



STEINBRENNER HIGH SCHOOL

**STUDENT
HANDBOOK**

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A. STEINBRENNER HIGH SCHOOL

Welcome to Steinbrenner High School!

We are eager to work with you and provide you with academic and extra-curricular opportunities that will lead to success in college and beyond. While we recognize the diverse interests among our students, we know that certain standards of achievement are necessary for all. We will provide you with the best educational opportunities and we expect your best effort in return.

Our mascot, the Warrior, reflects the sense of honor, pride, and service that we hope each of you will focus on as you move through high school and toward your future as an integral part of this community.

We are looking forward to your success.

Kelly A. King
Principal

Mark Watson.....Assistant Principal for Curriculum
Dennis Derflinger.....Assistant Principal for Administration
Ben Gerhardt..... Assistant Principal for Student Affairs
Holly Clemmons.....Assistant Principal for Student Affairs
Marian Coleman..... Assistant Principal for Student Affairs
Anthony Bennett..... School Resource Deputy

B. WHERE TO GO FOR HELP

Add, drop or change subject.....	Guidance Counselors
Arrange student activity of special events	Assistant Principal for Administration
Athletics	Assistant Principal for Administration
Attendance	Office of Student Affairs
Birth certificate information	Registrar
Club and Organization activities	Assistant Principal for Administration
Community Service.....	Guidance Office
Correction of report cards	Teachers, Data Processing
Counseling for academic and personal problems.....	Counselors
Counseling for interpersonal relationships.....	Counselors
Eligibility (Athletic).....	Assistant Principal for Administration
Illness.....	Clinic (Office of Student Affairs)
Indebtedness	Bookkeeper
Law enforcement	School Resource Deputy
Legal problems	School Resource Deputy
Lockers	Office of Student Affairs
Lost and found	Office of Student Affairs
Lunches, free and reduced	Student Nutrition Mgr.
Senior/Junior Parking.....	Office of Student Affairs
Registration.....	Guidance Office
Selective Service registration.....	College and Career Specialist
Sign-in/ Sign-out	Office of Student Affairs
Student part-time jobs off-campus	College and Career Specialist
Test results and interpretation	Counselors
Transcripts	Registrar
Transfers or withdrawals.....	Office of Student Affairs
Visitors	Main Office

C. ACADEMIC INFORMATION

1. SCHEDULE CHANGES

Student course selections impact the hiring of teachers and the purchasing of textbooks and other resources. In addition, core classes are limited in size by state law. Therefore, adjustments to schedules will be limited as follows:

- a. Schedule change requests must be made within the first 5 days of school. This includes virtual classes, dual enrollment courses, and part-time schedules.

- b. Valid reasons for schedule changes include: counselor error, computer error, failing a prerequisite course, passing a course in summer, night or virtual school, missing a requirement for graduation, or not having the proper prerequisite
- c. Elective changes will not be honored due to teacher unit allocation.
- d. Changes will not be considered for teacher preference including "teaching style".
- e. Failure to complete summer reading or assignments does not constitute a valid reason.

When a schedule is changed:

- a. Understand that it may mean your entire schedule will have to be altered, which may result in different teachers, lunch period, and class periods
- b. It cannot be changed back to the original schedule
- c. The student is responsible for all class work from the beginning of the semester, regardless of the date the student entered the class
- d. A transfer grade from the previous class will follow with you to the new class

Please note: The school retains the right to change schedules because of unbalanced class loads, unit loss or gain, or other factors which affect the total program.

2. FAILURE

Any subject failed can be made up as indicated below:

- a. By repeating the subject in regular school the following year and obtaining a passing grade.
- b. By repeating the subject in adult night school by obtaining permission from the counselor.
- c. By enrolling in on-line course with permission from the counselor.

3. SEMESTER EXAMINATION EXEMPTIONS

Graduating seniors may be exempt from second semester final examinations provided they:

- a. have earned three quality points during the two grading periods of the semester in that subject; and
- b. have earned at least one quality point during the second grading period of the semester in that subject; and
- c. have a satisfactory discipline record in the Office of Student Affairs; and
- d. have met the attendance requirement for the semester in that subject;
- e. have cleared all debts to the school.

4. HONOR ROLL

Honor Rolls are published by the school each nine weeks grade period.

- a. To attain the Principal's Honor Roll, a student must earn an "A" in all academic grades.
- b. To attain the High Honor Roll, a student must earn at least three "A's" with no grade lower than a "B".
- c. To attain the Honor Roll, a student must earn no grade lower than a "B".

5. PROGRESS REPORTS (See County Section)

We encourage students and parents to check Edsby periodically as it is utilized as a communication tool to track students' progress. Progress Reports are printed quarterly and sent home with students.

6. LOST PROGRESS REPORTS/ REPORT CARD

A student desiring a duplicate progress report must have a written request signed by a parent or guardian and requires at least 24 hours notice. There is a fee of \$1.00.

7. TRANSCRIPTS/ STUDENT RECORDS

Only one transcript of high school credits will be furnished free of charge. Any additional transcripts will cost \$2.00. In the case of a student transferring from one high school to another, a transcript will be forwarded to the receiving school after an official request is received.

A student that requires a transcript must request the transcript in writing from the Registrar. The transcript will be available to the student 48 hours after the written request is received. It is the student's responsibility to mail the transcript unless the college or university accepts electronic transcripts. (A list of these schools is provided on the request form).

8. STUDENT SERVICES

Any student who wishes to discuss any problem (personal, educational, or vocational) may see the counselors, assistant principals, or the principal. THE OFFICE REQUEST FORM MUST BE COMPLETED PRIOR TO APPOINTMENT IN SUCH A MANNER THAT THE STUDENT REPORTS TO CLASS ON TIME.

