

# HARRISON

SCHOOL FOR THE ARTS

## STUDENT HANDBOOK

### 2021-2022

By signing below, I acknowledge that I have read and agree to abide by the procedures and guidelines in the Harrison Student Handbook. The student handbook is available as a pdf file on the Harrison web site:

[www.harrisonarts.com](http://www.harrisonarts.com).

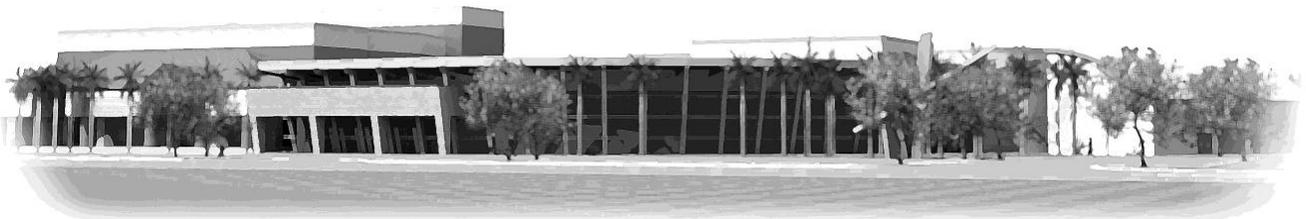
For hard copies, students should contact the Harrison office.

---

Print Student Name

---

Student Signature



## **ADMINISTRATIVE STAFF**

Principal.....	Mr. Kevin LeVine
Assistant Principal .....	Mrs. Brandy Polly
School Counselor .....	Mrs. Amy Benningfield
School Counselor .....	Mrs. Dione Facey-Poitier

## **PROFESSIONAL STAFF**

Chorus .....	Mr. T. Jordan McCarthy
Creative Writing .....	Mr. Clifford Parody
Dance – Ballet .....	Ms. Susan Olson
Dance – Modern .....	Ms. Shelley Bourgeois
Guitar.....	Dr. Robert Phillips
Motion Picture Arts .....	Mr. Rick Jansen
Musical Theatre-Acting/Theatre Manager .....	Mr. Joseph Sniegocki
Musical Theatre-Dance .....	Mrs. Laurel Renfroe-Lippy
Musical Theatre-Vocal .....	Mrs. Suzi Lambert
Orchestra-Strings.....	Mr. Matthew Davis
Orchestra-Winds/Jazz.....	Mr. Rob Lambert
Piano.....	Mr. Patrick Fleitz
Technical Theatre .....	Ms. Laura Jordan
Theatre.....	Mrs. Danelle Cauley
Visual Arts.....	Mr. Rocky Bridges
Visual Arts.....	Ms. Beth Garcia
Visual Arts.....	Mr. Casey Hall

## **SUPPORT STAFF**

Principal’s Secretary .....	Mrs. Kelly James
Secretary .....	Mrs. Lisa Leland
Secretary .....	Mrs. Kimberly Punausua
Network Manager.....	Mr. Dan Renz

## **HARRISON SCHOOL FOR THE ARTS PHILOSOPHY STATEMENT**

Harrison School for the Arts exists within a dynamic society that has continuously changing expectations of its schools. More and more, society is recognizing students with special needs and is attempting to meet those needs through specialized programs and curricula.

We at Harrison School for the Arts believe that students who demonstrate a talent in the arts should have an opportunity to develop that talent to its fullest extent. Harrison School for the Arts has an obligation to train, cultivate, and nurture that talent in such a way as to foster self-discipline and self-esteem in each student.

The staff, faculty, and administration are dedicated to providing a learning environment conducive to attaining high artistic standards, instruction by faculty who are experts in their art disciplines as well as outstanding educators, an innovative curriculum, and unique performance opportunities. This environment will permit opportunities which are sufficiently broad to provide each student’s needs, sufficiently structured to provide each student with the necessary tools to learn, and sufficiently versatile to create an atmosphere which promotes creative self-expression and development.

## **PROGRAM DESCRIPTION**

The Lois Cowles Harrison Center for the Visual and Performing Arts was created to offer an enriched arts education for students with a demonstrated talent in the arts. The program is designed to develop both the academic and artistic skills of talented students interested in artistic careers, as well as an appreciation of the arts for those who may choose other fields.

Students in the arts program are mainstreamed into a regular high school setting for their academic classes at Lakeland High School, which is located next to Harrison School for the Arts. They are afforded the benefits of a wide range of both standard and honors courses, with opportunities for advanced placement credit.

