

2023-2024 SSHS Student Handbook

Sumter County Schools Vision

Preparing the Next Generation Today

Sumter County Schools Mission Statement

The Sumter School District is committed to providing a rigorous and relevant standards-based education in a safe environment. Through a partnership of students, parents, staff and community, students are given the opportunity to reach their full potential as lifelong learners and contributing members of society.

SSHS Vision Statement

At South Sumter High School, we adhere to the belief that all students can learn. Working as a team, our purpose is to provide a comprehensive educational program that assists all students in acquiring the critical skills for lifelong learning and success.

SSHS Mission Statement

South Sumter High School, in partnership with its stakeholders, is committed to providing a systemic, comprehensive educational program to educate, enhance, encourage, and empower all students to achieve their personal, social, educational, and career/life goals. It is a program developed according to professional standards and appropriate models of best practices in the field of education. Learning environments will be physically and psychologically healthy and safe, managed by professionally trained and certified staff. With a commitment to individual uniqueness and maximum development of human potential, the ultimate goal of the program is for students to graduate with the competencies necessary to make self-directed, realistic, and responsible decisions and to become productive workers, lifelong learners and successful contributors to society.

ADMINISTRATIVE STAFF

Allen Shirley | Principal
LaTonya Miller | Assistant Principal
Ricaldo Velazquez | Assistant Principal
Donna Cook | Assistant Principal
Brandie Parks | Assistant Principal

COUNSELING STAFF

Jonathan Borum | School Counselor
Kassy Epperson | School Counselor
Stephanie Moffitt | School Counselor
Kimberly Beserock | ESE Staffing Specialist
Kymber Brown | Data Clerk
Ashley Vera | Guidance Clerk

SUPPORT STAFF

Keith Hileman | Athletic Director
Kelly Lawrence | Testing Coordinator
Amy Fussell | Media & Textbook Specialist
Jacob Holloway | School Resource Deputy
Casey Martin | Plant Manager
Evelyn Hampton | Food Service Manager
Shannon Wilkinson | CNA Clinic Aide

OFFICE STAFF

Shannon Woodard | Confidential Secretary
Stacie Boone | Back Office Clerk
Brittnee Furlong | Front Office Clerk
Kayla Ackerman | Attendance

Grading

A minimum of one grade shall be recorded in each course's gradebook per week.

GRADING SYSTEM

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

COMPUTING GRADES

There are two (2) categories of grades used to compute class averages. Grades that are primarily based on the student's practice of academic skills and grades that measure the students' academic achievement. The practice category will include all classwork and homework assignments, notebook checks, bell work, etc. The performance category will indicate mastery of content in a course and include all projects, papers, presentation labs, quizzes, tests and exams. Depending on the classification of the class the categories will be weighted accordingly.

Class	Practice	Performance
General	40%	60%
Honors	30%	70%
AICE/General Paper	30%	70%
AP	20%	80%

Semester Exams

Every course has a semester exam. All semester exams must be taken during the assigned exam time. Students may not take semester exams early. If an exam must be missed, the exam must be made up after the assigned time, special permission may be given in rare circumstances by administration. All students are expected to take semester exams. However, some students may be exempt from taking a course's semester exam.

To be exempt from a semester exam the student must:

1. Meet required score on standardized test
-AND-
2. Not be in violation of the attendance policy
 - 9 or fewer total absences in the class for the semester-AND-
3. Earn a class grade average for the semester of 75% or better
-AND-
4. Have no more than three (3) missing assignments

If a student does not meet all of the above criteria he/she is not exempted from taking the semester exam(s) and must do so during the scheduled exam period. Students who do not take the semester exam will receive a zero (0).

Student Attendance

Regular school attendance is necessary to be successful at school. Students are expected to attend school regularly. Parents are responsible for ensuring that their children attend school.

Federal and local law mandate compulsory attendance for students of ages 6-16. Parents have the right to allow students at the age of 16 to drop out if they complete a *DECLARATION OF INTENT TO TERMINATE SCHOOL FORM* and an *EXIT SURVEY* with the school counselor. However, this is highly discouraged due to the negative impact on future earning potential. Students will be marked present or absent dependent of attending majority of the school days and class periods.

Unexcused Absences

Unexcused absences are absences which are not accounted for and the reason for non-attendance is unknown. All student absences are marked unexcused until an acceptable and approved excuse has been provided by the parent or guardian indicating the reason for the student's absence. A written note is required within three (3) days from the student's return to school or the absence will remain unexcused.

As a student accumulates unexcused absences through a semester the following actions and consequences will occur:

NUMBER OF UNEXCUSED ABSENCES	ACTIONS/CONSEQUENCES
3 Unexcused Absences	<ul style="list-style-type: none">• Parent Contact• Student will be referred to a school administrator and/or designee
5 Unexcused Absences	<ul style="list-style-type: none">• Parent Contact• Student will be referred to a school administrator• Child Study Team (CST) Meeting• YFA Notification• Long Form and 3 days Lunch Detention
7 Unexcused Absences	<ul style="list-style-type: none">• Parent Contact• Student will be referred to administration• School Resource Deputy Notification• Long Form and 5 days Lunch Detention
9 Unexcused Absences	<ul style="list-style-type: none">• Parent Contact• Student will be referred to administration• Long Form and 1 days In School Suspension
10 Unexcused Absences	<ul style="list-style-type: none">• Student will be recommended for Alternative School Placement

The Child Study Team (CST) is a group of school staff (administration, counselor, teacher, paraprofessional, school resource deputy, YFA counselor) who provide consultative, evaluative and prescriptive services to students and parents who are experiencing difficulties attending school regularly.

