

# Holmes County High School

HCHS.HDSB.ORG  
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Bonifay, FL 32425  
850-547-9000

This handbook is property of: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Locker #: \_\_\_\_\_  
Combination: \_\_\_\_\_

## Official Crest



## Official Colors

Navy Blue & Vegas Gold

## HCHS Alma Mater

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

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

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

## Team Name

Blue Devils

# HCHS STUDENT HANDBOOK

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

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

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

## ➤ Absences

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

1. It is the student's responsibility to arrange with the teacher to make up work missed during an excused absence. Arrangements to do so must be made immediately upon returning to that class. Assignments due on the day of the absence will be due on the day the student returns to that class.
2. A parent note will only be accepted for three **(3)** absences per nine-week period. From HDSB Student Code of Conduct: **Three (3) parent notes will be accepted per nine weeks grading period. Each day missed counts as the use of one parent note. For example, a two-day absence would count as using two parent notes. Absences beyond the 3 parent notes may require additional documentation.** After the third absence a doctor's note will be required for the absence to be considered excused. Parents may meet with the principal in extenuating circumstances.
3. Work cannot be made up for unexcused absences except for nine week and semester tests which may be made up at the discretion of the principal. Out-of-school suspension is treated as an unexcused absence.
4. Work completed during Short Term Alternative (STA) placement will be accepted and proper credit given.
5. Make-up work: Students are given the **number of days absent from school plus one (1)** in a normal situation to complete make-up work for a class. However, if an assignment date has already been given to the class or an assignment is due on the day of the student's return, the teacher may request the completed assignment at that time
6. Students participating in school sponsored athletic/academic/field trips are responsible for getting pre-approved absence form signed by the principal and obtaining from teachers assignments due prior to leaving for trip. All work is due the day students return to school.

## ➤ Check out/Check in

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

### **Students must sign out before leaving the building/campus.**

Failure to sign out under such circumstances is considered skipping and is subject to a zero for class work and a Class II disciplinary action. Written verification will be required from the doctor, or place of appointment for the time away from school to be excused. This note should be brought to the front desk within three (3) school days of the absence for the absence to be excused. Three parent excuse notes are allowed per nine weeks.

### **Students will not be signed out by phone calls or emails**

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

### **Holmes County High School has a closed lunch policy.**

Students will not be allowed to leave campus to eat lunch, run errands, or similar excuses. Those circumstances will be counted as unexcused absences or skipping and disciplinary action will be taken. Students must be checked out by a parent/guardian to leave campus at any time.

## ➤ Tardies

Tardy is defined as not being in class when the tardy bell rings. Tardies in excess of three (3) per class per nine weeks will be treated as a Class I Offense. A student's tardy disrupts the teaching environment and causes the student to miss instructional time. Instructional minutes are mandated by the state and therefore cannot be missed. A parent's excuse note will not cover a student's tardy. This includes late checkins.

**4<sup>th</sup> Tardy:** Warning and teacher documentation of intervention and parent contact in FOCUS.

**5<sup>th</sup> Tardy:** Parent contact made or good faith attempt by administration. Parent to be informed that next occurrence will be treated as a Class II Offense and disciplinary procedures followed accordingly.

**6<sup>th</sup> Tardy :** Referral to Short Term Alternative (STA).

## ➤ Bullying/Harassment

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation, and may involve but is not limited to *teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual (including sexting), religious, or racial harassment; public humiliation or destruction of property*. The term *bullying* shall include cyberbullying whether or not specifically stated.

If you are the victim of bullying or cyberbullying, clearly tell the “bully” to stop. Immediately report the incident to a teacher, guidance counselor or administrator at the school. Tell your parent/guardian. If the bullying continues after you have told the bully to stop, keep a written record of the incident including date, time, witnesses and individuals involved in the incident. Avoid being alone with the person who has attempted to bully you in the past.

To minimize the risk of being accused of bullying keep your hands to yourself and never cause physical harm to another person. Think before you speak. Don't make remarks that may make another person feel scared, intimidated, uncomfortable, or fearful. Immediately apologize if you accidentally say or do something that has made another person feel oppressed or uncomfortable. Report all incidents of bullying you have witnessed to appropriate school personnel. Don't keep interacting with a person after he/she has perceived your behavior toward him/her as being inappropriate and has clearly told you to stop.