## **ADMISSION CRITERIA**

- A. A minimum cumulative un-weighted grade point average of 2.3 on a 4.0 scale is required at the time of entry.
- B. A demonstrated talent as evidenced by an audition and/or portfolio with a favorable recommendation from the panel of expert judges.
- C. An interview process to determine a level of commitment to the arts program.
- D. Two favorable written recommendations.
- E. Written Resume – depicting school experiences, academic/artistic honors, personal interest/information, community involvement and areas of artistic specialization.
- F. Final admission into the arts program is determined by the principal of Harrison School for the Arts.

## **PROGRAM REQUIREMENTS**

- A. A 2.3 cumulative GPA must be maintained by all students. This GPA will be evaluated on a semester basis.
- B. Consideration for continued enrollment at Harrison School for the Arts is reviewed on a semester basis. Appeals regarding the policies established by Harrison School for the Arts must be directed to the principal of Harrison School for the Arts.

## **COURSE OF STUDY IN THE ARTS PROGRAM**

- A. Harrison School for the Arts and Lakeland High School utilize the 7-period day scheduling model. Each student in the arts program must be scheduled for seven periods of study each day. The final determination of a student's schedule at Harrison School for the Arts relies with the principal of Harrison School for the Arts.
- B. For the purposes of academics, students will be considered as being full-time dual-enrolled students at Lakeland High School.
- C. Freshmen students entering Harrison School for the Arts will be able to earn a minimum of 28 credits. Students entering Harrison School for the Arts after their freshmen year may need to attend summer school and/or take on-line courses in order to satisfy the arts and academic curriculum requirements. Students who have reading deficiencies as determined by the annual reading assessment may have to take classes outside the regular school day – for example, virtual learning.

- D. A student seeking early admissions status at the college and/or university level, who wishes to be considered as a graduate from Harrison School for the Arts, must demonstrate through appropriate school(s) records that he/she is continuing to pursue a field of artistic study. The student must provide verification from the school that an artistic curriculum is being pursued. A course of study should reflect full-time enrollment in the arts department of the college, university or arts school.
- E. Because of the special commitment that is made in attending Harrison School for the Arts, parents or guardians, and students are required to sign a contract that serves as an agreement and commitment to follow policies that are a part of the Student Progression Plan and also the Harrison School for the Arts Student Handbook. This contract is required to be signed only once during a student’s enrollment period at Harrison.
- F. The prescribed arts curriculum at Harrison requires students to earn a minimum of 10 credits in their specific art discipline over a four-year period.
- G. Departmental Transfers – A student may make application and audition for a different department during the annual open-audition period. Any student wishing to transfer departments outside the open-audition period MUST obtain the approval of both departments (the one he/she is leaving and the one he/she is entering) before conferring with the principal to schedule an audition. Auditions will only be granted for admission into the new department at the start of a new school year – NOT during the middle of the year.
- H. A failing semester grade in a Harrison course is grounds for immediate dismissal.
- I. Harrison students may NOT take an elective course at LHS that is within their respective discipline at Harrison. For example, visual arts students are not allowed to take visual arts classes at LHS.
- J. Students may not participate in a performance/production of another department without prior approval from their own respective departmental teacher(s).

### **GRADUATION AND STUDENT POLICY GUIDE**

The following guidelines are provided for Harrison School for the Arts students to help them better understand their position at Harrison School for the Arts and Lakeland Senior High School.

1. Harrison School for the Arts will have its own graduation ceremony. The ceremony will be held at a time not conflicting with Lakeland Senior High School graduation. The graduation diploma will read, “The Lois Cowles Harrison Center for the Visual and Performing Arts at Lakeland Senior High School.” Seniors will be required to march with Harrison School for the Arts. Students are eligible for all awards that might be generated through Harrison School for the Arts, such as Valedictorian and Salutatorian, etc.
2. Students who are able to devote time to interscholastic activities without conflicting with the co-curricular demands of the arts school may participate only at Harrison School for the Arts or Lakeland Senior High School in such activities.
3. All activities which are non-competitive in nature, interest clubs, service clubs, etc. may be made available to the arts students through Lakeland Senior High School resources.
4. Students may serve in elected office within student government and National Honor Society only at Harrison School for the Arts.
5. Students may participate in prom, senior activities, and other social, non-competitive activities at Lakeland Senior High School.