Youth and Family Alternatives (YFA) is a private not-for-profit agency who work with families, communities and the state of Florida to establish, maintain and enhance a nurturing and safe environment for children. South Sumter High School and Sumter County School District utilize YFA as a resource for students and families.

Tardies & Tardy Hall

At the start of each class all students not in the classroom will be tardy. To prevent disruption, tardy students should not be permitted into the classroom. In most cases tardy students should not attempt to enter the classroom and report directly to Tardy Hall. At the start of class, the teacher will close the classroom door and not allow TARDY students to enter the classroom.

Tardy students should report immediately to the AC room for Tardy Hall. Tardy Hall is an alternative classroom setting for the period the student is tardy. Admin will sweep campus and ensure all tardy students report directly to Tardy Hall.

A student late to class will only be permitted to stay in class and not go to Tardy Hall if the student has a legitimate pass signed by a teacher or office staff.

Students who are excusably tardy will be marked present by the teacher. Students who are not present in class at the start of the period will be marked absent. When students arrive to Tardy Hall office staff will change the absent status to tardy for the period, and unexcused tardies will be treated as an unexcused absence for the class period.

Students late to school will be handled in the same manner. A student who is late to school without an excusable reason during any period will report directly to Tardy Hall, not to disrupt the current period's classroom. Office staff will dictate to students either to report to their regular period class or to Tardy Hall based on whether it is excused or unexcused. A student who is excusably late to school may go to their current period classroom with a WHITE office pass/printout. A student who is unexcusably late to school must report directly to Tardy Hall with a BLUE Late to School Pass.

Teachers will only mark students tardy when a student enters their class late with an excuse. This tardy is an excused tardy. Unexcused tardies are marked when the student enters Tardy Hall. **Unexcused tardies will be treated as an unexcused absence for that class period.**

Total unexcused tardies will be monitored by office staff and students will have consequences accordingly. Consequences will be per semester.

UNEXCUSED TARDIES - CONSEQUENCES

4 TH Unexcused Tardy	Warning	Parent Contact & Short Form
5 TH Unexcused Tardy	3 Days of Lunch Detention	Parent Contact & Long Form
6 TH Unexcused Tardy	5 Days of Lunch Detention	Parent Contact & Long Form
7 TH Unexcused Tardy	1 Day of In-School Suspension/AC	Parent Contact & Long Form
8 TH Unexcused Tardy	2 Days of In-School Suspension/AC	Parent Contact & Suspension of Parking Pass
9 TH Unexcused Tardy	3 Days of In-School Suspension/AC	Parent Contact & Long Form
10 TH Unexcused Tardy	Out of School Suspension	Parent Contact & Long Form

ADDITIONAL TARDIES WILL RESULT IN INCREASINGLY SEVERE CONSEQUENCES (MORE DAYS OF IN-SCHOOL SUSPENSION, OUT OF SCHOOL SUSPENSION, ETC.)

Tardy Hall

Tardy Hall is an alternative setting for the classroom when a student would be tardy to class without an excusable reason to prevent disruption to the classroom, teacher and students.

Resources for students in Tardy Hall include:

- Textbooks
- Student computer
- Progress Learning
- Khan Academy
- CommonLit
- Additional academic materials, as needed

Students in Tardy Hall will receive an unexcused absence for that class period.

Students who do not report to Tardy Hall will receive a discipline referral for *Skipping*.

Returning to School after an Absence

Following an absence, a student has three (3) days upon their return to school to turn in a note to excuse their absence. This excuse note, letter or form must be from a parent, physician or court of law. Students must turn this documentation into the front office or send via email to the attendance contact at the front desk or back office and failure to do so within three (3) school days will result in an automatic unexcused absence(s).

Parents may write a note to excuse a student's absence for the first nine (9) occurrences in a semester. On a student's 10th absence and thereafter within a semester, a physician's note is required to excuse the absence. (cont'd next page)

Preapproval criteria for determining an excused absence shall include the following: absence for religious instruction or a religious holiday, absence due to sickness, injury, or other insurmountable condition, absence due to participation in an academic class or program that is not sponsored by the school, or absences for which prior approval has been given by the school principal or designee.

Absentee Note

Parents/Guardians should include the information below for a student's absence to be excused. If all of the following is not included on a parent note the absence may not be excused.

- First & Last Name of the Student
- Grade
- Date & Period(s) Absent
- Reason of Absence
- Parent Name & Signature
- Date
- Contact Phone Number

Parents may be called by the office staff to verify the validity of a note. Absentee notes should be submitted to the attendance contact in the back office or in the Absentee notes bin in the front office.

Pre-Approved Absence

Students may request to have a planned future absence excused in advanced. Pre-Approved/Student Vacation/Leave Forms are available in the front office. Students must complete the form, have it signed by parent/guardian, make arrangements with all their teachers and submit the form no greater than one (1) week from the first day of absence. Absences for which the school principal or designee has given prior approval will be excused. Pre-approved absences will count towards total excused absences including parent written notes.

Make-Up Work

Missed class assignments and homework can be made up for all absences. However, it is the student's responsibility to request make-up work. A student will have three (3) days to make up classwork and homework. A student with an unexcused absence (including suspensions) will be allowed a maximum of 59% credit for makeup work.