## ➤ **Care of Facilities**

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

## ➤ **Dance**

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

Students are expected to observe the same dress code that applies during the regular school day. Students may be asked to leave a dance for behavior or dress code violation. Students are not allowed reentry once they leave a dance.

## ➤ **Parking Permits**

All student vehicles are required to be registered in the front office and have a current year parking permit. Students will have assigned parking spots and should park only in their designated spot. At no time should a student's vehicle be parked in the teacher parking lot. Violation of any of these things will result in disciplinary action and/or loss of driving privileges.

## ➤ **Discipline**

### **CLASS I - MINOR OFFENSES**

- A. Distraction of other students - any behavior that alters the teaching process of the classroom or educational activity.
- B. Use of profane or obscene language.
- C. Non-conformity to dress code - any dress that is disruptive to the educational setting or is a hazard to the health or safety of the student.
- D. Minor misbehavior on a school bus.

- E. Bodily contact i.e. Holding hands, personal display of affection.
- F. Lying.
- G. Locker misuse or abuse.
- H. Littering on school property.
- I. Possession of unauthorized electronic devices.
- J. Sitting in or loitering in or around parked vehicle after arriving at school.
- K. Tardiness, more than 3 in the same class period or 10 cumulative per nine weeks.
- L. Cell phones. If it's out it is considered on. Violation will result in the confiscation of the phone/device until a parent/guardian arrives to retrieve the phone at the end of the school day.  
\*Students may use cell phones in an appropriate manner before school and during lunch in the student center or patio ONLY.
- M. Parking lot infraction.
- N. Any violation that administration may deem reasonable to fall within this category after consideration of extenuating circumstances.

### **DISCIPLINARY ACTIONS FOR CLASS I OFFENSES:**

**First Offense:** Warning and teacher documentation of intervention and parent contact in FOCUS.

**Second Offense:** Parent contact made or good faith attempt by administration. Parent to be informed that next occurrence will be treated as a Class II Offense and disciplinary procedures followed accordingly.

**Third Offense:** Referral to Short Term Alternative (STA).

**Driving Offenses:** May result in suspension of driving privileges.

### **CLASS II - MAJOR OFFENSES**

A. Illegal organizations - any attempt to operate an organization that is not an approved cocurricular student activity, club, organization, or interscholastic activity as described on page 33, including but not limited to gangs, secret societies, or secret fraternities or sororities. Students shall not wear any color, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization.

B. Gambling - any participation in games of chance for money and/or other things of value.

C. Defiance of school board employee's authority - any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee.

D. Possession and/or use of tobacco product - possession on the person, in the locker, or in the effects of a student.

E. Fighting - any physical conflict between two or more individuals

F. Vandalism - intentional and deliberate action resulting in injury or damages of less than \$50 to school board property or the real or personal property of another.

G. Stealing, larceny, petty theft—the intentional, unlawful taking or carrying away of property valued at less than \$25 belonging to or in the possession or custody of another.

H. Possession of stolen property with the knowledge that it is stolen.

I. Extortion - verbal, written or printed communication maliciously threatening an injury to the person, property or reputation of another with the intent to extort money.

J. Threats, bullying, harassment, intimidation, hazing - verbal, written or printed communication maliciously threatening an injury to the person, property or reputation of another with the intent to take advantage of any person or to do any act or refrain from doing any act against his/her will.

K. Trespassing - willfully entering or remaining in any school property without being authorized, licensed, or invited or after having been authorized, licensed, or invited, refusing to depart when warned by an authorized person to do so.