9. GUIDANCE, VOCATIONAL, AND CAREER COUNSELING

Because the Guidance Office Personnel are available to the students at various times during the day, **it is recommended that parents make an appointment with Guidance Personnel whenever possible.**

The Guidance Office is open during the entire school day. Students may come to guidance without a pass before school or after school. At other times a pass needs to be obtained. **A STUDENT IS NOT TO WAIT FOR HIS/HER COUNSELOR UNLESS AT THE REQUEST OF THE COUNSELOR.**

10. REQUIREMENTS FOR PARTICIPATION IN GRADUATION EXERCISES

Students must have earned the required twenty-four (24) credits before the end of the school year in which graduation is anticipated to be eligible for participation in the graduation ceremony. Students must have met all financial obligations to the school before being given a diploma. Students who have selected the 18 credit option must have earned the required credits before the end of the school year in which graduation is anticipated.

D. ACTIVITIES

There are many clubs, organizations and athletic teams at Steinbrenner High School that provide the opportunity for personal achievement, social development, service to the school and community, and development of leadership skills. The first prerequisite for participation in activities at Steinbrenner High School is acceptable school attendance. Students not in attendance for at least 4 class periods will not participate in the school activities scheduled on the date of the absence. Exceptions to this rule will be reviewed by the Assistant Principal for Administration or his/her designee.

1. STUDENT GOVERNMENT

The student government is the student voice in school affairs. By working with administration and faculty, students can make their experiences at Steinbrenner High School more worthwhile. Student government consists of elected officers and a Senate. Suggestions for improvement of our school should be presented through our homeroom representatives. Class Officers must have an overall 2.5 GPA.

2. CLUBS

Each club is classified as an honor club, a service club, an interest club, or a co-curricular club.

All club activities, including fund raising projects, must have the approval of the Assistant Principal for Administration and the Principal. The request is made in writing on a form provided, and approval will depend on how well the activity has been planned, the need for the activity, date requested, etc. This form should be submitted well in advance, one-month minimum.

Most service clubs are affiliated with a parent club in the community and are expected to render service to the school community. Applications for membership in service clubs are handled by the Assistant Principal for Administration. The dates for application and induction will be announced.

Interest clubs are usually related to a specific subject area. However, some interest clubs may be organized for a specific purpose not related to a subject offered in school (i.e. chess club).

The qualifications for membership in service clubs are an overall 2.0 GPA and a satisfactory discipline record as determined by the Student Affairs Office. Provision is also made for maintaining academic and conduct standards to continue as a member in good standing.

All club meetings will be held during the school day or immediately after school. In special cases, permission may be granted for an organization to meet at night provided the sponsor agrees to be present. All meetings of organizations must be approved by the Assistant Principal for Administration.

Any honors club student caught cheating will have his/her club membership revoked.

3. FORMATION OF CLUBS

To establish a new club, a student at Steinbrenner High School must submit to the Assistant Principal for Administration a written request for a new club, along with the signatures of a least 20 students desiring to belong to this club, have written approval of the parent club if it is a service club, have a faculty advisor, and have a proposed constitution.

4. GENERAL CLUB POLICIES

All clubs will have a written constitution. An original typewritten copy will be kept on file in the office of the Assistant Principal for Administration. No club will pass any rules or change its constitution to conflict with policies of the Hillsborough County School System, Steinbrenner High School or the parent club.

All clubs must submit to the Assistant Principal for Administration a typewritten list of membership, officers, regular meeting times, room assignment, and projects that are planned for the year. If there is a second semester induction, a typewritten list of the new membership should be submitted to the Assistant Principal for Administration by the end of the first nine weeks of the second semester.

5. MEMBERSHIP RESPONSIBILITIES

Membership in all organizations is contingent upon the requirements as outlined by the organization's constitution and acceptable conduct. In the interest of both students and clubs, and due to the fact that clubs will be meeting during the academic day, membership will be limited to one service club and one special interest club.

Clubs will not have initiations. Any questions asked during the induction of the applicant must be cleared in advance with the club advisor. **HAZING IN ANY FORM IS PROHIBITED.**

6. FUND-RAISING ACTIVITIES

Fund-raising by a club may be expended for projects and activities that will benefit the school and its program. Such expenditures must be approved by the club members, the club sponsor, the Assistant Principal for Administration and the Principal. Funds may not be used to grant a scholarship to individuals. Any club having sufficient funds may send, at club expense, not more than three members and a sponsor to any approved state meeting.

Service clubs may be permitted to hold one fund-raising activity each year. Special interest clubs and honor clubs shall not be considered as fund-raising organizations and should be able to operate on dues collected. If the need for fund-raising is felt essential and justified to the Principal in writing, and approved, one fund-raising project may be allowed these clubs per school year.

Prior approval for all financial transactions shall be approved by the sponsor and the Principal (submit approvals to the bookkeeper). All club financial transactions must be reflected in a yearly "Organizational Budget" to be submitted to the Assistant Principal for Administration prior to the second meeting of the year. Accurate and updated club membership rosters must be submitted each semester to the Assistant Principal for Administration.

7. ATHLETICS

Steinbrenner participates in the following sports for boys and girls: basketball, cross-country, golf, soccer, swimming, tennis, track, and lacrosse. Steinbrenner participates in the following sports for boys: baseball, football, and wrestling. Steinbrenner participates in the following sports for girls: softball, volleyball, cheerleading, and flag football.

Detailed rules of eligibility and participation are set forth by the Florida High School Athletic Association: students must have a 2.0 GPA. The student's conduct record, as determined by the Students Affairs Office, must be satisfactory.