Excessive Absences

Excessive absences is defined as ten (10) or more total absences in a semester.

Any student who has missed ten (10) or more excused absences, ten (10) or more unexcused absences, or a combination of ten or more excused and unexcused absences in a semester in any class may not receive credit for the class unless he/she:

- takes and scores seventy-five (75) percent or better on the course's semester examination -AND-
- earns a passing average in the course for the semester after application of the school grading policy which determines the computation of nine weeks and semester examination grades to yield a semester average.

An exam will be given at the end of each grading period. Excessive absences will be dealt with in the following manner:

- The school administrator may waive the semester examination requirement for students with ten or more excused absences, a combination of ten or more excused or unexcused, but not ten unexcused absences, if good and sufficient reasons warrant waiver. The following criteria must be met:
 - must have a passing average in class
 - does not have more than nine (9) unexcused absences
 - completes and submits an attendance appeal form

Late-to-School Check-Ins & Early Check-Outs

Parents may write a note to excuse up to 3 tardies, early checkouts, or any combination of the two per semester. Any tardies and/or checkouts beyond that will require a doctor's note to be excused. All other tardies and checkouts will be considered unexcused. Unexcused checkouts will be treated as an unexcused absence for class periods missed.

LATE-TO-SCHOOL CHECK-IN PROCEDURES

Students must always sign-in through the front office when arriving late to school. Failure to do so will result in a discipline referral.

- Students driving must park in the North Student Parking Lot, the stadium parking lot gate will be closed.
- Students must report to the front office and sign-in.
- After signing-in, students will receive an electronic pass with documented reason for tardiness.
- Students with an excused late-to-school check-in will receive a slip SIGNED by the front office clerk. Examples include:
 - Parent brings the student to school, and signs him/her in through the office.
 - Doctor's appointment and has a doctor's note.
 - Court and has court papers.
 - When a school administrator talks to a parent by phone; valid reason.
 - School administrator feels the student has a valid reason for being late.
- Students with an unexcused late-to-school check-in will receive a BLUE slip and be sent directly to Tardy Hall. Students who receive a blue slip must not disrupt their scheduled class. Failure to go directly to Tardy Hall will result in a discipline referral.
- Students who check-in late due to Dual Enrollment Courses off-campus must sign in through the front office and report directly to the Media Center. Students must remain in the Media Center until the start of Raider Time.

EARLY CHECK-OUT PROCEDURES

Students must always sign out through the front office when leaving early from school. This includes Co-Op students and Dual Enrollment students. Once a student arrives on campus (by

bus, car, or walking), he/she is not allowed to leave campus without signing-out through the front office. Failure to do so will result in a discipline referral.

To sign out a student must have one of the following:

- A check out note submitted prior to first period. The note must include student name, date, time of check out, reason for check out, parent signature, and parent phone number. Notes will be verified by phone.
- A person on their emergency contact list may come to school to check a student out.
- Anyone checking out a student must present a picture ID and be on the student's Emergency Contact Form.
- Students may be checked out by phone if they are sick or it is an emergency.
- A student must be present a minimum of half the period or will be counted as absent.
- Students returning the same day from a check-out must have a parent present or a Doctor's note to be allowed back on campus.
- STUDENTS ARE ONLY PERMITTED TO GO TO THEIR VEHICLE DURING THE SCHOOL DAY FOR EMERGENCIES AND WITH PERMISSION FROM ADMINISTRATION OR SCHOOL DEPUTY.
- STUDENTS WHO ARRIVE ON CAMPUS BETWEEN 8:15AM-8:40AM MUST REPORT TO THE CAFETERIA. STUDENTS ARE NOT PERMITTED ON CAMPUS PRIOR TO 8:15am.

EXCESSIVE CHECKOUT - CONSEQUENCES

4 TH Early Checkout	Warning	Parent Contact & Short Form
5 TH Early Checkout	3 Days of Lunch Detention	Parent Contact & Long Form
6 TH Early Checkout	5 Days of Lunch Detention	Parent Contact & Long Form
7 TH Early Checkout	1 Day of In-School Suspension/AC	Parent Contact & Long Form
8 TH Early Checkout	2 Days of In-School Suspension/AC	Parent Contact & Long Form Suspension of Parking Pass
9 TH Early Checkout	3 Days of In-School Suspension/AC	Parent Contact & Long Form
10 TH Early Checkout	Out of School Suspension	Parent Contact & Long Form

ADDITIONAL EARLY CHECKOUTS WILL RESULT IN INCREASINGLY SEVERE CONSEQUENCES (MORE DAYS OF IN-SCHOOL SUSPENSION, OUT OF SCHOOL SUSPENSION, ETC.)

Driver's License & Attendance

Students ages 14-17 years old must attend school to hold or be eligible to receive a valid driver's license. Students who accumulate 15 or more unexcused absences during a 90 day period will have their driver's license suspended or not be eligible to receive a driving permit or license.

Students must prove regular school attendance to be in compliance with the law and pay a reinstatement fee to have a driving license reinstated. After paying a specified fee, students may only apply once to have their driver's license reinstated. Students who choose to drop-out cannot receive a driving license until age 18.

Semester Exams, Attendance & Appeals

Students who miss more than ten (10) total periods in any class during a semester must take the semester exam regardless of any other reason to be exempt. When students are obligated to take the semester exam for violation of the attendance policy he/she must earn a 75% or risk not earning credit for the course.