6. The highest priority for Harrison School for the Arts students for artistic performance must be with the school. It is the responsibility for the student to avoid conflicts with performing arts classes, rehearsals, and performances. Some of the arts classes have a greater potential for conflict than others. For example, there are more after school requirements for dance, theatre, and music students than for visual arts students. It is assumed that students who have earned acceptance into the arts school program will make this their primary focus regarding performance responsibilities.
7. Advanced Placement Classes – Students who sign up for Advanced Placement classes are expected to take the AP Exams at the end of the school year. The cost of these exams is covered by the Polk County School system. All students who take an AP class must complete an AP contract as required by the school district.

### **ATHLETIC ELIGIBILITY**

Students at Harrison School for the Arts are only eligible for athletic activities at Lakeland Senior High School since they attend Lakeland Senior High School for required courses. They are not eligible at the home-zoned school. (FHSAA By-laws 19-9-3, NOTE).

Students who elect to attend Harrison School for the Arts beginning in the 9<sup>th</sup> grade are eligible for athletics at Lakeland Senior High School as long as they are enrolled at Harrison School for the Arts. Students who enter Harrison after 9<sup>th</sup> grade or leave Harrison School for the Arts to enter another school will be eligible for the calendar year if they have previously established varsity eligibility.

**It should be noted that students attending Harrison School for the Arts do so because of their desire to have an intense study of the arts. The first priority must be the artistic development of the student.**

### **PROBATIONARY STATUS**

**Academic Probation:** A 2.3 GPA for all students must be maintained in student course work while enrolled in the arts program. This GPA will be evaluated on a semester basis.

The following procedures will be followed for students who do not maintain the required 2.3 GPA for enrollment at Harrison School for the Arts.

1. An academic probationary status will occur for all students that do not maintain a 2.3 semester average. Students will be notified in writing of their probationary status. The probationary status will remain in effect for the following semester and it will be re-evaluated at the end of that semester.
2. At the end of each semester, students on academic probation not earning the required 2.3 GPA will be advised in writing that they did not attain satisfactory status by the end of the probationary period and that he/she may be withdrawn to their home school.
3. Probation will be removed at the end of a semester if the student's average is the required 2.3 GPA or above.

**Artistic Probation:** Students may be placed on Artistic Probation at any time during the school year. This probation is warranted whenever a student is not performing up to the expected standards in any arts area. The arts faculty will determine this and notification will be given to the student and parents. Probation length will be determined by the faculty and administration.

**Disciplinary Probation:** Students will be placed on Disciplinary Probation at any time if their conduct is determined by the administration to be unacceptable for a student at Harrison School for the Arts. The length of

the probation will be determined by the administration. \*Depending upon the severity of the issue, a student may be dismissed from Harrison School for the Arts for a single incident. An appeal may be made to the principal of Harrison School for the Arts. It is assumed that student and parents will abide by the policies of Harrison School for the Arts as a part of the contractual arrangement with the school.

### **STUDENT SERVICES**

School Counselors  
Monday-Friday  
7:00 a.m. – 2:45 p.m.

Conferences are scheduled by requesting an appointment before or after school, emailing your counselor, or by telephoning 499-2855. Phone calls will typically be returned within twenty-four hours.

Amy Benningfield, School Counselor- [amy.benningfield@polk-fl.net](mailto:amy.benningfield@polk-fl.net)  
Mrs. Benningfield serves students in Chorus, Guitar, Jazz, Orchestra, Piano, and Visual Arts.

Dione Facey-Poitier, School Counselor – [Dione.FaceyPoitier@polk-fl.net](mailto:Dione.FaceyPoitier@polk-fl.net)  
Mrs. Poitier serves students in Creative Writing, Dance, Motion Picture Arts, Musical Theatre, Technical Theatre, and Theatre.

### **SERVICES OFFERED**

Counseling  
Consultative  
Academic Advising and Placement  
College Advising  
Career Advising  
Military Information

Testing  
Financial Aid  
Scholarships  
Referrals  
Graduation  
Parent Conferences

It is the responsibility of the student to return college and scholarship applications in a timely manner. Advanced notice of *two weeks* provides the Harrison office with the opportunity to complete transcript requests, recommendations, and completion of all materials.

#### Test Information:

Harrison School for the Arts High School (CEEB) Code: 100-891

ACT and SAT are college admission examinations and are required for admission to most four-year colleges and universities. These administrations are recommended for the junior and senior years. Students who are approved for free or reduced lunch are eligible to receive fee waivers for these examinations.

Information on ACT test dates and registration can be found at [www.actstudent.org](http://www.actstudent.org).

Information on SAT test dates and registration can be found at [www.collegeboard.org](http://www.collegeboard.org).

