

# “Lil’ Hounds on the Trail of Knowledge”



## STUDENT HANDBOOK

**Allison Kalbfleisch**

**Principal**

**Michelle Browning**

**Asst. Principal of Curriculum**

**Tony Williams**

**Asst. Principal of Administration**

**Norm Schussele**

**Dean of Students**

**Florence Shelton**

**Dean of Students**

**226 North Main Street**

**Auburndale, FL 33823**

**(863) 965-5494**

**(863) 965-5496 FAX**

**[www.stambaughmiddle.com](http://www.stambaughmiddle.com)**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper





Welcome to Stambaugh Middle School! We are looking forward to a successful and exciting year for all. This daily planner will provide each student with valuable information.

Each student can guarantee his/her success by giving the maximum effort in the classroom. We encourage each student to participate in at least one extra-curricular activity. The entire faculty is willing to offer help and assistance, but remember **the student is responsible for his/her own success.** The student must be an active learner; free to seek advice or assistance by asking teachers, counselors, or administrators. We expect the student's best efforts and are confident each student will have a great year.

## SCHOOL MISSION

The Stambaugh Middle School family of students, staff, parents, and community is dedicated to creating an environment where all members maximize their academic potential and love of learning by thinking independently, working cooperatively, and contributing positively toward becoming responsible and productive citizens in a changing world.

## GRADING SYSTEM

A	100-90	Superior Achievement
B	89-80	Good Achievement
C	79-70	Average Achievement
D	69-60	Passing, Below Average
F	59-00	Failing
I	-----	Incomplete

## CONTRACT

I have read this handbook and promise to obey all rules contained within. If this handbook is lost or destroyed, I will be responsible for replacing it at a cost of \$7.

**I will bring my daily planner to every class each day.**

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Student Signature

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Parent Signature

# STUDENT CALENDAR

First Day of School	Monday, August 20, 2007
Holiday – Labor Day	Monday, September 3, 2007
Holiday	Wednesday, September 12, 2007
Interim Reports Distributed	Week of September 17, 2007
Holiday	Friday, October 19, 2007
End of 1 <sup>st</sup> 9 weeks	Wednesday, October 24, 2007
Report Cards Distributed	Tuesday, November 6, 2007
Holiday – Thanksgiving	November 19-23, 2007
Interim Reports Distributed	Week of December 3, 2007
Holidays – Winter	December 20, 2007 – January 2, 2008
First School Day After Winter Holidays	Thursday, January 3, 2008
End of 1 <sup>st</sup> Semester/2 <sup>nd</sup> 9 Weeks	Thursday, January 17, 2008
Holiday	Friday, January 18, 2008
Holiday – Martin Luther King, Jr. Day	Monday, January 21, 2008
Report Cards Distributed	Thursday, January 31, 2008
FCAT Writing Assessment	Tuesday and Wednesday, February 12-13, 2008
Holiday – Presidents’ Day	Monday, February 18, 2008
Interim Reports Distributed	Week of February 19, 2008
FCAT Testing	March 12 – 25, 2008
End of 3 <sup>rd</sup> 9 weeks	Monday, March 24, 2008
Holidays – Spring Break	March 31 – April 4, 2008
Report Cards Distributed	Wednesday, April 9, 2008
Interim Reports Distributed	Week of April 28, 2008
Holiday – Memorial Day	Monday, May 26, 2008
Last Day of School	Tuesday, June 3, 2008

\*Storm Make-Up Days will be used in the following order 11/19, 11/20, 12/20, & 1/2/08