Students who do not earn a 75% or better on the semester exam and have a semester average for the course of 60 or better should complete an ATTENDANCE APPEAL FORM. It is the student's responsibility to obtain an appeal form from the back office and have it completed by the teacher, get all appropriate signatures, attach all appropriate documentation, and return to the back office. All incomplete appeal forms will be denied. Forms will be available during exam week.

If a student accumulates ten (10) or more unexcused absences in a semester, there is NO opportunity for an appeal and the student may be recommended for alternative placement.

Although school-wide conditions may call for some flexibility at the school level in setting the ending date for requests for administrative hearings, the request for a hearing should be filed with the school office three (3) days after the end of the first semester or by the end of post-planning for the second semester.

In the cases of students falling under the excessive absence policies, both excused and unexcused, the following grade calculation will be used:

- If the student meets the minimum testing requirement and he has a passing average, the school should record his actual semester numerical and letter grade average.
- If the student meets the minimum testing requirement, but does not have a passing semester average, the school should record their actual semester numerical and letter grade average.
- If the student does not meet the minimum score requirement on the semester examination and has a failing average, the school should record the actual semester average.
- If the student does not meet the minimum score requirement on the semester examination but has a passing average for the semester, the school should record a 59 as the semester numerical average and an F as the letter average.

Non-Discrimination Statement

Revised 01/2023

Sumter County Schools Non-Discrimination Statement

Sumter County Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, pregnancy, or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Debbie Moffitt

Assistant Superintendent

Phone Number: 352-793-2315 X 50260

Helen Christian

Senior Director, Curriculum and Instructional Services

Title IX Coordinator

Phone Number: 352-793-2315 X 50204

Dana Williams

Senior Director of Human Resources, Civil Rights Protection

Phone Number: 352-793-2315 X 50251

Jennifer Wyatt

504 Coordinator

Phone Number: 352-793-2315 X 51210

Located at: The Sumter County School Board 2680 W CR 476 Bushnell, FL 33513

Student Accountability & Discipline

Teacher accountability, test scores, school violence, disrespect to staff, and school grades are in the news every day. Students, teachers, administrators, and parents should all share the responsibility for school accountability. For this reason South Sumter High has implemented the Student Accountability Policy.

Students must do their work and follow the rules if they wish to attend South Sumter High School. If students fail to do this, teachers should:

1. Have a documented student conference; let the student know there is a problem, what needs to be done to correct it, and what will happen if it is not corrected.
2. Make contact with the parent (in-person conference and/or telephone call; documented with a short form). Parents will be notified from the teacher that their assistance is requested to correct the issue and/or concern.
3. Submit a discipline referral if the first two steps do not resolve the issue.

Repeated Level I infractions will become Level II infractions and repeated Level II infractions will become Level III infractions. When a student accumulates three (3) discipline referrals in a semester or five (5) discipline referrals in a school year the student will meet with the assistant principal and school counselor. When a student accumulates three (3) Level III referrals in the semester or five (5) level III referrals during the school year, students will be suspended out-of-school until the school district office conducts a review for alternative placement.

This program is not designed for students that normally do their work and follow the rules. It is designed to give teachers an option to deal with students that are habitual in not adhering to school wide expectations and following the rules. Our goal is for teachers to continue to motivate students, practice good classroom management skills, and use this program as a last resort. We feel this program will give teachers an important tool in maintaining control of their classrooms, increase student achievement, and maintain a safe environment. Students should enjoy coming to school to learn and teachers should enjoy coming to school to teach.

In-School Suspension (ISS)/Alternative Classroom (AC)

The purpose of the in-school suspension program at South Sumter High School is to improve the classroom environment and reduce the number of out-of-school suspensions. Teachers will refer students to this program using a discipline referral.

A staff member will be in charge of monitoring students that have been removed from the classroom to an alternative classroom where students are expected to follow strict rules and not have contact with fellow students during the school day.

The following are guidelines of the in-school suspension program:

- Students will be assigned only by the principal or assistant principal.
- Students will eat lunch at an alternate scheduled lunch time.
- Students will go to the restroom during designated restroom breaks.
- Students will follow the in-school suspension expectations they receive upon entrance of the alternative classroom.

Out-of-School Suspension (OSS)

Students will be assigned out-of-school suspension from the principal or assistant principal.

Absences from school during a suspension are unexcused. Students may make up their work during a suspension and earn up to 59% credit.

Students are not allowed to enter any school campus or participate in any extra-curricular activities during the out-of-school suspension period. This includes going to games, dances, club activities, or any other events that are sponsored/hosted by or at South Sumter High School or any other Sumter County School.

Students are not allowed to come on campus after school to pick-up another student(s). If a student on out-of-school suspension enters any Sumter County School campus during the suspension, he/she may be arrested for trespassing.

FLORIDA STATE STATUTE

810.097. Trespass upon the grounds of a school facility. Any student currently under suspension or expulsion and enter or remains upon the campus or any other school facility owned by any such school commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the second degree.

School Expectations & Discipline Policy

South Sumter High School Raider Expectations are:

- Responsible
- Respectful
- Prepared
- On time

The goal of discipline is twofold: to provide a safe and healthy atmosphere for all and to develop student growth in a positive direction. We have therefore developed a code that is progressive in nature, follows legal due process, and allows for student growth in making appropriate behavior choices. These guidelines apply not only on South Sumter High School's campus but on all school district property and at all school events.

