



Student Handbook

NON DISCRIMINATION POLICY

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law. Lack of English language skills will not be a barrier to participating in the CTE programs.

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Human Resources
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www.highlands.k12.fl.us

Mission

The mission of Highlands Career Institute at South Florida State College is to provide an opportunity for 10th, 11th and 12th grade Highlands County students to complete high school and career and technical education courses at one convenient location. Students will prepare for a career in an area of interest which will develop workplace readiness and may lead to an industry-recognized certification. Highlands Career Institute will focus on real-life application of student learning while motivating students to graduate from high school.

Contact Information

Address: Highlands Career Institute at SFSC
600 West College Drive
Building L
Avon Park, FL 33825

Phone: (863) 784-7209

School Hours: 8:00 am – 3:00 pm

Web site: <https://hci.highlands.k12.fl.us>

Staff: Lead Teacher: Julia Burnett
English Teacher: Mary Hulbert
Math Teacher: Patricia Gornto
Science Teacher: Cheryl Moffat
Social Studies Teacher: Jason Hulbert
Administrative Clerk: Valerie Kline
SFSC Dean of Applied Sciences: Erik Christensen
SFSC Technical Dual Enrollment Coordinator: Courtney Green

General Information

Located on South Florida State College's Highlands Campus, Highlands Career Institute at SFSC is a joint venture of the School Board of Highlands County and the college's Division of Applied Sciences and Technologies. Students will spend a half day in standard high school academic classes, taught by Highlands County school district teachers, and a half day in college level technical courses taught by SFSC instructors. Therefore, students spend the full school day on the SFSC Highlands Campus. Costs are deferred for lab fees, tuition, parking, and books.

By undergoing technical training while in high school, students can earn a high school diploma while completing the requirements for an occupational certificate. Upon high school graduation, students will be better qualified to hold a well paying job in the technical field of their choosing.

Students attending Highlands Career Institute at SFSC will remain enrolled in the school they are zoned to attend. A Highlands Career Institute student, if eligible, may participate in extracurricular activities at their school of enrollment. However, it is the student's responsibility to arrange a schedule that will meet the needs of a particular sport or club activity. Upon meeting the requirements for high school graduation, a Highlands Career Institute student will receive their diploma from the school of enrollment and may participate in commencement ceremonies.

Admission Requirements

Students must meet the following requirements in order to apply for admission to Highlands Career Institute at SFSC:

1. Successful completion of English 1
2. Successful completion of 1 math credit
3. Successful completion of 1 science credit
4. Earn a cumulative G.P.A. of 2.0 or higher
5. Be on pace to graduate on time with your peers

A student's attendance and behavior records will also be reviewed and considered in the admission process.

Highlands Career Institute is a one year commitment for the student and parent/guardian. After the first week of school, no student or parent/guardian schedule change requests will be granted. However, if a student is not successful at Highlands Career Institute, an administrative schedule change may return that student to his/her high school at any time throughout the school year.

The Learning Environment

The HCI@SFSC is a special place where high school students have the opportunity to earn high school credits and participate in college level technical courses on a college campus. This requires maturity and responsibility on the part of the student.

- Educational maturity and the ability to work in a college environment will be expected of all students.
- A typical high school environment will be maintained for half of the day while the student takes his/her high school credits in building L on the SFSC campus.
- Students will work side by side with adult learners in college technical classes for half of the day. These courses will be rigorous.
- The student will enjoy greater freedom on campus, but with that comes greater responsibility. If appropriate behavior is not maintained, the student may be withdrawn from the program.
- The student must accept and adhere to the schedule and rules that apply at Highlands Career Institute.

Success in dual enrollment college classes is dependent upon academic readiness, social maturity, and motivation. Students who choose to enter dual enrollment classes are subject to the same rules and regulations as regular adult college students. Class enrollment may contain mature, adult students from diverse backgrounds and life experiences. Additionally, course content is college level and may contain material, situations, and examples that may possibly offend immature students. Students choosing to take college classes do so with the understanding that course rigor and content is intended for a mature, college-level student. The high school student on the college campus experiences the same freedom and lack of direct supervision that would be provided for any adult. Students are expected to conduct themselves according to the rules and policies of the School Board of Highlands County Code of Student Conduct and Highlands Career Institute rules.