L. Possession of matches or lighter and/or igniting fireworks or firecrackers.

- M. Unjustified activation of a fire alarm system or fire extinguisher.
- N. Use of obscene behavior toward another person.
- O. Directing obscene or profane language toward, or malicious slander about a school board employee.
- P. Leaving class or campus without permission or being in an unsupervised area.
- Q. Refusal to give name or intentionally giving false information to authorized person.
- R. Misuse of free or reduced lunch privileges.
- S. Possession of a knife on school campus.
- T. Truancy - absence from school without principal and/or parental or legal guardian approval.
- U. Truancy from class - absence from class without principal's approval.
- V. Speeding (exceeding campus speed limit) or reckless driving.
- W. Lunchroom misconduct.
- X. Cheating
- Y. As outlined in Holmes County School Board Internet Acceptable Use Policy and Guidelines, the following are not permitted, including, but not limited to:
  1. The placing of unlawful information, data files, or programs on the computers or networks.
  2. The use or downloading of obscene, abusive or otherwise objectionable language or graphics.
  3. Violating copyright laws.
  4. Theft and/or destruction of computer software, hardware and related equipment, data files and intellectual property maintained by the School District and others.
  5. Attempts to violate the security of any network system.
  6. Electronically or physically damaging computers, computer systems, telephone systems or computer networks.
  7. Deliberate unauthorized installation of personal computer software on the computers and the computer networks, including but not limited to: games, viruses, programs, and applications software. Individual authorization may be obtained from the principal or his designee.
  8. Use of computers, computer networks, and related equipment to create a forgery or to commit any crime.
  9. Harassing, insulting or attacking others.
  10. Any use of a cell phone/device for voice recording, taking of pictures, or video without the consent of school administration will result in the immediate suspension of a personal cell phone/device for at least one year.
- Z. Skipping class/Unauthorized area
- AA. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

**DISCIPLINARY ACTIONS FOR CLASS II OFFENSES:**

**First Offense:** Corporal punishment and/or notification of law enforcement authorities; short term alternative (STA) **(3 days)** suspension

**Driving Offenses:** May result in suspension of driving privileges

Subsequent Offenses:

**Second Offense:** Short term alternative (STA) **(5 days)**; suspension and/or notification of law enforcement authorities. Student may be removed from regular class and placed in an alternative class.

**Third Offense:** Short term alternative (STA) **(10 days)**; suspension, referral to law enforcement authorities, filing of a formal petition, or possible expulsion.

**Fourth Offense:** Short term alternative (STA); suspension and administrative board hearing to consider expulsion recommendation with possible notification of law enforcement authorities.

## **Class III – Terminal Offenses**

- A. Drugs, drug paraphernalia, vaping devices, or alcoholic beverages - unlawful possession, use or distribution of drugs or alcohol on school premises or as a part of any of its activities.
- B. Arson - the willful and malicious burning of any part of School Board property.
- C. Battery or Threat upon another student or School Board employee - the actual unlawful and intentional threatening, touching, or striking of another student or School Board employee against his/her will, or the intentional causing of bodily harm to another student or School Board employee or his/her property or immediate family.
- D. Robbery - the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or by instilling the fear of same.
- E. Stealing, larceny, grand theft - the intentional unlawful taking and/or carrying away of property valued at \$25 or more belonging to or in the lawful possession or custody of another.
- F. Burglary of school property - entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- G. Criminal mischief - willful and malicious injury or damages at or in excess of \$50 to school board property, to real or personal property or to steal property belonging to another.
- H. Possession of firearms - any firearm (including a starter gun) which will, or is designed to, or may be readily converted to expel a projectile. Students shall be disciplined for simulating a firearm or weapon when it substantially disrupts student learning, causes bodily harm to another person or places another person in reasonable fear of bodily harm. Students shall not be disciplined or referred to law enforcement for simulating a firearm or weapon when playing or wearing clothing or accessories which depict a firearm or weapon, or an opinion regarding Second Amendment rights.
- I. Unauthorized discharge of any pistol, rifle, shotgun, air gun, or any device, or any other weapon, instrument, or object intended as a weapon;
- J. Possession of weapon - metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or object intended as a weapon; threatening a person's life or threatening to bring or bringing a weapon.
- K. Bomb threats - any such communication that has the effect of interrupting the educational environment.
- L. Explosives - possessing, preparing or igniting on School Board property explosives likely to cause bodily injury or property damage.
- M. Sexual acts - acts of sexual nature including, but not limited to sexual harassment, sexting, battery, intercourse, attempted rape, or rape.
- N. Written or verbal proposition to engage in sexual acts.
- O. Use or possession of obscene and/or pornographic materials or CD's or the pornographic use of the Internet.
- P. Aggravated battery - intentionally causing great bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.
- Q. Inciting or participating in a major student disorder - leading, encouraging or assisting in major disruptions which results in substantial and material disruption to the educational process or school environment, destruction or damage of private or public property or personal injury to participants or others.
- R. Indecent exposure.
- S. Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