Student Dress Policy

Students dress and attire must not present health or safety problems or disrupt the school environment. South Sumter High School promotes students to practice dressing appropriately for professional environments. SSHS requests that students use good taste and common sense when dressing for school and parent(s) assist the school in monitoring the clothes that their children wear to school.

It is impossible to have a dress code that covers every type of clothing situation. Teachers and staff will check and monitor student's dress/attire at the beginning and throughout the school day.

The principal/designee shall be the final judge as to whether or not clothing and hair styles are disruptive and distracting to the learning environment or in violation of health and safety rules.

The following specific guidelines must be followed to be within the limits of the Dress Code Policy:

- Shorts can be no higher than the length of a dollar from the front and back of the knee.
- Skirts and dresses can be no higher than the width of a dollar bill from the front and back of the bend of knee. The solid lining of the skirt or dress will be measured.
- Bandanas of any kind/color are not permitted.
- Fish hooks are not permitted on hats.
- Tank-tops are not permitted (males and females both).
 - Sleeveless shirts are allowed if, they are not cut low enough to show the breast area or the underarm area. The shirt's shoulder area must be at least width of a dollar bill.
- Shirts which shows the midriff (bare stomach or waist line) are not permitted.
- Trench coats are not permitted.
- Pants which are worn below the waistline are not permitted.
- Visible underwear is not permitted.
 - This includes but is not limited to pants that sit below the waistband of the underwear, racer back shirts, shirts with cutouts, etc.
- Pants or shorts with holes, rips, tears, or shreds that reveal skin in locations higher than 6 inches from the knee are not permitted.
- Clothing with alcohol, tobacco, drug, sexual overtones, violent logos, or culturally insensitive (i.e., rebel flags) are not permitted.
- Clothing that is see-through or mesh are not permitted.

- Shirts that are strapless and/or backless are not permitted.

NUMBER OF OFFENSES	ACTIONS/CONSEQUENCES
1 ST & 2 ND Offenses	<ul style="list-style-type: none"> • Warning • Parent Notification • Dress Code Form • Opportunity to change or attend In-School Suspension/AC for the remainder of the day
3 RD Offense	<ul style="list-style-type: none"> • Parent Notification • Dress Code Form • Opportunity to change or attend In-School Suspension/AC for the remainder of the day • 2 days Lunch Detention
4 TH Offense	<ul style="list-style-type: none"> • Parent Notification • Dress Code Form • Opportunity to change or attend In-School Suspension/AC for the remainder of the day • 5 days Lunch Detention
5 TH Offense	<ul style="list-style-type: none"> • Parent Notification • Dress Code Form • Opportunity to change or attend In-School Suspension/AC for the remainder of the day • 5 days Lunch Detention and 1 day In-School Suspension/AC
6 TH Offense & All Thereafter	<ul style="list-style-type: none"> • 1 Day Out-of-School Suspension

ID Badge Policy

The Sumter School District & South Sumter High School uses a school-wide Identification (ID) badge system for students and staff. The IDs are important for the safety and security of the school by allowing quick identification of those on our campus. South Sumter High School desires to provide a safe and orderly environment to foster student learning.

Efficiency is an added feature of the ID system. Student ID badges provides an effective process with many student services areas, including the media center, food services and bus transportation.

In addition to safety and organization, the student IDs will help South Sumter High School students prepare for the world after high school, where real-world identification is often required. For identification and security, identification badges are required in government and military facilities, colleges and universities and in most work-places. We believe that our school campus should reflect the same expectations.

POLICIES & PROCEDURES

1. Each student will be issued an ID card with a lanyard.
2. Students must wear their photo ID badge at all times while on-campus.
3. The IDs may not be changed or altered in any way.
4. The first ID and one (1) replacement are free. Since IDs are required, the cost of additional replacement IDs is \$3. IDs may be obtained at the Front Office.
5. Students are to adhere to the following guidelines, procedures, and consequences:
 - Damaged or defaced ID cards will be confiscated and must be replaced at the student's expense.
 - Students are responsible for their ID cards. A student who has lost his/her identification card should apply for a replacement in the Front Office.
 - ID badges shall not be duplicated.
 - Any student with unauthorized possession of an ID card not belonging to him or her will be subject to disciplinary action.
 - A student must surrender his or her ID card to any staff member upon the staff member's request.
 - Anyone without an ID badge may be stopped and questioned as to their purpose.
 - You may not check out a library book if you do not have your ID.
 - Students withdrawing from school must return the ID badge in order to complete the withdraw process.

NUMBER OF OFFENSES	ACTIONS/CONSEQUENCES
1 ST Offense	<ul style="list-style-type: none">• Warning• Free Replacement
2 ND & 3 RD Offenses	<ul style="list-style-type: none">• Warning• Replacement Cost of \$3
4 TH Offense	<ul style="list-style-type: none">• 3 days Lunch Detention• Replacement Cost of \$3
5 TH Offense	<ul style="list-style-type: none">• 5 days Lunch Detention• Replacement Cost of \$3
6 TH Offense & All Thereafter	<ul style="list-style-type: none">• 1 Day of In-School Suspension/AC• Replacement Cost of \$3

Failure to do Work

Students at South Sumter High School are expected to complete all of their classwork and homework assignments. If students fail to do this, teachers should:

1. Have a documented student conference; let the student know there is a problem, what needs to be done to correct it, and what will happen if it is not corrected.
2. Make contact with the parent (in-person conference and/or telephone call; documented with a short form). Parents will be notified from the teacher that their assistance is requested to correct the issue and/or concern.
3. Submit a discipline referral if the first two steps do not resolve the issue.