The PSAT/NMSQT (National Merit Scholarship Qualifying Test) is given to sophomores and juniors in October of each school year. The test is offered at no charge to all sophomores, but juniors are assessed a small fee and registration is required. Registration will begin in September thorough the Student Services office. The NMSQT can qualify juniors for scholarships.

College Board and Khan Academy offer free resources for students to prepare for the PSAT and SAT examinations. Visit <https://www.khanacademy.org/sat> for more information, to create an account and begin taking advantage of practice tests, questions, and personalized tips. The test dates for the SAT/PSAT/NMSQT/ACT can be accessed online or by obtaining information from Student Services.

### **SAT/PSAT/NMSQT/ACT**

Either the SAT or ACT test is necessary for admission to most four-year colleges and universities, both in the state of Florida and in other states. Seniors who have not already taken these tests (depending on which test is required by the college the student is interested in attending) should test immediately. Applications for these tests are available in the Student Services Center. The PSAT/NMSQT will be given to sophomores and juniors in October. The test is offered free-of-charge to sophomores, but juniors are assessed a fee. The NMSQT can qualify juniors for scholarships. Students should not wait to receive their scores before making application to the schools of their choice. Some helpful web sites are: collegeboard.com (SAT) and actstudent.org (ACT).

### **ACADEMIC INFORMATION**

#### **GRADES**

Report cards are issued each nine weeks. (See school calendar for specific dates). At the end of four and one half weeks, an interim report is sent. Letter grades are issued as following:

#### **Grading Scale**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

Students may retake a course during the regular school year for the purpose of improving a grade. The higher grade will be placed on the student's permanent record, but both the lower and higher grades will be printed on any official transcript. The grade of forgiveness policy is limited to replacing the grade of "D" or "F" with a grade of "C" or higher earned in an acceptable course as determined by the Student Progression Plan. For students in Polk County, grade forgiveness at all grade levels means that the student may retake the same course name and number to improve a grade. Any requests for exception to this policy must be submitted to the district office by the principal.

### **FLORIDA VIRTUAL SCHOOL POLICIES**

Students who wish to take an on-line class through Florida Virtual School must initiate this process themselves. Once Parent/Guardian approval has been completed, the guidance counselor will approve the course. This can be done online or via a course-request form that has been brought to the guidance counselor. More explicit instructions for registering for an FLVS class can be found at [www.flvs.net](http://www.flvs.net). Seniors may take graduation-required classes during the summer prior and/or the fall term of their senior year.

### **PRIVATE INSTRUCTION**

Students within the music and musical theatre departments are expected to take private instruction during the course of the year. Students who require assistance to take private lessons may be able to take lessons with private instructors who are recommended through departmental teachers and contracted in collaboration with the

Harrison administration and district office. Students receiving private instruction with the intention of compensation from HSA may not enter into an agreement with the private teacher without signed contracts being approved in advance. Reimbursements for instruction starting prior to the approval of the instructor's contract will not be made to any party. Harrison faculty has the discretion of reducing the number of lessons offered in order to provide master class instruction provided by guest artists.

## GRADUATION REQUIREMENTS

High school graduation requirements will be provided to each student in his/her student services conference. Information regarding the latest graduation requirements can also be found here:

[FLDOE Graduation Requirements](#)

### Course taken below 9<sup>th</sup> grade

Grade 9<sup>th</sup>-12<sup>th</sup> courses that were taught below 9<sup>th</sup> grade using the grades 9<sup>th</sup>-12<sup>th</sup> curriculum frameworks and course performance standards shall be considered as part of the student's regular high school transcript for grades 9 – 12 with the principal's approval. Eighth-grade Algebra I and Spanish I are two examples of such courses. These courses will be posted on the student's high school transcript as ninth grade courses. (Transfer students from schools other than Florida Public Schools shall be evaluated independently under these provisions.) *Certain courses may require passing of an end-of-course exam prior to credit being posted.* Proper verification of course content as being the curriculum equivalents of Florida grade 9<sup>th</sup>-12<sup>th</sup> course is required.

These grade 9<sup>th</sup>-12<sup>th</sup> courses will then apply to high school graduation requirements including the 24 required credits for graduation, Bright Futures Scholarship Program requirements, and the calculation of the student's Grade Point Average (GPA) for class rank and honors graduation.