### **DISCIPLINARY ACTIONS FOR CLASS III OFFENSES** Secondary Students:

Class III offenses will result in suspension for 10 days while consideration for expulsion and notification of law enforcement authorities as per adopted procedures. Class III offenses related to

drugs may result in an automatic transfer to the Graduation Assistance Program (GAP). A Class III offense committed on a senior trip will result in the student not being allowed to participate in graduation ceremonies. Sexual harassment involving physical contact will result in expulsion as per school board procedures. A recommendation of a mental health evaluation may also be made.

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

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

## ➤ **Dress and Appearance for Students**

Each student is responsible for his/her own appropriate dress which shows respect for self and others and helps to create an orderly learning environment. The word "appropriate" shall be defined to include cleanliness, safety, modesty, and good taste. Inappropriate dress and actions disrupt the learning process and creates chaos.

To avoid distractions and to promote the health and safety of all students, the following restrictions shall be in effect:

1. Shorts, dresses, skirts, and skorts must be knee length or longer.
2. Clothes bearing suggestive slogans or advertising alcoholic beverages and/or tobacco shall not be worn.
3. Saggy pants, baggy clothes, extremely tight clothes, clothes that expose the midriff are prohibited. Tops must be capable of being tucked in when sitting and must be shoulder width. Students may not wear clothing that reveals undergarments, the midriff, or cleavage. Blouses or shirts that are low-cut or see through may not be worn.
4. Jeans or pants with holes (openings revealing skin) are prohibited.
5. Tattoos and/or body art that is lewd, related to gang activity, or other offensive words or symbols must be always covered.
6. Personal appearance or attire that interferes with or distracts from the instructional program or that creates a health hazard is not acceptable.

Examples of inappropriate clothing include but are not limited to the following: tube or tank tops, spaghetti straps without overblouses or shirts, halter tops, backless dresses, muscle shirts, pajamas, leggings worn as pants (unless worn with a mid-thigh or longer top), undergarments as outer garments.

\*A student found to be in violation of the dress code will be required to change the article of clothing according to HCHS Dress Code Policy. The violation will be documented, and the parent will be notified to have appropriate clothing brought to the school so the student may change. If student chooses to leave school to change, parent note is required and will count as one of the three allowed parent notes. The violation will be documented as a Class I Offense.



## ➤ Failure to Notify

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

## ➤ Hall Passes

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

## ➤ Hall Conduct

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

## ➤ Hall Passes

All students out of class must have a hall pass and be properly checked out of their class unless they are with an adult. Any student wishing to be granted permission to be out of class to work for another teacher must have a note from that teacher to the teacher from which the student will be coming.

## ➤ Honesty and Integrity

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

## ➤ Letterman Jackets

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

letterman jacket from the vendor selected by Holmes County High School. Ordering will take place at specified times.

## ➤ Lockers and Locker Inspection

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

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

**DO NOT LEAVE MONEY IN POCKETS OR PURSES LEFT UNATTENDED**

## ➤ Lunch

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

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

Holmes County School District is participating in the Community Eligibility Program. Breakfast and lunch will be served each day at no charge for the 2022-23 school year. Students are encouraged to eat warm meals in the lunchroom daily. However, students may bring lunches to school from home, but will not be allowed to leave campus at lunchtime. Students shall be orderly and considerate of others while eating. Depending on availability, additional breakfasts and lunches may be purchased at a cost of \$0.90 for a breakfast and \$2.00 for a lunch. *No charges will be allowed.*

### **Cafeteria Rules:**

Students should walk quietly down the halls, be safety conscious, line up by going around by the trophy cases, “cutting through” by the cashier is not allowed, always be courteous, stay in line and do not crowd, shove, or cut. Keep talking or noise down to a quiet conversational level. Do not leave trash on the tables. You are to follow directions of the school/cafeteria staff. During lunch time, remain in the cafeteria or in the patio area. Use the restrooms in the student center during lunch.