Students who are interested in participating in a sport should contact the coach of that sport or the Assistant Principal for Administration. An original birth certificate must be turned in as proof of age. Also required for participation is a physical examination each school year, proof of residence and the purchase of health insurance. Students are required to complete an application for Athletic Participation (ADA-1) and a Medical Release form (notarized).

Any student who is enrolled by the first day of practice for the sport that he/she wishes to try out is eligible to participate. Any student who enrolls after the first day of practice will need to meet with the APA.

8. PUBLICATIONS

Steinbrenner High School publications deserve your best support. These publications will keep you informed of our school activities and will serve as treasured memories after graduation.

The Steinbrenner school newspaper, "The Oracle," will be published at least twice per semester. Steinbrenner's yearbook, "The Odyssey," will go on sale early in the year. You must order your copy if you want to get one at the end of the year. A literary arts magazine, "The Echo," will be available for purchase also.

9. PARENT/FAMILY ORGANIZATIONS

Adult organizations give support to the development of a quality school and program. Each student should encourage his/her parents to become members of PTSA. Several booster organizations are also available to support student programs.

E. OFFICE OF STUDENT AFFAIRS

1. ABSENCES

STUDENT ABSENCE VERIFICATION PROCEDURES:

- a. It shall be the responsibility of the student's parent or guardian to explain a student's absence to the designated office **in person or by telephone**. Parents are expected to notify the school **the day of the absence by 10:00 A.M.** Absences will remain unexcused unless a parent calls in to excuse the absence within 24 hours of the date of the absence.
- b. Acceptable parent calls will contain the following information:
 1. Student complete name (please spell first and last name)
 2. Date(s) of absence
 3. Reason for absence
 4. Parent/guardian name
 5. Telephone number where parent/guardian can be reached.
 6. Send legal or medical verification, if applicable

2. TRUANT

Truancy occurs when a student is absent from school for the entire day or absent from class without parent/school knowledge or consent. Such an absence will be considered unexcused. Disciplinary action will be taken by the APSA. Students may also be transported by the School Resource Deputy to the Truancy Intake Center.

3. SEMESTER EXAM ATTENDANCE PROCEDURES

All pre-arranged absences from exams will be cleared through an Assistant Principal in Student Affairs and will be granted for emergency situations only. Attendance on semester exam days (mid-terms and finals) is **MANDATORY**. If a student is absent due to illness on a semester exam day, the parent/guardian **MUST** call the student's Assistant Principal in the Student Affairs Office **that day** for the student's name to be placed on the "**Eligible to Make-up List**".

NO NOTES written by parent/guardian are accepted for exam day absence. (See county section - Grading Policies, Semester Examinations)

* Per District Policy, no exams will be given early.

4. TARDY TO CLASS (See County Section)

All students are required to attend all scheduled classes and other assigned school activities on time. An unexcused tardy exists when a student is not in his/her assigned seat or station when the tardy bell rings. Students found in violation of this policy will be subject to disciplinary action. Tardies are accumulated per incident, not per class. Tardies are counted per 9-week period. Below is a list of consequence actions that will be taken for unexcused tardiness.

UNEXCUSED TARDIES:

- 1st tardy – warning letter
- 2nd tardy – warning letter & parent notification
- 3rd tardy – warning letter & parent notification
- 4th tardy – 2 days lunch detention
- 5th tardy – 1 day ISS
- 6th tardy – after-school work detail – 2 hours (transportation is the responsibility of the parent or student)

A student must be in class at least one-half of the period to be counted present.

Under normal circumstances a student will be called to the Student Affairs Office within 24-48 hours to receive the appropriate disciplinary consequence. It is the responsibility of the student to keep track of tardies he/she accumulates. **Failure to serve tardy consequences will result in out-of-school suspension for non-compliance with assigned discipline.**

5. LATE ARRIVAL TO SCHOOL

Students who are tardy to school must sign in at the Student Affairs Office. **Students who fail to sign in will be considered truant for the classes affected. Disciplinary action will be taken.**

A tardy is excused when reasons acceptable to the principal or his/her designee are given.

The following list will help you determine what will or will not be accepted by the Student Affairs Office.

SIGN-IN:

EXCUSED

- 1. Illness
- 2. Medical/Dental appointments (doctor's statement may be required)
- 3. Automobile accident
- 4. Deaths/funerals
- 5. Emergency situations acceptable to Student Affairs Office
- 6. Required court appearance (subpoena required)
- 7. Established religious observance
- 8. Severe weather (Administration's discretion)
- 9. Breakdown of school bus

UNEXCUSED

- 1. Car problems (flat tire, no gas, car won't start, etc.)
- 2. Heavy traffic
- 3. Overslept
- 4. Returned for forgotten items (books, lunch, money, homework, etc.)