## STUDENT SCHEDULE

ARTICLE I.	PERIOD/TIME	Class	Rm. #	Teacher
<b>HR/Channel 1: 8:40 – 8:50</b>				
<b>1<sup>st</sup></b>	<b>8:50 - 9:35</b>			
<b>2<sup>nd</sup></b>	<b>9:38 - 10:23</b>			
<b>3<sup>rd</sup></b>	<b>10:26 – 11:11</b>			
<b>4<sup>th</sup> (6<sup>th</sup> gr.)</b>	<b>11:38 – 12:23</b>			
<b>4<sup>th</sup> (7<sup>th</sup> &amp; 8<sup>th</sup>)</b>	<b>11:14 – 11:59</b>			
<b>6 gr. Lunch 11:14–11:36</b>		<b>7<sup>th</sup> gr. Lunch 12:02–12:24</b>	<b>8<sup>th</sup> gr. Lunch 12:50–1:12</b>	
<b>5<sup>th</sup> (6<sup>th</sup> &amp; 7<sup>th</sup>)</b>	<b>12:26 – 1:11</b>			
<b>5<sup>th</sup> (8<sup>th</sup> gr.)</b>	<b>12:02 – 12:47</b>			
<b>6<sup>th</sup></b>	<b>1:14 – 1:59</b>			
<b>7<sup>th</sup></b>	<b>2:02 – 2:47</b>			
<b>8<sup>th</sup></b>	<b>2:50 – 3:35</b>			
<b>3:35</b>	<b>Announcements &amp; Dismissal</b>			



## “BILL OF STUDENT RIGHTS”

EVERY PERSON has the right to be treated as an exceptional human being. By being a student at Stambaugh Middle School you can expect these things:

- **The right to an education** (Teachers should be free to teach without being interrupted by inconsiderate or disruptive students.)
- **The right to be safe in school and to have personal and school property respected**
- **Freedom from physical abuse and /or mental abuse such as name-calling, intimidation, harassment or vulgar language** Swearing and use of inappropriate language are not acceptable.
- **The right to develop one’s own personality** (as long as it does not interfere with the educational process or the rights of others) **without disrespectful criticism or pressure from peers and cliques**

## STEPS TO STUDENT SUCCESS

Believe in yourself

Seek the help of any staff member if you have problems; we can’t help if we don’t know

Be prepared with all necessary materials

Look for someone **you** can help in school...We are all part of a team that is working for success

Get involved! At Stambaugh we have many recognition and reward programs to help make school a great experience!

## 1) HIGH EXPECTATIONS

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## HIGH ACHIEVEMENT

During this time of your life, EDUCATION is your career. Coming to school is your job and your basic job expectations are as follows:

- Take PAPER AND PENCIL to each class.
- Take your PLANNER to each class.
- Take the appropriate TEXTBOOKS to each class.
- Know which classes require SPECIAL MATERIALS. Be responsible for taking all materials to each class.
- Complete all ASSIGNMENTS and HOMEWORK.
- Be responsible for LEARNING at school. This is your first concern. It is great to have friends but you should not socialize during class time. Socializing interferes with both learning and the general atmosphere of the classroom.
- Put forth your best EFFORT at all times.

## VALUES OF THE MONTH

August	Respect
September	Integrity
October	Courage
November	Gratitude
December	Generosity
January	Responsibility
February	Compassion
March	Hope
April	Courtesy
May	Perseverance
June/July	Citizenship



## ARRIVALS AND DISMISSALS



Parents are requested to deliver students in the back of the school. The side street is closed during school hours with the exception of the buses. In the afternoon, the front of the school tends to get congested, blocking traffic on Lake Stella Drive. Therefore, by order of the Auburndale Police Department, parents must pick up students in the back of the school. Students must be picked up at the bus ramp following after-school activities.

Students must remain in authorized areas and leave the school building immediately following dismissal unless under the supervision of a teacher. Bus students are to go directly to the bus loading area. Loitering on school property by anyone, including students who have been suspended or expelled is not permitted.

## ATTENDANCE/CHECKING OUT

A school administrator or a teacher makes the decision as to whether a student's absence is excused or unexcused. See the Secondary Code of Student Conduct.