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

## ➤ Medications

If a physician has ordered medication to be taken at school by your child, please follow these steps:

1. Obtain a medication consent form from the school health clinic or school office. The Physician that ordered the medication should complete, sign and date the form. The Parent/Guardian also needs to sign and date the consent form. (ONE CONSENT FORM NEEDED FOR EACH MEDICATION)
2. All medication containers must be labeled by a pharmacist or physician. It must be a current container. **FIELD TRIP MEDICATION:** If you choose for your child to take his/her medication when participating on a field trip, you must bring a single dose of medication in a separate container labeled by a pharmacist. It must be a current label. Please bring this in to the school health clinic at least 3 days before a scheduled field trip. (If your child keeps an inhaler or EpiPen on self or has one kept in the health clinic, an additional inhaler or EpiPen will not be required).

**ALL MEDICATIONS TAKEN AT SCHOOL (INCLUDING OVER THE COUNTER MEDICATIONS) OR ON A FIELD TRIP MUST HAVE A PHYSICIAN'S ORDER.**

3. **Parent/Guardian to bring the labeled medication container along with the consent form to the health clinic.** Parent/Guardian will count the medication with the RN, HST, or trained Para-professional, and sign in agreement of amount of medication brought.

- ❖ MEDICATIONS THAT CAN BE GIVEN AT HOME WILL NOT BE GIVEN AT SCHOOL
- ❖ MEDICATIONS WILL NOT BE GIVEN AT SCHOOL OR ON A FIELD TRIP UNLESS THE ABOVE PROCEDURE IS FOLLOWED.

- ❖ OUR POLICY IS THE SAME FOR OVER-THE-COUNTER AND PRESCRIPTION MEDICATIONS.

- ❖ **STUDENTS MAY NOT BRING MEDICATION TO SCHOOL.**

- ❖ A 30 DAY SUPPLY (6 SCHOOL WEEKS), OF MEDICATION MAY BE KEPT IN THE HEALTH CLINIC.

- ❖ ALL MEDICATIONS TAKEN AT SCHOOL OR ON A FIELD TRIP MUST HAVE A PHYSICIAN'S ORDER.

- ❖ PLEASE NOTE THIS INCLUDES TYLENOL, COUGH DROPS, ETC.

***PLEASE NOTE THAT IT IS THE PARENT(S)/GUARDIAN(S) RESPONSIBILITY TO ENSURE THAT THE MEDICATION ORDER IS RENEWED EACH SCHOOL YEAR AND/OR AS SPECIFIED BY THE PHYSICIAN AND THAT THE MEDICATION BOTTLE IS CURRENT AND LABELED BY THE PHARMACIST. If you have any questions or concerns, please call your school health clinic.***

## ➤ Schedule Changes

Schedules will only be changed by the guidance office, after consultation with the student and the student's parents or guardians. Wanting to be in a class with another student, wanting different lunch time, wanting to have a different teacher are not acceptable reasons for requesting a schedule change.

Any error in the student's schedule should be reported to the guidance office during the first week of school. **The last day the guidance office will accept a schedule change request is one week (5 days) after classes begin, unless deemed necessary by Administration.**

## ➤ Student Job Description and Code of Conduct

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

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

### **Holmes County High School** ***“Blue Devil Pride”***

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

#### **HAVE RESPECT**

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

#### **COME PREPARED**

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

#### **HAVE SELF-CONTROL**

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

#### **SHOW RESPONSIBILITY**

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

## ➤ Student Sign In/Out Procedures

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

### **PHONE CALLS WILL NOT BE ACCEPTED!!!**

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

## ➤ Textbooks

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

## ➤ Thefts or Losses

The school is not responsible for the theft of items that are brought to school in violation of the Holmes District Code of Student Conduct. This includes phones that are not located in a secure location as defined by the Code of Conduct.