SIGN-OUT:

EXCUSED

- 1. Medical/dental appointments (doctor's statement may be required)
- 2. Deaths/funerals
- 3. Emergency situations acceptable to Student Affairs Office
- 4. Court appearance (subpoena required)
- 5. Personal reasons acceptable to Student Affairs Office

UNEXCUSED

1. Forgotten items (books, lunch, money, homework, etc.)
2. Non-educational appointments
3. Dress code violation corrections (going home to change)

6. SIGN-IN PROCEDURE (See County Section)

Any student arriving to school after 7:45 must report to the Student Affairs Office. An admit will be issued indicating excused/unexcused sign-in. In order to be considered excused, students must be accompanied by a parent/guardian, have a note written by a parent/guardian, or have medical appt. documentation. **More than two sign-ins in a nine week period will require medical or other documentation and/or a parent conference with the appropriate Assistant Principal in the Student Affairs Office in order to be considered excused. Excessive unexcused sign-ins will result in disciplinary action.**

7. SIGN-OUT PROCEDURE (See County Section)

Once students arrive on campus, they may not leave without permission from an Assistant Principal for SAO. **To obtain pre-approval, any student who must leave school during school hours must present written parental permission to the Student Affairs Office before school begins.** Prior to leaving school, a student must report to the SAO to obtain the required admit. Students who become ill during the day must contact the parent/guardian in order to receive permission to leave campus. **More than four sign-outs in a nine week period will require medical or other documentation and/or a parent conference with the appropriate Assistant Principal in the Student Affairs Office in order to be considered excused.** On a regular bell schedule day, students will not be signed out after 2:40pm (1:15 on Pep Rally days).

8. PRE-ARRANGED ABSENCES

Any student who knows he/she will be absent from school for a valid reason other than illness should report to the Student Affairs Office at least three days in advance of the absence for a "Pre-Arranged Absence Form" that will be signed by all his/her teachers and his/her assistant principal. This shall include all college visitations, accompanying family out of town, etc.

9. STUDENT "SKIP DAYS"

There are no sanctioned skip days. Students participating in student proclaimed "skip days" do so at their own academic risk. All students are expected to be present for classes on all days of school.

10. CLINIC/MEDICATION (See County Section)

To be admitted to the clinic, a student must obtain a pass from his/her classroom teacher to report to the clinic in the Office of Student Affairs. If the student feels well enough to return to class, he/she will be released from the clinic prior to the end of the period and should return to the class from which he/she was dismissed.

If a student is required to take prescribed medication, a parent/guardian must present doctor's notification to the school nurse for the student to have his/her medication administered. The medication must be kept in the clinic. **No student is to have prescribed or over the counter medication in his/her possession.**

11. ALTERING/ FORGING DOCUMENTS

The altering or forging of parent notes, passes, or any other official documents will result in major disciplinary action, which may include suspension from school. Students willfully giving false information to a school official are subject to major disciplinary action, which may include suspension. Students who phone in their own absence or the absence of another student(s) on the school attendance line will receive disciplinary action which may include suspension.

12. DETENTION/ WORK DETAIL

Steinbrenner High School utilizes lunchtime detention, lunchtime work detail, and after-school work detail for disciplinary offenses. Students must bring study materials to the detention room. Lunch detention will last for the entire lunch period.

13. IN-SCHOOL SUSPENSION

ISS will be used for disciplinary infractions at the discretion of the Assistant Principal. Any student removed from ISS for disciplinary action will receive additional disciplinary consequences which may include out of school suspension.

14. OUT OF SCHOOL SUSPENSION (See County Section)

In addition to the county policy, the following will apply at Steinbrenner High School:

A suspended student is not to be on this or any school campus nor attend any extracurricular events on any school board property. Any such student found on school board property is trespassing and will be subject to further discipline and/or referral to the appropriate law enforcement agency.

15. EDUCATION, PREVENTION, AND INTERVENTION CENTERS (“EPIC”, FORMERLY “ATOSS”)

The design of this program provides a viable option to ensure that students who are given an out-of-school suspension shall continue to receive academic support while they are away from their schools. Upon return to school, they shall be able to make up any work missed to help maintain their academic standings.

16. HALL PASS

To be excused from a classroom, a student must obtain from the teacher an “Excuse from Classroom” pass completed in ink. The “Excuse from Classroom” pass provided by the teacher is the only acceptable hall pass. The student shall carry this pass to his/her designation, have it signed by the person in charge, and return it to the teacher that issued the pass. Students are permitted to use the pass only to go directly to the destination authorized by the teacher. Students who fail to follow these guidelines are subject to disciplinary action. **Note: Any student who fails to comply by displaying his/her pass, is disrespectful to any adult who asks for proof of pass, and/or who provides a false name if or when questioned while out on a hall pass, is subject to receive out of school suspension as a form of disciplinary action.** No hall passes will be issued during the first and/or last ten minutes of a class period.

F. STUDENT BEHAVIOR

1. CODE OF CONDUCT (See County Section)

Students are expected to abide by the laws of the State of Florida, the policies of the School Board of Hillsborough County, and the rules and regulations of Steinbrenner High School. Any violation of the code of conduct may result in disciplinary action, including suspension and/or expulsion.

2. CHEATING

CHEATING on ANY work assigned for a class (classwork, homework, major or minor test) is considered an offense which will result in a zero for that assignment.

3. POSSESSION OF ALCOHOL OR DRUGS (See County Section)

POSSESSION OF, SALE, AND/OR BEING UNDER THE INFLUENCE OF ALCOHOL OR NARCOTIC DRUGS, INCLUDING MARIJUANA, IS A VIOLATION OF HILLSBOROUGH COUNTY SCHOOL BOARD POLICY. Students found violating this policy are subject to the maximum school suspension and referral to the appropriate law enforcement agency. Repeat offenders or felony arrests in relation to drug offenses will result in a referral for a change of placement. Also, students found in possession of drug paraphernalia will be subject to disciplinary action.

4. POSSESSION OF KNIVES, FIREARMS, WEAPONS, OR AMMUNITION (See County Section)

A student shall not possess, handle or transport weapons (guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, billy clubs, nunchakus, Chinese stars, mace, tear gas or any mixture of chemicals used as a weapon, smoke-stink bombs, dangerous instruments, toy guns, squirt guns, or anything that resembles or could be considered a weapon on school grounds and on school buses, at school bus stops or at school related activities). **STUDENTS VIOLATING THIS POLICY ARE SUBJECT TO SUSPENSION, EXPULSION, AND/OR ARREST.**

5. FIGHTING (See County Section)

Any student found to be fighting (including taking any offensive action while involved in a physical confrontation) on school grounds, on school buses, at school bus stops or at school related activities will be suspended out of school or from school transportation and may be subject to a maximum out of school suspension of 10 school days and referral to proper law enforcement agency.