College level course expectations include, but are not limited to the following:

- Students are expected to be in class every day and should attend class regularly.
- Students may be withdrawn by the instructor for excessive absences that equate to two weeks' worth of college work (8 days).
- Homework can be expected for each vocational class. Assignment deadlines are firm.
- **Any letter grade below a C in any Dual Enrollment course will remove the student for eligibility for the following full term (fall/spring).**

- All grades are calculated in a student’s GPA and will appear on the permanent college transcript and high school permanent records.
- All grades, including a W for withdrawal, become a part of the student’s permanent college transcript and high school permanent records and may affect subsequent postsecondary admission and scholarship eligibility.
- While appropriate for college-level study, course materials/class discussions may reflect topics not typically included in secondary courses which some parent/guardians may object to for “minors.”
- Courses will not be modified to accommodate variations in student age and/or maturity.

High School Academic Course Offerings at the HCI@SFSC

High School Credit Course Offerings				
English	English II	English III	English for College Readiness	
Math	Geometry	Algebra 2	Math for College Readiness	Liberal Arts Math
Science	Biology	Chemistry		
Social Studies	World History	US History	American Government	Economics
Other	Guided Workplace Learning/Internship			

SFSC Technical Programs

Although Highlands Career Institute follows the School Board of Highlands County calendar, the SFSC academic calendar is provided at the end of this document.

Below is a list of the vocational programs offered at the HCI@SFSC...

- The **Automotive Collision Technology Technician** program prepares the student for employment in the auto collision repair and refinishing industry as a repair technician or an auto collision painter. Course content includes fundamentals of auto body repair, basic sheet metal repair, painting techniques, science of autobody repair, and panel repair and replacement. TABE score required for certification by the end of this program – Reading (9), Math (9), and Language (9).
- The **Automotive Service Technology** program prepares the student to enter the automotive service industry as a technician. Course content includes brake systems, steering, suspension, manual and automatic transmissions, automotive heating and air conditioning, electrical systems, and engine repair. TABE score required for certification by the end of this program – Reading (9), Math (10), and Language (9).
- The **Air Conditioning, Refrigeration and Heating Technology** program prepares the student for employment as a technician or repair person of home and commercial air conditioning and refrigeration systems. Course content includes the fundamentals of refrigeration, basic electricity, and heating systems. TABE score required for certification by the end of this program – Reading (9), Math (10), and Language (9).

- The **Commercial Foods and Culinary Arts/Professional Culinary Arts and Hospitality** program prepares the student for employment as a kitchen manager and operations cook. The program also provides supplemental training for persons previously or currently employed in this occupation. Course content includes kitchen organization, sanitation, and planning for production; quantity food preparation with emphasis on timing, quality, efficiency, and cost controls; detailed studies in raw materials, recipes, menu planning, and the use of institutional equipment; and banquet presentation, catering, and other specialty preparations. Lab experience is an integral portion of this program. This includes instruction use of utensils, equipment, food and procedures required to prepare meals at The Hotel Jacaranda. TABE score required for certification by the end of this program – Reading (9), Math (9), and Language (9).
- The **Applied CyberSecurity** program offers a sequence of courses that provides relevant technical knowledge and skills needed to prepare you for cybersecurity-related careers in the Information Technology career field. Specialized courses focus on information security, planning and analysis, hardware, software, and web security. This program will prepare you for employment as an Information Security Analyst, Cybersecurity Associate, Jr. Penetration Tester, Computer Systems Administrator, or Network Support Specialist. Students receive the tools they need to pursue CompTIA Network+ and CompTIA Security+ industry certifications.
- The **Computer Systems and Information Technology** program prepares students for employment or advanced training in a variety of occupations in the information technology industry. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry; technical and product skills, underlying principles of technology, planning, management, finance, labor issues, community issues, and health safety and environmental issues. The course content includes, but is not limited to communication, leadership skills, human relations and employability skills; and safe efficient work practices. – Reading (9), Math (10), and Language (9).
- The **Medical Administrative Specialist** program prepares the student for employment as an administrative medical office assistant, medical records clerk, or a receptionist in a medical records office, clinic, or other community health agency. Course content includes basic and advanced medical office procedures, medical terminology, insurance claim processing, and business communication coupled with instruction in skills basic to today’s office, such as keyboarding, filing, handling the telephone, work processing, computerized billing, medical document transcribing, and calculating. Emphasis is placed on employability skills to include resume writing and interview preparation. Students who receive their Medical Secretary occupational certificate may receive up to 30 credits toward an A.A.S. degree in Office Technology-Medical Secretary. TABE score required for certification by the end of this program – Reading (10), Math (10), and Language (10).
- The **Administrative Office Specialist** program prepares the student for an office occupation such as typist, payroll clerk, accounts payable/accounts receivable clerk, word processor, receptionist file clerk, general office clerk, secretary, and administrative assistant. Course content includes accounting (elective), payroll, business English, business communications, keyboarding, introduction to business trends, office machines, transcription, fundamental basic office procedure, and introduction to computers, work relations, and interpersonal skills. Students who receive the Administrative Office Specialist certificate may receive up to 30 credits toward an A.A.S. degree in General Secretarial, Office Systems Technology. TABE score required for certification by the end of this program – Reading (10), Math (10), and Language (10).