This program is not designed for students that normally do their work and follow the rules. It is designed to give teachers an option to deal with students that are habitual in not adhering to school wide expectations and following the rules. Our goal is for teachers to continue to motivate students, practice good classroom management skills, and use this program as a last resort. We feel this program will give teachers an important tool in maintaining control of their classrooms, increase student achievement, and maintain a safe environment. Students should enjoy coming to school to learn and teachers should enjoy coming to school to teach.

NUMBER OF OFFENSES	ACTIONS/CONSEQUENCES
1 ST Offense	<ul style="list-style-type: none">• Warning - Teacher Conference with Student
2 ND Offense	<ul style="list-style-type: none">• Short Form - Teacher Conference with Student and Parent Contact
3 RD Offense	<ul style="list-style-type: none">• Long Form & 2 days Lunch Detention
4 TH Offense	<ul style="list-style-type: none">• Long Form & 5 days Lunch Detention
5 TH Offense	<ul style="list-style-type: none">• Long Form & 1 day of ISS
6 TH Offense	<ul style="list-style-type: none">• Long Form & 3 days of ISS

Student Computer & Internet Policy

All students are responsible for their actions and activities involving Sumter District Schools' computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the district's devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. These rules apply to all school-issued electronic devices wherever used and all uses of school servers, Internet access and networks regardless of how they are accessed.

Acceptable use includes:

1. The Sumter District Schools' computers, network and internet services are provided for educational purposes and research consistent with the school's education mission and goals.
2. Students must comply with all policies, school rules and expectations concerning student conduct and communications when using school-issued computers and school platforms (Microsoft Outlook, TEAMS, OneNote).

Unacceptable uses of school-issued electronic devices, school servers, Internet access and networks include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexual in nature, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Students may not use the school-issued computers, network and Internet services for any illegal activity or in violation of any policy/procedure or school rules. South Sumter High School and Sumter District Schools assume no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music, films, games, etc.) without the owner's permission. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties.
4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
5. Use for Non-School-Related Purposes - Using Sumter District Schools' computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

Violation of the any of the above will result in a discipline referral for Technology Misuse or Serious Technology Misuse.

Harassment, Intimidation, Bullying & Hazing

South Sumter High School is a place where all students are safe to learn without threat of violence or concern for safety. South Sumter High School and the Sumter County School Board does not tolerate any form of bullying, harassment, and/or hazing between students, faculty, or staff.

All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use of technology, or the conditions that might invite or encourage violence MUST be reported to an adult. This may also include, but not be limited to, teasing, name calling, intimidation, or spreading of rumors. Informational link on the district website is <http://www.stopbullying.gov/>.

Students may anonymously use the Help Box located in the front office lobby.

Notify a school administrator or the school resource deputy should you believe bullying is occurring.

The Sumter County School Board will not tolerate hazing, Hazing means any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes of intention or admission into or affiliation with any school sanctioned organization. It includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality or a physical nature, such as whipping, beating, branding, or exposure to the elements.

Pledge of Allegiance & Moment of Reflection

All students shall recite the Pledge of Allegiance to the flag of the United States of America each school day. A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his or her heart when his or her parent(s), as defined by Florida Statutes, files written request each school year with the school principal.

A moment of quiet reflection will be held for one minute daily. This moment should be used for quiet reflection before beginning the activities of busy life at school.

The Pledge of Allegiance and Moment of Quiet Reflection will be reserved during the first period of the day. All students are expected to be respectful and mannered during this time.

Displays of Affection

Students must refrain from showing excessive gestures of affection. Long embraces and kissing are forbidden and will result in a discipline referral for PDA (public display of affection violation).

- DON'T LET YOUR PRIVATE ROMANCE BECOME A PUBLIC AFFAIR.

Disruption of School Function

Any student responsible for disrupting the function of the school which causes the school and staff to deviate from the normal operation of the school will face disciplinary action from the school and/or referral to law enforcement. This includes but is not limited to:

- False fire alarm
- Threat of mass violence
- False report of bomb/weapon
- Riot

Cell Phones & Electronic Devices

It is the strong recommendation of South Sumter High School that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. These devices can be disruptive to the learning environment, create discipline issues, and are all too frequently damaged, lost, or stolen. If students choose to bring cell phones and other electronic devices to school, they are subject to the following policy guidelines.

Use of Cell Phones & Electronic Devices at School:

1. Cell phones and other electronic devices must be silenced and **kept out of sight** during class time, unless otherwise directed by individual teachers in their classrooms. Parents are reminded that in cases of emergency, the main office is the appropriate point of contact to ensure that your child is reached quickly and assisted in an appropriate way.
2. Cell phones must not disrupt classroom lessons with ringtones, beeping, or vibrating.
3. Cell phones and other electronic devices may not be used in any manner that disrupts classroom lessons or other educational activities, such as assemblies.
4. Cell phones, cameras, or other devices should not be used to photograph or film others without their consent.

Earbud/Headphone Policy:

For safety reasons, students must only use ONE earbud/headphone any time they are on school campus. Failure to comply with the policy will result in a discipline referral.

Care for Electronic Devices:

1. Students who bring cell phones or other electronic devices to school are solely responsible for the safety and security of those devices.
2. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school.