6. THEFT, EXTORTION, DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY (See County Section)

Any student found stealing, extorting or intentionally damaging any school or private property, either on school grounds, on school buses, at school bus stops or at school related activities will be subject to an out of school suspension and/or referral to the appropriate law enforcement agency. Students may also be required to pay restitution for damaged school or private property.

7. OPEN DISPLAY OF AFFECTION

Open display of affection is NOT permitted on the school grounds. Students in violation will be subject to disciplinary action.

8. RESTRICTED AREAS

Restricted areas are as follows:

- a. Student parking lot
- b. Faculty or visitor parking lot
- c. Faculty cafeteria and restrooms, kitchen area, staff restrooms
- d. All custodial, electrical or mechanical rooms
- e. Elevator without authorization
- f. Athletic complex
- g. Martinez Middle and McKittrick Elementary School campuses
- h. Unauthorized stairwell

Students found in restricted areas during school hours are subject to disciplinary action.

9. BULLYING/HARASSMENT/CYBERBULLYING (See County Section)

It is the policy of Hillsborough County Public Schools that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying or harassment of any type. Types of bullying include but are not limited to physical, verbal, emotional (psychological), sexual, and/or cyberbullying.

Ways to Report a Bully are as follows: Verbally to an Adult; On a Bullying Reporting Form located in the Guidance Office; Via email to school administrator or district office; via a telephone call to school administrator or district office; Online at the district's website at <http://www.sdhc.k12.fl.us/bullyprevention/>; Crime Stoppers (1-800-873-8477).

10. SMOKING POLICY (See County Section)

Students are not allowed to chew or smoke any tobacco product, possess tobacco paraphernalia, or possess/smoke electric cigarettes on any Hillsborough County school campus **regardless of being of legal age.**

11. CONDUCT AT SCHOOL SPONSORED ACTIVITIES

Steinbrenner High School students are expected to conduct themselves in a manner that will reflect favorably on the school, not only during school hours, but at any out-of-school activity. Since school sponsored activities are our best advertisement, it is most important that the conduct of students reflects pride in our school. Students are expected to conduct themselves like ladies and gentlemen at all school functions. School sponsored activities within the confines of the school buildings, the school grounds, or away from our campus, require that students be held accountable for their conduct and actions. This includes school functions, field trips, athletic events, etc. and applies to the participant and the spectator. Any unacceptable behavior by students may subject them to disciplinary actions, including suspension and/or expulsion.

School dress policy will be observed for all dances and activities unless otherwise specified. All school dances are open only to Steinbrenner High School students unless permission to bring a guest is secured and granted by the Student Affairs Office.

NOTE: Students who attend extracurricular activities are expected to leave the campus after the event is over or they will be banned from other events and are subject to disciplinary action.

12. DRESS CODE (See County Policy)

The administration and faculty of Steinbrenner High School shall abide by and enforce the Hillsborough County Dress Code (including Senate Bill 228, commonly known as the "Baggy Pants Bill"). Students in violation of dress code who do not have appropriate attire to change into will be sent home or sent to ISS until a change of clothes is provided.

Note: The school building is defined as the Steinbrenner HS campus. Therefore, all students are expected to abide by the dress code once entering the campus and until exiting the campus. Dress Code violations are cumulative for the school year. Consequences may include detention, ISS, OSS, and/or ineligibility for extra-curricular activities.

13. TRESPASSING (See County Policy)

Any individual who is not authorized to be on Steinbrenner High School campus or any other campus is subject to arrest and or suspension.

14. SCHOOL PRIDE

The administration, faculty, and staff of Steinbrenner High School strives hard to ensure that its facility and grounds are well maintained in order to provide its student body with a positive learning environment that is conducive to learning. It is every student's responsibility to display pride in his/her school by discarding trash or any unwanted item in the garbage cans located throughout the campus, picking up after oneself, walking on the sidewalks and NOT on the grass, and reporting any inappropriate behavior that may cause the deterioration of any building, structure, and/or property of the Steinbrenner High School campus.

G. GENERAL INFORMATION

1. BUILDING AND FURNITURE

The school system maintenance department makes every effort possible to keep our building in good repair and neat in appearance; therefore, each student should feel a responsibility for the neatness and cleanliness of our buildings and classrooms. Every effort should be made to protect and conserve all school equipment. Each room is equipped with the necessary furniture as far as circumstances permit. Therefore, furniture or equipment may not be moved from one room to another without the approval of the Assistant Principal for Administration. Anyone damaging property will be expected to pay restitution, subjected to disciplinary consequences, and referred to law enforcement.

2. POSTERS, SIGNS, DECORATIONS

Only posters, signs, or decorations having prior approval from the Assistant Principal for Administration may be displayed. These items are to be placed on designated display boards and NOT to be placed on painted areas or glass windows.

3. BUS STUDENTS/ REGULATIONS (See County Section)

In addition: Students riding buses are expected to cooperate with bus drivers and the teachers on bus duty so that loading and unloading may be accomplished with safety and courtesy. **A STUDENT IS UNDER THE SUPERVISION OF THE DRIVER WHILE RIDING THE BUS. FAILURE TO ABIDE BY THE RULES AND REGULATIONS MAY RESULT IN LOSS OF RIDING PRIVILEGES OR OTHER DISCIPLINARY ACTION.**

Bus students are reminded they are to remain on campus after being delivered by their bus. All students who leave the grounds without authorization after arriving on campus are subject to disciplinary action.