- If a student is absent from school, he/she must bring a note signed by a parent or guardian explaining the absence.
- If a student is absent for more than ten days during a semester, the school may ask the student to bring a note from his/her doctor.
- If a student has excessive, unexcused absences, the school may refer the student to the visiting teacher. If the student continues to miss school, the school may refer him/her to Children and Family Services for truancy.
- If a student knows he/she will not be able to attend school for three or more days because of an illness, a parent or guardian may call the office to request missed assignments. Teachers need 24 hours to prepare work. Assignments may be picked up in the Office.
- See the Secondary Code of Student Conduct if a student plans to miss school in order to take a trip with his/her parents.

If a student is not in first period by 9:30, he/she must report to the Attendance Office. A school board employee will determine whether the tardy is excused or unexcused by using the guidelines in the Code of Student Conduct. Students who check out and return the same day or the following day must check in at the Main Office.



Punctuality and attendance is necessary for the student to take full advantage of the available educational opportunities. When tardies constitute a pattern of behavior disruptive to the educational process, they will be dealt with as disruptive behaviors and/or minor infractions as set forth in Section 6.03 of the Code of Student Conduct. Excessive absences may result in retention or legal action. Upon the 5<sup>th</sup> absence, there will be notification from the school. A doctor's note will be required for any absence that exceeds 10 days.

## AWARDS



A special awards program is held at the end of the school year. Students are honored for their academic achievement. Team recognitions are also held each grading period.

## BICYCLES



Bicycles must be parked in the assigned bicycle area. The school is not responsible for loss, theft, or vandalism of bicycles. A chain and lock are required and must be used everyday. Bicycle riders must wear helmets. Students are not to ride bicycles on campus. **Motorized vehicles, skateboards, and roller blades/shoe skates are not permitted at school.**

## BOOK BAGS / BACKPACKS



Only SMS's mesh, see through string bags may be brought to school. Students should have their paper, pencils, and agenda in a Stambaugh string bag. This will be in the student's possession throughout the day. We have found that book bags, backpacks, opaque string bags, and purses may become safety hazards, and are not allowed on campus.

## BUS REGULATIONS



Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school. The school bus is considered an extension of SMS. The bus drivers have the responsibility to deliver students safely. This requires their complete attention, and they cannot be distracted by inappropriate behavior. Proper conduct is expected at all times and students who create a potentially dangerous situation and/or violate rules of conduct will face disciplinary action that may lead to suspension from the bus.

## CAFETERIA PROCEDURES

Regular school lunches are \$1.90, and reduced lunches are \$.40. Regular school breakfasts are \$1.00, and reduced breakfasts are \$.30. Ala Carte items are available, and are priced separately. Students should deposit money in their lunch account before school; however, students may deposit money during their regularly scheduled lunch period. Students are expected to exhibit proper conduct in the cafeteria and follow the posted rules. No food items are to be taken outside the cafeteria. Students are to report to the cafeteria during their respective lunch periods. Students are not allowed on other parts of the campus during lunch.



## CLINIC AND MEDICATION

If a student becomes ill during the school day, he/she may report to the clinic with a pass from his/her teacher. Students may not enter the clinic between classes. Parents are requested to make certain that the school has at least one emergency number to call in case there isn't anyone at home. The sole purpose of the clinic is to dispense medication, administer first aid, and assist students who need to go home.



School personnel will not administer any medication, including over the counter medication, to students unless SMS has received a medication form properly completed and signed by the doctor/nurse practitioner and the medication has been received in an appropriately labeled container. If the student brings medicine to school, he/she must leave it in the office as soon as he/she arrives.

## CLUBS

SMS has a variety of school clubs available. Club sponsors will announce procedures for membership. Honor Society acceptance is based on scholarship, service, leadership, character, and citizenship. The required GPA is 3.5 without any C's. Each group or club will set its requirements for membership, field trips, and extra-curricular activities. Any student who has an outstanding financial obligation will not be permitted to participate in any extra-curricular activity or event until the obligation has been met.