Process for Violation of This Policy

Students who violate the rules for the use of cell phones and other electronic devices, set forth above, will face corrective action as described below:

NUMBER OF OFFENSES	ACTIONS/CONSEQUENCES
1 ST Offense	<ul style="list-style-type: none">• Device is confiscated• Warning & Parent Contact• Student receives device back from administration at the end of the school day
2 ND Offense	<ul style="list-style-type: none">• Device is confiscated• 1 Day of In-School Suspension/AC• Parent Contact• Parent must pick up the device from the school
3 RD Offense	<ul style="list-style-type: none">• Device is confiscated• 2 Days of In-School Suspension/AC• Parent Contact• Parent must pick up the device from the school• Student is notified that all future violations will result in out-of-school suspension and enter cell-phone/ electronic device contract.
4 TH Offense & All Thereafter	<ul style="list-style-type: none">• 1 Day Out-of-School Suspension

- **IF A STUDENT REFUSES TO GIVE A CELL PHONE OR ELECTRONIC DEVICE TO A STAFF MEMBER THE STUDENT WILL BE AUTOMATICALLY SUSPENDED FOR GROSS INSUBORDINATION, LEVEL III INFRACTION.**

Student Drivers & Parking

Students are expected to drive on school property in a safe, law-abiding, non-disruptive manner and display a South Sumter High School Parking Permit on any car parked in designated student parking lots. Students are only permitted to park on campus with a permit in their assigned location. Students are restricted from parking in faculty lots, fire zones, bus loading zones and emergency access areas. Bicycles, skateboards, and scooters are not to be ridden on campus unless on a roadway or parking lot.

NUMBER OF OFFENSES	ACTIONS/CONSEQUENCES
1 ST & 2 ND Offenses	<ul style="list-style-type: none">• Warning• Meeting with the School Resource Deputy
3 RD Offense	<ul style="list-style-type: none">• On-campus parking privileges revoked for one (1) week.
4 TH Offense	<ul style="list-style-type: none">• On-campus parking privileges revoked for one (1) month.
5 TH Offense & All Thereafter	<ul style="list-style-type: none">• On-campus parking privileges revoked for the remainder of the semester or as determined by administration.

Fighting & Altercations

The act of quarrelling involving physical and/or verbal altercations that may lead to violence, bodily contact, on a school campus or at school sponsored events will be subject to disciplinary action.

Weapons & Body Armor

Students shall not possess, display, handle, or transmit weapons, other dangerous devices or any item which reasonably appears to be such, including but not limited to guns, knives, clubs, metal knuckles, daggers, chemical inhalants, or any other potentially dangerous implements on school property or to school-sponsored events.

Students should not possess, display, handle, or wear body armor.

Any student who violates this rule will face disciplinary action from the school and/or referral to law enforcement. Students shall not possess, on their person or belongings, a knife of any kind to include basic pocket knives.

Respect & Behavior

Mutual respect among students, staff, and community is expected. Disrespect includes use of profanity and failure to obey reasonable requests by a staff member. Racist, sexist, derogatory, abusing, or hazing behaviors are not tolerated. It is the policy of South Sumter High School that all students shall be assured a school environment which is safe. When a student fails to comply with a teacher's corrective action, the student will receive a discipline referral and be removed from the classroom.

Student Spectator & Fan Behavior - Athletic Events

Students must adhere to school expectations during and after the school day. This includes athletic events, which may be on- or off-campus. Actions which are disrespectful to opposing players, coaches, or fans will not be tolerated. Students who do not comply with school expectations will be removed from events and possible privileges to attend future events will be revoked.

Student Life

South Sumter High School encourages all students to engage in all aspects of high school life. SSHS values student participation and engagement in the school culture.

Student Insurance

Student insurance is offered as a service to students and families. All students wishing to participate in any after school activity, club, or sport are required to carry insurance. It is recommended that all vocational and art students carry school insurance. All accidents must be reported to the teacher, coach, supervisor, school nurse, or secretary. School day insurance coverage is separate from extracurricular coverage.

Activity Cards

Students may purchase SSHS activity cards which include school day insurance (non-extracurricular), locker, and admission to all home regular season athletic events.

Extracurricular Eligibility

South Sumter High School encourages all students to join, participate, and be involved with extracurricular activities, clubs, and sports. SSHS offers a variety of opportunities to participate in after school activities.

Students participating in athletic sports, after-school clubs, and activities are expected to have appropriate insurance on file, have appropriate consent, a pre-participation physical exam documentation on file, maintain a 2.0 cumulative GPA, and attend school regularly. Student-athletes and student leaders at South Sumter High School should consider themselves role models at all times throughout the school year.

School Personnel will be responsible for supervising an event 30 minutes prior to an event, during an event, and 30 minutes following an event. Students are responsible for planning their own transportation.

ATHLETIC ELIGIBILITY

To try out, practice, or participate in athletics, students must have a physical examination, birth certificate, school insurance, and consent forms signed by his/her parent or guardian. Athletic eligibility is determined by regulations of the Florida High School Athletic Association. The following regulations are among the established criteria:

- Students-athletes must not exceed 19 years of age on September 1.
- Student-athletes only have a four year limit of eligibility from the time they enter 9th grade.
- Student-athletes must maintain a 2.0 unweighted Grade Point Average.
- Students who transfer from other schools may become eligible when they comply with special regulations, see the athletic director for more information.