4. LUNCH AND CAFETERIA POLICIES – FREE/REDUCED LUNCH

Students who feel they may qualify for free or reduced lunches should complete an application online. The following rules apply to the use of the cafeteria:

- a. The eating of food is confined to the cafeteria and patio areas whether it is purchased from school or brought from home. Failure to follow this procedure may result in disciplinary action.
- b. Lunches served are a Class “A” plate lunch in accordance with County School Board regulation. Prices are subject to change in accordance with School Board Policy. A la carte items may also be available during each lunch period. **A maximum of two school lunches may be charged in emergency situation.**
- c. Students are expected to maintain a clean and safe environment in the student cafeteria area. Violations of this policy will result in disciplinary action.
- d. Students must know their 7 digit student identification number. Unauthorized use of a student number constitutes theft and will result in disciplinary action and may result in a referral to Law Enforcement.
- e. Students are required to remain in the cafeteria and/or patio area during assigned lunch period unless they have a pass to go elsewhere or they will receive disciplinary action.

5. ELEVATOR KEY

Elevator keys will be available for those in need through the nurse in the clinic. Keys are to be returned immediately when no longer needed. A \$20.00 lost key fee will be imposed.

6. LOST AND FOUND

All articles and/or items found in the school area are to be turned into the Office of Student Affairs. Lost articles should be claimed immediately. Books left in unauthorized places such as halls, on top of lockers, restrooms, cafeteria, etc. will be taken to the Office of Student Affairs. All lost physical education items will be handled through the physical education department. Any unclaimed items will be donated to charitable organizations.

7. PERSONAL PROPERTY (See County Section)

The school is not responsible for the damage to or theft of personal property belonging to students. This includes automobiles parked in the student parking lots, bicycles, electronic devices, cell phones, personal property kept in school lockers, etc. **STUDENTS ARE STRONGLY ENCOURAGED TO LEAVE VALUABLE PROPERTY AT HOME.** Valuables that are stolen should be reported to the School Resource Deputy.

8. POWER FAILURE

In the event of power failure, students are to remain in their immediate location until instructions to move are issued by the administration. **Power failure will not constitute an excused sign-out.**

9. MEDIA CENTER POLICIES

- a. MEDIA CENTER HOURS – The center is open from 7:15 am until 3:15 P.M. during school days.

- b. MEDIA CENTER CHECK OUT – All students registered at Steinbrenner are eligible to check out print materials. Books are loaned for a three-week period. An overdue fine of .05 cents a day per checked out item will be charged (including weekends and holidays). Students are responsible for all items checked out and will be charged replacement cost for lost books and materials.
- c. MEDIA SERVICES – The media center provides many services to students. These services include: Newspapers and Periodicals, photocopying, computer lab with Microsoft Office, and electronic card catalog.
- d. STUDENT MEDIA PASSES – Unless accompanied by their teacher, all students must have an official pass when coming to the media center during school hours.

10. PUBLICITY

So that the school may be acquainted with all publicity and pictures that appear in the news media, teachers and students are required to clear all publicity through the Assistant Principal for Administration. All arrangements for having pictures taken and for having articles appear in the newspaper must be made in advance.

11. CELL PHONES, ELECTRONIC DEVICES, AND OTHER PROHIBITED ITEMS

- a. Cell Phones, iPods, MP3 players, PSP's, laser pointers or any other electronic items are not permitted at school between the hours of 7:25am and 3:00pm and will be confiscated (unless authorized for school use).
- b. Toys and games such as dice, cards, jacks, pogs, etc. are not permitted at school and will be confiscated.

NOTE: Students who refuse to relinquish these items may be suspended for willful disobedience. Electronics violations are cumulative for the entire school year.

***For 2nd and subsequent violations, confiscated items will only be released to a parent/guardian. Classroom instruction will not be interrupted for the retrieval of electronic devices.**

Consequences:

- 1st Offense - Warning
- 2nd Offense –Parent Conference
- 3rd Offense – Lunch Detention
- 4th Offense – ISS
- 5th & Subsequent Offense(s) - OSS

12. SCHOOL HOURS

STUDENTS ARE ONLY ALLOWED ON CAMPUS DURING SCHOOL HOURS UNLESS THEY ARE INVOLVED IN A SCHOOL ACTIVITY. Students should vacate the campus (15) minutes after school hours end unless they are under the direct supervision of a teacher/coach. Students in violation of this policy are subject to arrest for trespassing and/or disciplinary action. Parents are responsible for securing transportation to pick up students at dismissal.

NOTE: Students who attend extracurricular activities are expected to leave the campus after the event is over or they will be banned from other events and are subject to disciplinary action.