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

## ➤ Vehicles & Parking Rules

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

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

1. All vehicles driven to school by students must be registered in the office by a student with a valid Florida driver's license. Upon registration, parking permits will be issued.
2. Parking permits can be purchased for \$5.00.
3. Failure to properly register a vehicle will result in forfeiture of the right to drive to school and park on school property.
4. All city, state, and HCHS traffic regulations and rule governing the use of motor vehicles must be complied with on campus through all hours of the day and night. Drivers are expected to follow the rules of safe driving and common courtesy. Reckless operation of a vehicle will result in disciplinary action which could include permanent loss of driving privileges.
5. The speed limit on campus is **5** mph; this includes both parking lots and the bus loop.
6. HCHS does not assume any responsibility for the care and/or protection of any vehicle or its contents during the time the vehicle is parked or operated on its campus.
7. Pedestrians have the right-of-way at all times.
8. Violations of school parking regulations include:
  - Parking in faculty lots, handicapped spaces, visitor parking, undesignated areas.
  - Not parking within the lines of marked parking spaces.
  - Failure to display parking permits properly.
  - False registration of vehicle or failure to register vehicle.
  - Driving recklessly or speeding. No spinning of wheels will be allowed.
  - Failure to heed the instructions, either written or verbal, given by HCHS officials or staff.
9. Students are to remove any items (including PE clothing) needed for the school day from the vehicle upon arrival.
10. Students who are brought to school should be dropped off and picked up in the drop off loop.
11. The gravel parking lot below the baseball field is the only parking lot for all students.
12. No recreational vehicles allowed on campus without principal permission.
13. No student vehicle may be moved during school hours.
14. Driving a vehicle to Holmes County High School is a privilege. This privilege may be suspended when the student does not follow safe and responsible behavior in vehicle operation.

## ➤ Visitors

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

## HCHS Senior Awards/Graduation Ceremonies

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

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

# 2022 - 2023 HCHS Bell Schedule

## Monday-Friday

Periods 1, 2, 3, 4, 5, 6, 7

7:30	7:49	Students Arrive
7:49	7:53	Lockers
7:53	8:44	1 - First Period
8:44	8:48	Change Classes
8:48	9:38	2 - Second Period
9:38	9:42	Change Classes
9:42	10:32	3 - Third Period
10:32	10:36	Change Classes
10:36	11:26	4 - Fourth Period
11:26	11:56	First Lunch
11:56	12:00	Change Classes
12:00	12:50	5 - Fifth Period
12:50	12:54	Change Classes
12:54	1:44	6 - Sixth Period
1:44	1:48	Change Classes
1:48	2:38	7 - Seventh Period
2:38	3:00	End of Day

11:26	11:30	Change Classes
11:30	12:20	5 - Fifth Period
12:20	12:50	Second Lunch

## Special Event Schedule

7:30	7:49	Students Arrive
7:49	7:53	Lockers
7:53	8:32	1 - First Period
8:32	8:36	Change Classes
8:36	9:15	2 - Second Period
9:15	9:19	Change Classes
9:19	9:58	3 - Third Period
9:58	10:02	Change Classes
10:02	10:41	4 - Fourth Period
10:41	11:11	First Lunch
11:11	11:15	Change Classes
11:15	11:54	5 - Fifth Period
11:54	11:58	Change Classes
11:58	12:37	6 - Sixth Period
12:37	12:41	Change Classes
12:41	1:20	7 - Seventh Period
1:20	2:38	Special Event
2:38	3:00	End of Day