*It is always too soon to quit.*

*David Socrates*

## DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people. Students are expected to exhibit a positive attitude and not only do their part in making this school an effective place for learning, but also develop the habit of self-restraint which will make them better people.

The Polk County Board of Education requires each student to adhere to the rules and regulations established by the administration and to comply with such disciplinary measures as assigned for infractions of these rules. Accordingly, the Polk County Code of Student Conduct shall require that all students:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the personal property and rights of others.
- Respond and comply with the directions of those persons responsible for order and maintenance of the educational process.

Students who break SMS rules and regulations will be subject to disciplinary measures implemented in accordance with the Code of Student Conduct. If a student is assigned a work detail and does not serve it, he/she may be assigned to ISS or suspended from school.

*"If you tell the truth, you don't  
have to remember what you said"*

## DRESS CODE POLICY

Students are required to wear appropriate clothing according to the specific dress code requirements within the scope of the district-wide dress code. School administrators have final authority to decide if clothing complies with district rules. Repeated violations shall be treated as disruptive behavior and/or minor infractions as set forth in Section 6.03 of the Secondary Code of Student Conduct. Dress code violations will not carry over on the student's discipline record to subsequent semesters. SMS will notify the parent if dress code violations are becoming disruptive behavior. After 4 or more dress code violations in a semester, consequences will be assigned. If an assigned work detail is missed, there should be a valid note from the parent for the work detail to be reassigned. If there is no parent notification of a missed work detail by the first day of school following the work detail, your child will be **assigned a higher level of discipline.**

### *Reflections*

*"When people show you who they are,  
believe them."  
Maya Angelou*

*I have never been hurt by anything  
I didn't say.*

*A good listener is not only popular everywhere,  
but after a while  
he knows something.*

RESPECT...Give It to Get It.  
**DRESS CODE**



A positive relationship exists between a student's actions, accomplishments and in the way he/she dresses.

The appearance of any young person is the responsibility of the individual and his/her parents. We expect students to maintain the type of appearance that is not a distraction to teachers or other students. These distractions are detrimental to the educational process.

The following are guidelines that parents and the school may use to determine the suitability of student dress:

- Hats, hoods, visors, sweat bands, bandanas, stocking hats or any other head coverings are not permitted on school grounds.
- Shoes must have heel straps.
- Pants, shorts, skirts and skorts with belt loops must be worn with belts.
- Pants, shorts, skirts and skorts must be hemmed, fit properly at the waist, and may not touch the ground. Oversized clothing is not acceptable.
- **Shorts, skirts and skorts must be mid-thigh or longer. Shorts/skorts must have a 5" inseam or longer.**
- Shirts/blouses must be tucked in at all times.
- No combs or picks are to be worn in the hair.

**UNACCEPTABLE ATTIRE:** Students are not allowed to wear clothing, jewelry, (including body piercing jewelry), buttons, haircuts, hair color, tattoos, or other attire or markings which are offensive, suggestive, disruptive, or indecent.

- Clothing associated with gangs
- Clothing that depicts drugs, alcohol, tobacco, profanity, obscenity, vulgarity or violence
- Clothing associated with discrimination on the basis of age, race, handicap, national origin, marital status, religion or sex
- Clothing exposing the torso or upper thighs such as see-through garments, miniskirts, or mini-dresses, halters, backless dresses, tube tops, tank tops without over blouses, bare midriff outfits or blouses tied at the midriff
- Clothing improperly fastened or torn

**UNIFORMS** will be included in the dress code. The standard uniform for our school is:

**BOTTOMS:** Must be dark blue, black or khaki/tan shorts, pants, skorts, skirts or jumpers. They must be plain, solid color, twill, corduroy or denim-type fabric. No colored trim, stripes, embroidery, etc. Sweat pants, knit pants and overalls are not permitted. Shorts, skirts and skorts must be mid-thigh or longer. They must be the appropriate size and worn at the waist.