13. STUDENT PARKING POLICIES (See County Section)

Students must display a current Steinbrenner High School parking hang-tag in order to park on campus. Hang-tags will be sold to **Seniors first, then to Juniors via a lottery.** In addition, the following will apply at Steinbrenner High School:

- a. All students must park in the designated student parking area in their assigned numbered space and lot.
- b. Students must display their hang-tag in the rearview mirror.
- c. No student is allowed in an automobile or in the parking lot area during the school day without a pass from the Student Affairs Office. (See Restricted Areas) **Note: Students in violation of this policy are subject to disciplinary action including parking privileges being suspended or revoked.**
- d. **Drivers will be disciplined and/or ticketed a \$25.00 fine payable to the bookkeeper if they are not parked in the appropriate lot, are parked without a hang-tag, or are parked improperly. Students caught purchasing a parking hang tag for other students or sharing a hang tag with other students will have their parking privileges revoked for the remainder of the school year and will be disciplined. Fines should be reconciled with the bookkeeper within 30 days of the fine or the student will be placed on the debt list.**
- e. Excessive tardies to first period, excessive unexcused sign-ins and/or violation of driving/parking policies may result in a vehicle being towed, driving/parking privileges being suspended or revoked, and/or disciplinary action being taken to include detention, after-school work detail, I.S.S., or O.S.S.
- f. A 5-mph speed limit will be strictly enforced and loss of driving/parking privileges will result from reckless operation of a vehicle.
- g. All students park at their own risk and Hillsborough County Schools is NOT responsible for damage to vehicles or loss of personal property from vehicles.

h. Any student found skipping class/school may have his/her driving privileges suspended or revoked. A refund for the hangtag will NOT be issued.

14. TELEPHONES

A courtesy telephone is provided in the Office of Student Affairs. Calls should be limited to three minutes. **Office telephones may not be used by students except in emergency cases.**

15. TEXTBOOKS

Students are expected to take good care of textbooks. Textbooks are furnished by the School Board of Hillsborough County, and all students must assume full responsibility for the care of books issued to them. Books are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. Responsibility for textbooks rests with the student to whom the textbook is issued. Loss of books due to theft or other circumstances will not be accepted as an excuse for non-payment. Lost books are no excuse for not doing class assignments. Failure on the part of any pupil to pay for lost or damaged books shall deprive him of further issuance of free textbooks until the indebtedness is cleared. Textbooks will not be issued to students until all their textbook debts are paid.

Lost or damaged textbooks shall be assessed at replacement value. Extenuating hardships concerning indebtedness may be considered by the principal or his/her designee.

If the book is found and returned, the bookkeeper will make a refund to the student based on the assessed damage, if any.

All monies collected from the sale, exchange, loss or damage of textbooks shall be added to the school's appropriation for textbooks. There will be a mandatory textbook check four (4) times a year in all schools.

16. TORNADOES

In case of tornado warning, all school personnel are instructed to follow the tornado drill directions. Avoid gymnasiums, cafeteria, and auditoriums with wide, free-span roofs. Do whatever possible to protect yourself from falling debris.

REMINDER: *A TORNADO WATCH* means tornadoes are expected to develop.
 A TORNADO WARNING means a tornado has actually been sighted.

17. DROP OFF / PICK UP POINT

Parents bringing and/or picking up students should only utilize the drop off/pick-up point located at the back of the school. Any student in violation of this procedure will receive disciplinary action by the Student Affairs Office. Parents are responsible for securing transportation to pick up students at dismissal.

18. CANDY POLICY

No sale of candy will be permitted on campus.

19. DELIVERIES

Due to the numerous distractions and interruptions to our academic program, neither food (including lunch), flowers, balloons, nor any other amenities celebrating a student's birthday and/or special occasion will be accepted at Steinbrenner High School. In the event that a student forgets his/her lunch, he/she may charge a meal in the student cafeteria and will be responsible for repaying the charge the following day.

20. PHONE MESSAGES

We cannot deliver personal phone messages. In case of emergency, please ask for the appropriate Assistant Principal.

21. VENDING MACHINES

Vending machines are placed on our campus for the convenience of the staff and students. Unfortunately it is impossible to guard these machines against vandalism or tampering all of the time. Therefore, students are to use the machines at their **OWN RISK**. **Vending machines in teacher-only areas are not to be used by students.**

All products purchased must be consumed in that immediate area. **No food or drinks are permitted in the halls, offices, media center or classrooms.** **Vending machines are available to students only during designated hours.**

22. VISITORS TO STEINBRENNER HIGH SCHOOL

Visitors to the campus must check in with the receptionist in the Main Office. A pass will be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest. Parents visiting the campus will report to the Main Office, the Student Affairs or Guidance, depending on the nature of their business. Parents will be required to present identification.

Students who are enrolled in any Hillsborough County Public School shall not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy will be subject to school disciplinary action.

23. INDEBTEDNESS TO SCHOOLS

- a. NEW STUDENT REGISTRATION – Students entering Steinbrenner High School for the first time from a Hillsborough County Public School, MUST have all debts cleared prior to enrollment. Failure to adhere to this policy will cause a delay in enrollment and scheduling of classes. Proof of payment and/or correction on the withdrawal form is mandatory.
- b. INDEBTEDNESS TO SCHOOLS – Indebtedness lists are updated quarterly. Students must clear all indebtedness to participate in certain extra-curricular activities and/or to purchase student parking hang tags.
- c. WITHDRAWALS – Students withdrawing from Steinbrenner High School are to clear all debts prior to departure.

24. EVACUATION OF BUILDING

Teachers will give detailed instruction for an orderly and quick evacuation of the building in case of fire or other emergency. Each student should know exactly what to do regardless of where he/she may be, especially during lunch, assembly or passing time. Drills will be held periodically, and this is an opportunity to prepare for an actual emergency. It is important for all individuals to move as quickly and quietly as possible during drills so that instructions given by leaders may be heard. Move quickly without running, and be prepared to change directions if necessary.

25. ASSEMBLIES

The programs are planned to provide the student with a medium for the expression of school interest and student activities. The programs vary widely in subject matter as we attempt to relate them to the needs and activities of our school. Prompt attendance and appropriate behavior at all assemblies is required. Failure to comply with school guidelines may result in disciplinary action.