1. Semester letter grade will be used for computing GPA.
2. The following point values are used for computing GPA: A = 4.0; B = 3.0; C = 2.0; D = 1.0; and F = 0.0.
3. The following point values are assigned to Advanced Placement courses as listed in the Florida Course Code Directory (Weighting factor + 1.0): A = 5.0; B = 4.0; C = 3.0; D = 2.0; and F = 0.0.
4. The following point values are assigned to courses labeled Honors, Advanced, or International Baccalaureate in the Florida Course Code Directory or the District Course Catalog (Weighting Factor + 0.5): A = 4.5; B = 3.5; C = 2.5; D = 1.5; and F = 0.0.
5. All courses attempted will be calculated for final graduation grade point average and determination of class rank.
6. There shall be no difference in the courses used in this calculation and the courses used to determine the minimum GPA (2.3) beginning with the class of 2005 for graduation.
7. Determination of GPA is made to three places beyond the decimal with no rounding up or down.
8. GPA and ranking shall be computed at the beginning of the twelfth grade, at the mid-term of the twelfth-grade year, and again at the end of the twelfth grade.
9. The rank in class indicates how each student ranks in relation to every other student in the class (in accordance with the Polk County's Student Progression Plan.)
  - A. Rank in class will be determined by the accumulated grade point average beginning with the ninth grade through the end of the senior year.
  - B. All students in that class at the end of the year will be included in the ranking.
  - C. Tie in rank will be given the same number.
  - D. The next student below a tie group will be given the number he would have received had there been no ties.
  - E. Transfer students will be ranked in class only after completing the year or in the case of a senior, at the end of the senior year.

### Honors

- A. For graduation purposes, Harrison School for the Arts honors shall be determined by the following grade point averages:
- |                              |          |
|------------------------------|----------|
| High Honors with Distinction | 4.0+ GPA |
| High Honors                  | 3.5+ GPA |
| Honors                       | 3.2+ GPA |
- B. The class ranking at the end of the twelfth grade shall be used for determining honors at graduation. The student with the highest class ranking will be designated as valedictorian and the student with the next highest ranking shall be declared the salutatorian. If there is more than one valedictorian (tie), then no salutatorian shall be designated.
- C. Rank in class shall be used for the purposes of college admission, scholarship and/or financial aid application, and identifying honor graduates. Rank in class shall be given only to students who request their rank

### **OFFICE POLICIES**

The office of Harrison School for the Arts is here to serve you and the teaching staff. In order for our secretaries to be able to work effectively, we ask that you become familiar with the following guidelines when coming to the office.

1. Obtain a pass from the teacher before leaving the room and present the pass when entering the office. Students will not be assisted without a pass.
2. Be courteous and wait to be recognized.
3. While waiting in the office area please be seated and remain as quiet as possible.

### **CELL PHONE POLICY**

Students may use cell phones during lunch and between classes to check messages, make calls, and/or listen to music using personal headphones. However, students may not use their phones to take pictures or record other students or staff without their consent – this constitutes a violation of the policy and the student may have his/her cell phone privilege revoked. Students are only allowed to use cell phones during instruction **IF** the teacher has authorized the use through a particular instructional strategy. Repeated violations of the use of the cell phone in class may result in disciplinary action being taken against the student.

### **THEATRE (AUDITORIUM) POLICIES**

Harrison School for the Arts is a first-class facility used by first-class teachers and students. We should always be proud of our building and recognize the purpose for which it was built. It is not a place to be noisy and rowdy.

Students of Harrison School for the Arts are requested to always show good manners from both sides of the curtain, whether in the production, the crew, or the audience. Of all groups in a school setting, Harrison students should understand the need to be polite to a performer or performers. Be aware that sounds produced from the audience while attending assemblies, awards programs, productions, concerts, and general meetings are a distraction to those who are appearing on stage.

You are requested to be aware of how you demonstrate your appreciation for an activity or event. Applause is the most appropriate form of showing approval for an artist's work or performance. Students at Harrison School for the Arts do not boo or jeer a performer. Rudeness has not been a practice at Harrison School for the Arts and will not be tolerated.

## BELL SCHEDULES

Class schedules are coordinated with the bell schedule shared by Harrison School for the Arts and Lakeland Senior High School. Students are considered “in class” at the time the bell sounds.