**TOPS:** Must be plain white, navy or gold with a collar and long or short sleeves. They can be knit, polo-type or woven dress shirts. Turtlenecks, sweaters and sweatshirts of the appropriate colors are acceptable. Stripes and decorations of any sort are not permitted. Shirts must be tucked.

**Winter/Outer Garments:** The uniform dress code shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to weather conditions. Any jacket/coat/cardigan that meets regular dress code rules (no offensive symbols, language, etc.) is acceptable. Sweatshirts (hoodless) or solid sweaters of appropriate school colors may be worn over uniform shirts or blouses. These garments must not have any decoration, stripes, or trim of any sort. **Students may not wear flannel or similar garments as jackets.**

**SHOES:** Must be safe and appropriate, as determined by the school. Shoes must have a heel strap.

#### **ADDITIONAL DRESS CODE RULES**

- Belts are required if the garment has belt loops.
- Shorts / skirts / skorts must be mid-thigh or longer.
- If a garment has slits, the slits must be mid-thigh or longer.
- Pants may not be frayed, torn, pinned up/under or rolled up/under.
- Pants must be hemmed and off the ground.
- Shirts must be tucked in at the waist.
- Clothes must be the appropriate size, with the waist of the garment worn at the waist.
- Clothing that is too tight or too loose is **not** appropriate for school.

#### **ELEVATOR**

The use of the elevator is



restricted to students with handicaps or injuries. Students requiring the use of the elevator must secure an Elevator Pass from the office. Students in violation of this policy will face disciplinary action.

### **FIRE AND TORNADO DRILLS**

Fire and Tornado drills are considered very important. They are held at intervals throughout the school year to help develop proper safety practices. Remember these basic rules:

- Check the instructions posted in each classroom indicating how to leave the building in case of fire and the procedures to follow in the event of a tornado.
- Walk silently and move quickly to the appropriate designated area.
- Remain with your class at all times.

### **GENERAL SAFETY AND SCHOOL RESOURCE OFFICER**

At all times students are expected to conform to accepted levels of personal and public safety. Students need to be respectful of others and respect their rights and safety as well. If a student needs assistance with a problem, an Administrator, Counselor, Teacher, or School Resource Officer will be available.



The School Resource Officer is here to assist the students, staff, parents and community of SMS. His main responsibility is to assist the school with prevention of criminal problems, whether they are on campus or within the community. The Auburndale Police Department and the School Board of Polk County employ the School Resource Officer.

### **GUIDANCE**

SMS has three guidance counselors.

GRADE 6 MS. PARADA  
GRADE 7 MS. MASCH-CLARK  
GRADE 8 MS. FARRELL

Students meet the counselors as the result of self-referral, teacher request or parent request. A pass is required to enter the Guidance Office at all times. The N.W. entrance must be used when entering the building before school. Counselors are available to meet with students individually and in groups. The counselors are available to discuss personal, academic, and social problems. Students may make appointments by filling out Guidance Request forms in the guidance office. Information regarding the student assistance program, mentor program, peer mediation and other services are also available. Withdrawal procedures are also done through the Guidance Office. For guidance information call: 965-5499.

### **HALL PASSES**

Students must have a pass in their planner to be in the hallway at any time. If students need to enter the building before school, arrangements must be made beforehand by obtaining a pass in their planners. They are to enter the building designated by the Principal and the School Safety Committee. Students are to keep to the right when moving in the halls and on the stairs. Running and shouting are not permitted. Students are to be courteous at all times.

