school within the zone that they live.

## SCHOOL HOURS/ AFTER HOUR ACTIVITIES

Students may be on campus from 8:00am until 3:35 pm. School/class hours are 8:30 am to 3:35 pm. Students should not be on campus when classes are not in session unless they are involved in a school sponsored activity and

are under the supervision of a faculty/staff member (classrooms including the gym and locker room). Students are reminded that when attending school functions in the evening or weekends, care should be taken that parents and/or guardians be prompt and punctual in providing departure transportation at the conclusion of the event.

## REVOCAION OF SCHOOL CHOICE ASSIGNMENT

Students attending Newsome High School on Choice/Hardship Choice Assignment must adhere to all school policies, digital citizenship and civility procedures or face revocation of their School Choice approval.

## SIGN-IN POLICY

Students must sign in through the Student Affairs Office (SAO) as soon as they arrive on campus. A tardy with a doctor's note or when accompanied by a parent/guardian is considered excused; otherwise, the tardy is unexcused. Please see the District Student Code of Conduct (Handbook) for lists of excused and unexcused instances. (FYI Parents will be limited to SAO due to CDC guidelines. Parents will be asked to wait outside when SAO is at capacity).

## SIGN-OUT POLICY

Only those people listed on the student's emergency card are permitted to sign out students and they must show ID prior to the student being called out of class. Parents/Guardians must call SAO to give permission for students to be signed out by other people listed on the emergency card.

Students **MUST** physically sign-out through SAO or discipline will be assigned. No sign-outs after 3:00 pm. Excessive sign-in/sign-outs will require parent conference with Assistant Principal.

## STUDENT DRIVERS POLICY

Every student who drives to school must purchase a hangtag (\$20). Forms can be found in the SAO, and hangtags can be purchased any time of year (When Available). There is no loitering in the parking lot and no student is allowed in an automobile or in the parking lot during school hours. Students who use their vehicles to leave school without properly signing out or to improperly transport other students off campus, (including lunch) will lose their driving privileges for up to 9 weeks, and ALL parties will receive discipline. Student drivers with excessive tardiness to 1st period will have their hangtags suspended or possibly revoked.