### Harrison/LHS Bell Schedule

First Bell	6:55	
1 <sup>st</sup> Period	7:00 – 7:52	
2 <sup>nd</sup> Period	7:58 – 8:48	
3 <sup>rd</sup> Period	8:54 – 9:44	
4 <sup>th</sup> Period	9:50 – 10:40	
5 <sup>th</sup> Period	<u>A Lunch</u>	
	Lunch	10:46 – 11:06
	Class	11:11 – 12:06
	<u>B Lunch</u>	
	Class	10:46 – 11:11
	Lunch	11:16 – 11:36
	Class	11:41 – 12:06
	<u>C Lunch</u>	
	Class	10:46 – 11:41
	Lunch	11:46 – 12:06
6 <sup>th</sup> Period	12:12 – 1:02	
7 <sup>th</sup> Period	1:08 – 2:00	

### Harrison/LHS Early-Release Bell Schedule

First Bell	6:55	
1 <sup>st</sup> Period	7:00 – 7:30	
2 <sup>nd</sup> Period	7:35 – 8:05	
3 <sup>rd</sup> Period	8:10 – 8:40	
4 <sup>th</sup> Period	8:45 – 9:15	
<b>6<sup>th</sup> Period</b>	9:20 – 9:50	
<b>5<sup>th</sup> Period</b>	<u>A Lunch &amp; Half of B Lunch</u>	
	Lunch	9:55 – 10:15
	Class	10:20 – 10:50
	<u>C Lunch &amp; Half of B Lunch</u>	
	Class	9:55 – 10:25
	Lunch	10:30 – 10:50
7 <sup>th</sup> Period	10:55 – 11:30	

## CHECK-IN & CHECK-OUT PROCEDURES

Appointments with doctors, dentists, etc., should not ordinarily be made during school time. If this should be necessary, the student must bring a note signed by a parent or guardian stating the time it will be necessary to leave school, the reason for the student leaving, and a phone number that the parent or guardian can be reached to verify the note. *Students must always check in and out in the Harrison Office when leaving or returning to school.*

## LHS PEP RALLIES/OTHER ASSEMBLIES

While attending a Harrison class, attendance at the Lakeland High School pep rallies (or other LHS assemblies) will be left to the discretion of the arts teachers. You are cordially invited to be active in school activities, as your schedule will allow. You do not have the option of going home during the pep rally.

## ATTENDANCE POLICY

Attendance is an extremely important factor in the success, or lack of success, for students at Harrison School for the Arts. When a student is absent, parents/guardians MUST send notes to the school because absences are classified as excused or unexcused, depending upon parental/guardian contact validating the student's absence(s). Student absences and the make-up work policy are listed in the Polk County Schools' Student Code of Conduct.

### Parental Notification of Absences

When a student is absent from a class for the tenth time in a semester, their parent/guardian will be notified by mail from the Harrison Office. This letter will notify the student's parent(s)/guardian(s) that further absences cannot be excused by a parent note.

### Completed Make-up Work in Lieu of Absences

Students enrolled at Harrison School for the Arts are permitted to make up for excused missed hours of school. A student is expected to request make-up work immediately upon returning to school. Make-up work should be an appropriate assignment that can be, but does not have to be, equivalent to the hours of school missed. Completed make-up work will be documented by the teacher as bona fide hours of class instruction. Please allow the teachers 24 hours to prepare assignments. Students assigned to In School Suspension are allowed to complete make-up work.

The time allotted for a student to complete missed assignments should be a minimum of the numbers of days absent plus two. Teachers may use his/her discretion to allow more time based upon the make-up assignment and/or the length of the absence (see below).

### Extended Make-up Time

Based on lengthy absences due to unusual circumstances, the teacher may use discretion to grant an extended time period for the return of completed make-up work. However, this extended make-up frame cannot be extended beyond two weeks after the course has concluded.

<p><b>STUDENTS WITH EXCESSIVE ATTENDANCE ISSUES CAN BE DENIED (OR HAVE REVOKED) ON-CAMPUS PARKING PRIVILEGES.</b></p>
---

## **TARDY POLICY**

An unexcused tardy is defined as being late to school or to any class without the appropriate documentation as to the reason for the student's tardiness. A student must be in the classroom when the tardy bell begins ringing.

1 <sup>st</sup> Tardy	Student Warning
2 <sup>nd</sup> Tardy	Parental Contact by telephone, e-mail, or letter acknowledging child's tardies
3 <sup>rd</sup> Tardy	Detention issued by classroom teacher
4 <sup>th</sup> Tardy	Discipline Referral issued. Excessive tardies can result in an In-School Suspension

Accounting of tardies will be recorded by the teacher on a 9-week basis and the accrual of tardies will start over at the beginning of each grading period.

## **HALL PASSES**

Students are not allowed to be out of class at any time during the school day without a pass from their teacher.