*Courage is what it takes to stand up  
and speak. Courage is also what it  
takes to sit down and listen.*

### **IDENTIFICATION BADGE**

An identification badge will be issued to each student, to be worn, daily, for security and safety. This ID badge will identify the

student as part of SMS. The ID badge will also be used to scan for library checkout and to scan for lunches. If the ID badge is lost, defaced, or damaged, there will be a \$5 replacement charge. A replacement will be issued before school, several days a week, in the computer lab. Not wearing a student ID, will be treated as a minor infraction, as set forth in Section 6.03 in the Code of Student Conduct, and a consequence will be assigned.

### LOCKERS

Lockers will not be issued to students. Every student is responsible for carrying their supplies and agenda in a small trapper keeper. Each class will have a class set of books, and in most instances, a set of books will be issued to the students to use at home.

### INTERIM PROGRESS REPORTS

Interim reports will go out approximately halfway through each grading period. Parents may request a weekly report by contacting the teachers. Parents may also monitor their child's assignments by checking the daily planner.

### LOST AND FOUND

Articles found in and around the school should be turned in to the Main Office where the owners may claim their property with proper identification. The school will hold lost items for 30 days. The items will be donated to charity if not claimed within this time.



### MEDIA CENTER

The media center is open before school from 8:15-bell. Students must have a pass to go to the media center during class periods.

### PARENT INTERNET ACCESS

The Pinnacle Internet Viewer allows parent information regarding their child's classes,

grades, or attendance at any time. An application can be obtained from the Guidance Department or by accessing SMS's website,. Please contact the Guidance Department or the Pinnacle Administrator at Stambaugh, Bob Wood, for further information

### SCHOOL GROUNDS

SMS has a closed campus. Students will remain on campus from the time they arrive in the morning until the dismissal bell in the afternoon. After students arrive on campus, under no circumstances are they to leave without permission of school authorities.

### SCHOOL STORE



A school store is provided for students to purchase folders, pencils, pens, rulers, paper and PE uniforms. It is open most mornings before school and is located near the Guidance Office. Please enter and exit the building from the NW stairwell near the bus ramp.

### STUDENT PROPERTY

The following items are disruptive and may interfere with the learning climate of our school. Do not bring such items to school.

- Pagers, electronic games, CD players and/or other musical devices
- Items of distraction such as toys, trading cards, water guns, whistles, balloons, offensive sprays, rubber bands, nail polish, perfumes
- Expensive items of jewelry or large sums of money
- Dangerous items such as knives, sharp objects, lighters, matches or any device that can hurt people

**\*Cell phones are not to be out or used until after school.** These items do not make any positive contribution to academic achievement and therefore are prohibited. They are an invitation to theft and have no place at school. They will be taken from students and will be returned only to parents/guardians. Items considered to be harmful will be given to the SRO.

### STUDY HABITS / HOMEWORK

Plan a definite time for studying each day. If



homework is not assigned, read and review the material that has been previously covered in classes or read a book. A student may shorten his/her study time by knowing the purpose of each assignment, what to do, and how to do it before leaving class. Students need to keep a record of all assignments in their daily planners.

Many teachers at SMS give homework to continue classroom activities, extend learning time and reinforce specific skills. Some classes or units of study demand homework on a regular, perhaps even a daily basis, while others require homework less frequently. When teachers give homework, that work is collected at an appropriate time, reviewed by the teacher, and noted in the teacher's grade book.

When a teacher gives homework, the credit it earns becomes part of the student's grade for the nine weeks.

Each student at SMS is expected to do every homework assignment that is given and turn the assignment in on time. When a student does not turn in homework on time, the student may lose partial or complete credit for the work according to the homework policy established by the individual teacher and communicated to the student and his parents at the beginning of the school year. Teachers will use appropriate comments on interim reports and report cards to explain reasons for unacceptable grades.