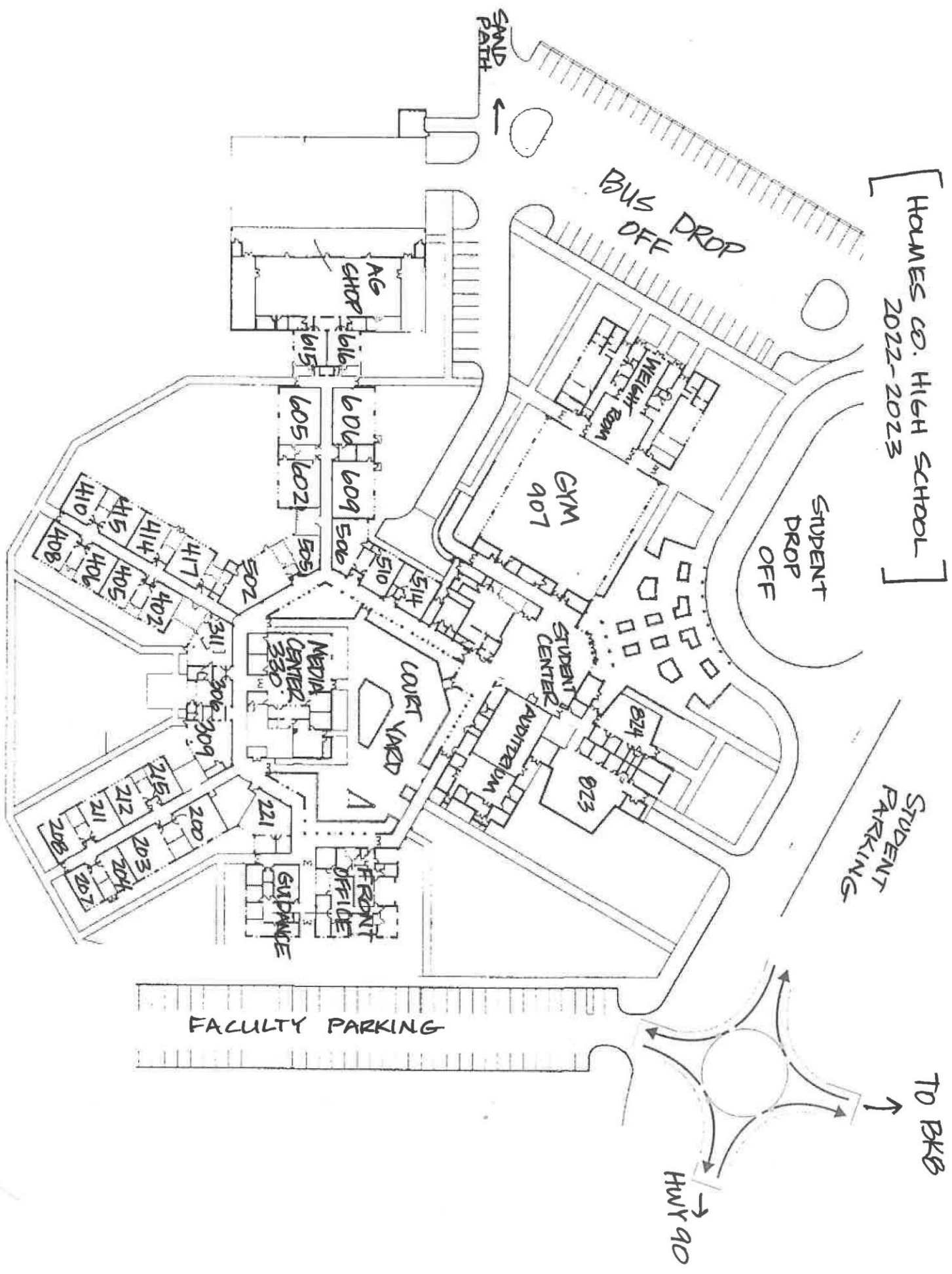
10:41	10:45	Change Classes
10:45	11:24	5 - Fifth Period
11:24	11:54	Second Lunch



## Early Release

7:30	7:49	Students Arrive
7:49	7:53	Lockers
7:53	8:25	1 - First Period
8:25	8:29	Change Classes
8:29	9:01	2 - Second Period
9:01	9:05	Change Classes
9:05	9:37	3 - Third Period
9:37	9:41	Change Classes
9:41	10:13	4 - Fourth Period
10:13	10:17	Change Classes
10:17	10:49	5 - Fifth Period
10:49	10:53	Change Classes
10:53	11:25	6 - Sixth Period
11:25	11:29	Change Classes
11:29	12:00	7 - Seventh Period
12:00	12:30	Lunch
12:30	12:30	Students Dismissed

[ HOMES CO. HIGH SCHOOL ]  
2022-2023



**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, a student at Holmes County High School  
(Student Name)

and my parent/guardian do hereby acknowledge that we have received and read the **HCHS Student Handbook** for the 2022 – 2023 school year.

(Signed) \_\_\_\_\_  
(Student)

(Signed) \_\_\_\_\_  
(Parent/Guardian)

Date: \_\_\_\_\_

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