## **STUDENT IDENTIFICATION BADGES**

Per the District Code of Conduct, students must wear their student ID card at all times around the neck area when on school grounds. Students will have their initial student ID and a lanyard provided to them at no cost. Students who need a replacement student ID card/lanyard will be charged a \$5 replacement fee.

## **FIELD TRIPS**

Students who participate in field trips and other activities which require them to leave campus must request a pre-excused absence form signed by the parent/guardian and the teachers whose classes will be missed. The teacher who is coordinating the field trip must provide you with the proper pre-excused form.

## **LUNCH**

Students may only eat lunch only in the designated lunch areas of the school. Students found in other areas or buildings during the lunch periods without permission will be dealt with according to the Code of Conduct for being "Out of Area". Students may eat at Harrison (the courtyard) or at LHS, but they are not allowed to move back and forth during a given lunch period between the two sites. School breakfast and lunch are provided to students at no charge through the LHS cafeteria. Outside fast food and drinks are not permitted to be in classrooms. Water is permitted in sealed containers, based on the discretion of the classroom teacher.

## **SCHOOL LOCKERS**

Lockers will be assigned through Harrison. The administration will make the appropriate assignments based on the student's department. In some instances a student may be assigned a locker through Lakeland High School if it is logistically more convenient for the student. Please come to the Harrison office if you have locker questions.

## **PARKING PERMITS**

Parking permits will be assigned through the Harrison Arts office for Harrison seniors in the top 40 students as determined by cumulative grade-point average. Parking permits for underclassmen are distributed through Lakeland High School. Parking privileges can be revoked if the student does not obey all traffic laws and rules as outlined by the Polk County Schools' Code of Conduct.

## **JURISDICTION**

The school district's jurisdiction includes any school-related activity on school grounds, attendance at any school related activity regardless of time or location, and any school related misconduct regardless of time or allocation.

## **SOCIAL ACTIVITIES**

The rules of good conduct and grooming shall be observed for school social events. Guests will be expected to observe the same rules as students attending the event. The person inviting the guest will share the responsibility for the conduct of the guest. Guidelines for the admission of guests will be provided by school administration.

## **POSTERS AND SIGNS**

The Harrison administration must first approve posters and signs that students wish to display on the Harrison campus. If the posters and signs are to be displayed on Lakeland High School's campus you must get approval from the administration at Lakeland High School. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. Please do not put signs and posters on walls and doors. Posters may ONLY be displayed on bulletin boards.

## **VISITOR PROCEDURES**

It is most helpful for parents to call in advance of visiting the school. It is required that anyone visiting Harrison must check in through the Harrison office. Forgotten lunches, books, homework, etc. must be checked in through the Harrison office to minimize classroom interruptions.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

Please notify the school office of any change of home address, home phone number, work phone, or emergency phone numbers. Through the parent portal, parents are responsible for updating their student's emergency information. Harrison will use the contact info currently in the PCSB computer system for mailing or contact purposes.

## **EMERGENCIES**

If you have an emergency and must contact your child during the day, call the office at 499-2855. Parents should not call their students on their cell phones during school hours.

## **TRANSPORTATION**

The Polk County School District provides bus transportation for all students attending Harrison School for the Arts that live two miles or more from the school. It is the responsibility of the students to be at the required bus stop at least fifteen minutes prior to departure each day. Please be aware that it is normal for a few problems to develop during the first few days of school. Please be patient and allow the Transportation Department an opportunity to work out the problems. It takes about two weeks to get the bus schedules running smoothly.

If your child needs to get off their regular bus at a different stop, he/she must bring a note signed by a parent or guardian the day prior to riding the bus. It is our policy to verify the note by calling the parent or guardian, so please include a phone number where that parent or guardian can be reached. In the event your child needs to ride a bus different than his/her regularly scheduled bus, the parent must contact and receive approval from the district transportation office.

## **HARRISON ARTS COUNCIL**

The Arts Council for Harrison School for the Arts serves as the student government organization for the school. It is the responsibility of student representatives to work closely with the principal in coordinating activities for the school. The student body is encouraged to share ideas and concerns that they feel should be addressed.

### **OBJECTIVES OF THE GROUP:**

- To provide student leadership for the Harrison School for the Arts programs.
- To serve as a student representative of the arts programs in the school.
- To suggest activities or projects that may be beneficial to the school as a whole.
- To maintain a tradition of excellence in the arts through Harrison School for the Arts.
- To offer assistance for productions, even if the student is not involved in a particular artistic program.
- To lend support to the efforts of the Harrison administration, staff, and faculty.
- To be aware of the activities that are scheduled at LHS and provide information to the Harrison teachers.
- To be aware of the activities that are scheduled for the Harrison Arts programs and provide that information to the Harrison Arts administration.
- To assist in the coordination of advertisement for upcoming performances or presentations within the particular arts area.
- To offer assistance or input regarding the needs of the arts programs in the particular arts area.