### **TARDY POLICY**

Punctuality is necessary for the student to take full advantage of available educational opportunities. Tardies will not

carry over into the next semester. When tardies constitute a pattern of behavior, the tardy will be dealt with as a behavior and/or minor infraction as set forth in Section 6.03 of the Secondary Code of Student Conduct. SMS will notify the student, then the parent, if tardies are becoming a disruptive behavior. After 4 or more unexcused tardies in a semester, work details or ISS will be assigned. If an assigned work detail is missed, there must be a valid note from the parent to reassign the work detail. If there is no parent notification of a missed work detail by the first day of school following the work detail, your child will be **assigned a higher level of discipline.**

### **TELEPHONE**

The office phone is to be used by the students for emergencies only.



### **TEXTBOOKS AND FEES**

**\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$**

All textbooks are loaned to students during the school year. Textbooks are to be covered, kept clean and handled carefully. Books and equipment distributed to students for their use are the property of the School Board of Polk County and SMS. Students assume the responsibility for these items and are expected to pay for any damages or losses. If a student damages or misplaces any school property, or if it is stolen, he/she is responsible to pay for it before the school will give him/her another.

# We're Looking for a few TOP DOGS



DO YOU HAVE WHAT IT TAKES?

- All A's, B's and C's
- No suspensions (OSS, ISS, Bus)
- No more than 3 days absent each quarter.

## TUTORING

A student may find at times that there is a need for just a bit more help in understanding the material that has been taught in class. Tutoring options are usually provided before and after school on designated days. For more information contact the Guidance Office.

## VISITORS

We ask that all visitors report to the Main Office. Visitors are to present a picture ID and will be issued a visitor pass to be worn while on campus. No one will be permitted to visit a student without permission from the administration.

## WIRELESS COMMUNICATION DEVICES/TELEPHONES

Wireless communication devices will be permitted, but shall not be activated or used before school hours, during school hours, on school buses, or at school functions. If brought to school, they are to be turned off before coming on campus and not activated until after the dismissal bell. Wireless communication devices will be confiscated if they are seen or heard, and will be returned only to the parent/guardian. If in use before the dismissal bell, they will be returned to a

parent/guardian, and a consequence will be assigned according to the Student Code of Conduct. The school will not be responsible for lost or stolen wireless communication devices while in the possession of students.

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*Always be a first-rate version of yourself, instead of a second-rate version of somebody else."*

*Judy Garland*

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*"People are just about as happy as they make up their mind to be."*

*Abraham Lincoln*

# Little Hounds BARK



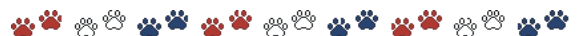
Be on time.

Always go to class prepared to learn.

Respect the rights and property of others.

Keep a positive attitude.

“Lil’ Hounds on the  
Trail of Knowledge”



**TERMS AND CONDITIONS FOR THE USE OF TELECOMMUNICATIONS 6Gx53-8.014**  
**NETWORK APPLICATION: STUDENT/PARENT/GUARDIAN ADOPTED 6/24/03**

Polk County Schools have an exciting opportunity to expand learning through access to the Internet and networks for student, staff, school volunteers, parents, and the entire Polk County community. With the opportunity comes the responsibility for appropriate use. Therefore, we request that you carefully read this document prior to signing the foregoing application.

**INTERNET AND NETWORK RESOURCES:** The Internet is an electronic superhighway connecting thousands of computers all over the world and millions of individual subscribers. Using it, you will have access to:

- (1) Worldwide electronic mail communication,
- (2) Global information and news,
- (3) Public domain and shareware computer software of all types,
- (4) Discussion groups on numerous topics from the environment to music to politics, and
- (5) Access to many university libraries and others, such as the Library of Congress, Canadian Academic Libraries (CARL) and Educational Resources Information Center (ERIC).

**INTERNET AND NETWORK WARNING:** With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school-aged children. The Polk County School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from the faculty and staff. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

At school, student access to and use of the Internet and a network will be under teacher direction and will be monitored as any other classroom activity. The School District, however, cannot prevent the possibility that some users may access material that is not consistent with its educational mission, goals and policies, since Internet access may be obtained outside of the school setting.