26. ANNOUNCEMENTS

Announcements will be made daily via the “Morning Show” or intercom. It is the responsibility of each student to watch and listen carefully to all announcements. All announcements must be approved and signed by a teacher sponsor and submitted to the Assistant Principal for Administration by 12:00 noon the school day before the announcements are to be read.

27. LOCKS AND LOCKERS

All students will have the opportunity to rent a school locker. A \$2.00 fee will be charged. School personnel must be able to open all lockers in the event of an emergency, therefore, only school-issued locks are allowed. No personal locks will be permitted on Steinbrenner High School lockers. Each student will be responsible for the locker he/she is assigned. **SHARING OF LOCKERS IS PROHIBITED. Student lockers are subject to search by an Administrator or Law Enforcement.**

28. CARE OF PERSONAL PROPERTY

Students should exercise great care in keeping up with their personal property and textbooks. The school has offered you adequate facilities and you can help in the following ways:

- a. Always keep books and personal property in a secure location.
- b. Always check your locker to see that it is locked properly.
- c. Report all missing items to the Student Affairs Office.
- d. Check the Student Affairs Office periodically in case items have been turned in to lost and found.
- e. If you observe anyone taking items which do not belong to them, it is your responsibility to see that he/she is reported to school officials.
- f. Do not bring to school more money than is needed for each day.

29. CORRIDOR OBSTRUCTION

Any student disturbing traffic flow in the corridors may be disciplined. The following rules are presented to ensure an orderly flow of student traffic:

- a. Keep to the right as you move through corridors
- b. NO LOITERING. KEEP MOVING TO CLASS. DO NOT GATHER IN GROUPS TO VISIT.
- c. Walk – Do not run
- d. No loud or disruptive noises
- e. Any student out of class during class time must have his/her hall pass available

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Principal
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Steinbrenner High School

Notice to Parents Regarding Outside Clubs / Activities / Associations

I, the parent or guardian of _____, understand that School Board policies allow for the operation of clubs which sometimes conduct activities away from the school site without school sponsorship or other involvement. No student may participate in such activities without the permission of a parent or guardian, but the School Board is not responsible or liable for these activities. It is the responsibility of the parent or guardian to insure that the club's affairs are conducted in a safe and appropriate manner.

Clubs sometimes engage the services of coaches or other people who oversee or provide instruction for participants engaged in the club's activities. Such coaches and other persons are not School Board employees, nor can the Board direct their activities or otherwise be responsible for their conduct. They are not employees or agents of the Board policies and do not undergo background checks, fingerprinting, or security procedures. If an employee of the School Board participates in club activities away from the school site he or she does so as a volunteer and is not acting on behalf of, or at the direction of, the Board. Parents and Guardians should therefore take steps to assure that any club in which their student takes part has established oversight, screening, and hiring processes sufficient to insure the safety and welfare of the participants.

Because the clubs operate independently of the Board, students and others participating in the club's activities are not covered by the Board's insurance, workers compensation or other risk management programs. Parents and Guardians should therefore take steps to assure that their students are protected by their own insurance policies or one purchased by the club itself.

The Board's schools and employees may not perform any administrative function for offsite club events, including bookkeeping, the maintenance of dues or other payments, or the storage of equipment.

Because these clubs do not represent the school, students will not receive "school business" for absences from school.

Name of Parent (Printed)

Signature of Parent

Date of Signature

**Steinbrenner High School
PARENTAL AWARENESS FORM**

Dear Parents,

There are a variety of clubs offered at Steinbrenner High School. They are based on our students' interests. Research tells us that students who participate in clubs have a greater feeling of belonging, connectedness and engagement with the school and other students. This may help students be more successful in school.

In order to give you the opportunity to help your child select his or her club(s), we will provide a list of clubs available at our school. Please discuss this list with your child. If you have any questions or concerns, please feel free to contact the club sponsor or the Assistant Principal for Administration.

Also attached is the Parental Awareness Form on which you may tell us if you wish to limit the number or kinds of clubs your student may join. Please return it to the Office of Assistant Principal for Administration with your student, or mail it to the school's address by August 24, 2016.

We will continue to provide you with information on changes that may occur during the school year. This information will be communicated to you in newsletters, student handouts, and/or our website. You are welcome to call the school at any time for specific information regarding any club or organization, or to discuss any concerns you may have.

Sincerely,

Steinbrenner High School

Please complete and return

Steinbrenner High School Parental Awareness Form

My student _____
(Student Name)

_____ may participate in no more than _____ clubs (indicate the number of clubs in which your student will be allowed to participate)

_____ may not participate in any club

_____ may not participate in the following clubs:

Parent Signature

Date

Student Signature

Date

07/29/13



Student Media Release Form

Date: _____

School: _____

Student ID Number: _____

Student Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Dear Parent/Guardian:

Throughout the school year, the media may visit your child's school to cover special events. Hillsborough County Public Schools also may wish to interview, photograph, or videotape your child for promotional and educational reasons to utilize in publications, posters, brochures, and newsletters; on the Internet, radio, or television; or for other special district events. Before your child can participate in any of the above activities, you must give your permission by signing and returning this media release form to your child's school.

- I give my permission** for my child to be interviewed, photographed, or videotaped for use in school/district publications, school district productions, or for use on the Internet or by the general news media for print, broadcast, or on websites; and for his/her name to be published in school/district publications, on the Internet, or in news publications or broadcasts.
- I do not give my permission** for my child to be interviewed, photographed, or videotaped for use in school/district publications, or for use by the general news media for print, broadcast, or on websites; nor for his/her name to be published in school/district publications, on the Internet, or in news publications or broadcasts.

Parent/Guardian signature: _____

Parent/Guardian name *(please print)*: _____

Date: _____