Arts Council officers are elected annually by the student body. Officers must attend regular meetings, have no more than seven (7) absences per semester, have no discipline referrals, and remain free from any probationary status (academic, artistic, disciplinary). If a student fails to meet these criteria, he/she may be removed from office at the discretion of the principal, as recommended by the Arts Council Executive Board.

## **HONORS ORGANIZATIONS**

Honors organizations meet the scholastic, conduct, and other regulations as established by the organizational constitution along with the state or national rules and regulations.

The National Honor Society encourages scholarships, leadership, character, and service. A GPA of 3.500 is required for invitation to the group. Membership is open to sophomores, juniors, and first-semester seniors.

The International Thespian Society has been honoring student achievement in theatre since 1929. Students earn points towards membership by participating in school theatre productions and projects. Members have opportunities to participate in festivals and compete for scholarships.

## **AUDITIONS**

It is of course a privilege to have the opportunity to be cast in a production at Harrison School for the Arts. This demonstrates that you have truly worked hard in your arts classes. A wise person learns how to cope with this success in a mature manner. It is important that our students learn to remain low key about “getting the desired part” in the production.

It is inappropriate to call the director, choreographer, conductor, choral director, or other artistic staff member to complain. Not everyone can be selected for the part for which they audition.

## OPPORTUNITIES FOR PARENTS

The Harrison Parents Association is a very active and helpful organization. The primary purpose of the group is to provide support for the activities of the center both through time and finances. All parents are encouraged to contact the school office to find out the proper procedure for becoming a school volunteer.

## EQUITY POLICY STATEMENT

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, activities, or employment. To file concerns, you may contact the Office of Equity & Compliance, Human Resource Services at 534-0513. The School Board of Polk County, Florida, Policies 1.006 and 1.011, Florida Educational Equity Act, Section 1000.05, F.S., Rule 6A•19.000 through 6A•19.010, FAC, Title VII of the Civil Rights Act of 1964, Section 504, Americans with Disabilities Act, Vocational Guidelines, Age Discrimination in Employment Act, and Title IX.

## COMMUNITY SERVICE

Harrison School for the Arts will utilize the reporting form found on our website as the official hours-tracking service. Go to [www.harrisonarts.com](http://www.harrisonarts.com). If you have any questions, please contact our Community Service Coordinator: Mr. Dan Renz at [Daniel.Renz@polk-fl.net](mailto:Daniel.Renz@polk-fl.net)

### THE FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

**Community service hours** for all three scholarship levels are listed below:

- Florida Academic Scholars –100 hours
- Florida Medallion Scholars –75 hours
- Florida Gold Seal Vocational Scholars –30 hours

More information can be found at: [Florida Bright Futures](#)

### Awards

Seniors will receive the highest award they earned. The service hours will be indicated on their permanent records:

#### Certificate

Awarded annually to recognize students with 10 - 49 hours.

#### Certificate with embossed seal

Annual award to recognize student for service beyond 50 hours.

#### Silver Cord

Awarded in the senior year to wear at graduation for students accumulating 250 hours or more during grades 9-12.

#### Exceeding Expectation Medallion

Awarded in the senior year to wear at graduation for students accumulating 1,000 hours or more during grades 9-12

### **Hours That Can Be Counted**

- United Way agencies
- Nonprofit agencies
- Special Olympics
- School Volunteer programs
- Chamber of Commerce
- Political activity
- Nursing homes, hospitals, non-profit clinics

- Museums
- Libraries
- Service club activities that provide a benefit to the community
- Vacation Bible School
- Rehearsal time for community theaters
- Elderly and disabled persons, with approval
- Teen Trendsetter Reading Mentors
- Curriculum-based service learning

#### **Hours That Cannot Be Counted**

- Regular practice time and meeting times for extra-curricular activities and clubs
- Detentions or work details
- Court-ordered community service
- Rehearsal time for school music or dramatic productions when used for credit
- Work performed for pay
- Service related directly to a student's armed services recruitment
- Job shadowing

#### **Hours That Require Advance Approval**

- Assisting elderly and/or disabled persons
- Service work that helps churches address social problems
- Church-related activity during worship and evangelization
- Child Care
- Assisting veterinarians or physicians
- Assisting for-profit organizations