**INTERNET AND NETWORK GUIDELINES:** Internet access is coordinated through a complex association of government agencies and regional and state networks. The operation of the Internet and networks relies heavily on the proper conduct of the users who must adhere to strict guidelines.

- (1) **Acceptable Use** - The use of the network must be in support of education and research that is consistent with the educational goals and policies of the Polk County School Board. Use of networks or computing resources must be consistent with the rules appropriate for those networks. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is prohibited. Use for product advertisement or political lobbying is also prohibited.
- (2) **Privileges** - The use of the Internet and a network is not a right, but a privilege and inappropriate use will result in cancellation of that privilege. Each individual who uses the Internet or network will receive information pertaining to the proper use of the network. School and district administrators will decide what is inappropriate use and their decision is final. Privileges can be revoked at the school level by the school administrator or at the district level or by the service provider at any time deemed necessary or by recommendation of the administration, faculty, or staff.
- (3) **"Netiquette"** - You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Students should not reveal their private address or phone number or those of others. Even adults may want to exercise caution revealing name and address information over the network. Electronic mail is not guaranteed to be private. Do not disrupt the network, the flow of data, or network use by others.
- (4) **Warranties** - The Polk County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Polk County Schools will not be responsible for any damages you suffer including loss of data. The district will not be responsible for the accuracy or quality of information obtained through an Internet connection at the school or district.
- (5) **Security** - Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's network access. Attempts to logon to a network as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- (6) **Vandalism** - Vandalism will result in cancellation of your privileges. Vandalism is defined as malicious attempt to harm or destroy network resources, data of another user, the Internet, the Florida Information Resources Network (FIRN), or other networks. This includes the creation of, or the uploading of, computer viruses on the Internet or host site.
- (7) **Updating Your User Information** - You may occasionally be required to update your registration, password, and account information to continue Internet access if appropriate to your site. You must notify the district of any changes in your account information (address, school, etc.). Currently, there is no fee for this service.
- (8) **Exception of Terms and Conditions** - All terms and conditions as stated in this document are applicable to all users of the Internet and all school and district networks. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States of America.

Please complete if the school has requested permission for your student to have access to the Internet, school, or district network resources.

**PLEASE PRINT ALL INFORMATION:**

User's Full Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

School Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Identification Number \_\_\_\_\_

**STUDENT AGREEMENT:** I have read, understand and will abide by the Terms and Conditions for the Use of Telecommunications and Networks in the Polk County School District on the reverse side of this form. I further understand that network access is a privilege designed solely for educational purposes and any violation of the Terms and Conditions of Polk County School District policies may result in losing my access privileges, school disciplinary action and/or appropriate legal action initiated against me.

Student Signature \_\_\_\_\_

**PARENT OR GUARDIAN AGREEMENT (Also required if applicant is under the age of 18):** As the parent or guardian of this student, I have read and understand the Terms and Conditions for the Use of Telecommunications and Networks in Polk County Schools on the reverse side of this form. I understand that this access is designed solely for educational purposes and the Polk County School Board has taken reasonable precautions to supervise network usage. However, I also recognize that it is impossible for the district to restrict unsupervised access to all information or materials and I will not hold them responsible for materials acquired on the network. I also accept full responsibility for supervision of my child or ward in connection with such network access outside of the school setting and at home. I hereby give permission to establish an account for my child and certify that the information contained on this application is true and correct to the best of my knowledge and belief.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Telephone Number (A telephone number where the parent/guardian can be reached during the day) \_\_\_\_\_

When your child's account is established, he or she will be notified of their user ID and user password. Thank you for your interest and support of this exciting new resource in the Polk County Schools.

**FOR SCHOOL USE ONLY:**

User Identification Number \_\_\_\_\_ Temporary Password \_\_\_\_\_

Date Issued \_\_\_\_\_ By Whom \_\_\_\_\_