OTHER EXTRACURRICULAR ELIGIBILITY

The same established criteria for credits, grades, and grade point averages for athletics may apply to other extracurricular activities. See your club/activity sponsor for additional information.

Student Transfer Process

Thirty (30) days prior to the beginning of each semester, the district will post a list of the out-of-field teachers on the district web-site. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom within the school and grade in which the student is currently enrolled. Any parent may request his or her child to be transferred to another classroom teacher once during a school year.

The request must be made in writing and given to the school principal. The parent does not have the right to select the specific classroom teacher. These requests may not put a classroom over the state mandated class size. The principal must approve or deny the transfer within two weeks after receiving the request. If the request is denied, the principal must notify the parent and specify the reasons for denial.

School Expenditures

Per full time Equivalent Student Direct School Expense 2022 - 2023 School Year: \$11,046

Student Use of Campus

Students who are not participating in extracurricular activities should not be on campus after 4:30pm. Students should wait for their private transportation at the front of the school. Bus transportation is provided by Sumter School District following each school day. It is expected that parent's pick-up their students within 30 minutes of the end of the school day or school event. Violation of this policy may result in disciplinary action.

Students are not permitted to use athletic fields, the gymnasium, the weight room, or any other part of campus without structured supervision. Violation of this policy may result in disciplinary action.

Visitors

Florida Statute 69.274 prohibits the intentional disruption or interference with the lawful administration of school. (Unauthorized visitors shall be considered to be trespassing). All visitors must present photo identification and sign-in through the front office to be on campus. Visitors are not permitted to accompany students at school. Parents and others having business with the school must come through the front office.

Out-of-Class Pass

Students will not be allowed out of class without an official hall pass during instructional time. Students are to sign the *OUT-OF-CLASS LOG* prior to leaving and upon their return to the classroom. Sign-in/-out logs are in every classroom.

1. Students are not permitted to be anywhere on campus without prior approval from their scheduled teacher.
2. Only one (1) student is permitted to be out of class at a time
3. Five minute time limit for most restroom breaks.

School Phone

In the case of an emergency, sickness, or other extenuating circumstance, a phone for student use is located in the front office. Students must have a pass from the classroom teacher in order to use the phone. The student must receive permission from the office staff.

Laptops & Textbooks

Laptops and textbooks are required for all courses by South Sumter High School and provided for each student by Sumter School District and the State of Florida. Each student is responsible for their care. Lost, damaged, or destroyed laptops/textbooks must be paid for before additional laptops/textbooks are issued. Laptops and textbooks misused, lost, or destroyed will be paid for by the student according to the condition of the book when assigned. If a student fails to return or pay for a laptop or textbook, the student will be required to pay the following school year before being issued any additional laptops or textbooks. When a student laptop is not returned a police report will be filed by the school resource deputy and law enforcement.

Students are given the option to use their own personal device.

LAPTOP REPLACEMENT COSTS (prices subject to change)

- Charger and/or Cable Replacement: \$50
- Removal of the Sumter District Schools Property Decal: \$10
- Loss or Damage to the Device: \$100 - \$399
- Cost variance relates to the age of the device and/or the severity of the damage. Minor cosmetic damage may be assessed below the \$100 level, but damage that reduces the useful life will be \$100 minimum.
- Students who cannot pay may arrange to work off the costs.

Medication

Students are not permitted to be in the possession of any medication (prescription or over-the-counter) on campus. Some students may receive special permission to have medication on campus, see an administrator or the school nurse. Any student prescribed medication to take during school must complete the appropriate documentation with a parent/guardian. Parents/guardians are required to bring the medication to the nurse. Medication is only administered in the school clinic or office by the school nurse or an office staff member.

In the case of medical situations requiring regular special arrangements a physician note is required to be on file in the school clinic with the nurse. See the school nurse or an administrator for more information.

Cafeteria

Breakfast and lunch are served daily in the cafeteria. Students may eat breakfast prior to first period. Students are not permitted to eat lunch in locations other than the cafeteria or outside patio without special permission from an administrator.

All students receive free school lunch and breakfast.

- Each student must scan their student ID to receive breakfast and lunch.
- Students are not permitted to have food delivered to the school from off-site.
- Students are expected to act responsibly and clean their area after eating.
- Students are only permitted in the cafeteria during their scheduled lunch time.
- Students who attend an unscheduled lunch period will be issued a discipline referral.

Lunch Drop-Offs

- Students are not permitted to have food delivered to the school from off-site.
- All off campus food being dropped off for students needs to be in the front office 7 minutes prior to the students assigned lunch time, and may only be dropped off by a person on the student's emergency contact list.

Media Center

SSHS advocates for every student to be involved in and have open access to a quality school library media program. The Media Center enhances and supports the self-esteem and well-being of young adults by creating an exemplary environment where students are made to feel that they fit in and are part of the school.

- Students are allowed two (2) check-outs at a time. Extended checkouts require renewal of the materials.
- South Sumter High School's *Lost & Found* is located in the Media Center.
- To attend the media center during lunch, a media pass must be obtained from someone on the library staff prior to the lunch period.
- Food and drinks are not permitted in the Media Center.

Money Owed

All outstanding student debts to clubs, classes, teams, and activities must be cleared before the student can withdraw or participate in the graduation ceremony.

Fortify Florida

Fortify FL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. For more information, visit: <http://www.getfortifyfl.com/>.