- The **Medical Assisting** program is a three-year program and is for students entering in the 10th grade so they will graduate from high school with an occupational certificate in medical assisting. Students will study medical terminology, anatomy and physiology, clinical procedures, phlebotomy, EKG technology, and medical office administration. Upon completion of the program, students are eligible to sit for the exam to become certified as a Registered Medical Assistant (RMA) through the American Medical Technologists organization (AMT). As a Registered Medical Assistant, opportunities include employment in hospitals and outpatient facilities, and in physician, chiropractic, podiatrist, and optometrist offices. TABE score required for certification for this program – Reading (10), Math (10), and Language (10).

Out of Pocket Expenses

The School Board of Highlands County and South Florida State College have a partnership to cover most of the expenses for the vocational programs that are offered. The student is not responsible for tuition, books, lab fees, and various other expenses. However, certain programs do have expenses beyond what is covered by the HCSB and SFSC. Those out of pocket expenses are listed below.

Medical Assistant

- Uniforms ~ approx. \$100
- Phlebotomy course ~ approx. \$100 fees
- Medical Assistant Exam taken after graduation - \$95
- If the student does not turn 18 years of age by May 1st of his/her senior year, then he/she will have to enroll in the last course of this program (Phlebotomy) after graduation. This course is required before the student can take the Medical Assistant Exam.

All programs

- ~ \$15 certificate fee
- ~ \$35 (approx.) graduation fee to participate in the SFSC graduation ceremony upon completion of the program (optional)

Bell Schedule

AM Vocational Students

A Day B Day	Monday/Wednesday Tuesday/Thursday
Vocational Classes	8:00 - 11:00
Lunch A	11:00 - 11:45
3A or 3B	11:50 - 1:15
4A or 4B	1:20 - 2:55
C Day (Skinny) Friday	
Vocational Classes	8:00 - 11:00
Lunch A	11:00 - 11:45
3A	11:50 - 12:30
3B	12:35 - 1:15
4A	1:20 - 2:00
4B	2:05 - 2:55

PM Vocational Students

A Day B Day	Monday/Wednesday Tuesday/Thursday
1A or 1B	8:00 - 9:25
2A or 2B	9:30 - 11:05
Lunch B	11:05 - 11:55
Vocational Classes	12:00 - 2:55
C Day (Skinny) Friday	
1A	8:00 - 8:40
1B	8:45 - 9:25
2A	9:30 - 10:10
2B	10:15 - 11:05
Lunch B	11:05 - 11:55
Vocational Classes	12:00 - 2:55

C Day Early Release Schedule

AM Vocational

AM Vocational	8:00 - 11:00
Lunch	11:05 - 11:45
3A	11:50 - 12:20
3B	12:25 - 12:55
Dismissal for Early Release	12:55
Students have the option to attend Vocational Classes if they have their own transportation.	12:55 - 2:55

C Day Early Release Schedule

PM Vocational

1A	8:00 - 8:40
1B	8:45 - 9:25
2A	9:30 - 10:10
2B	10:15 - 11:05
Lunch	11:05 - 11:55
PM Vocational	12:00 - 12:55
Dismissal for Early Release	12:55
Students have the option to attend Vocational Classes if they have their own transportation.	12:55 - 2:55

Attendance Policy

- Highlands Career Institute follows the SBHC calendar (at end of document). A full attendance policy will be given to and must be signed by each student and parent/guardian.
- Attendance is required EVERY PERIOD of the day at Highlands Career Institute. It is very important to be on time to class and attend class every day.
 - Any student not in class on time will be marked tardy. Habitual tardiness will result in a detention or further disciplinary action.
 - A student with 5 or more absences in a semester will be referred to the Student Attendance Review Committee and meet with an administrator. The administrator will follow SBHC attendance policy and state of Florida law in dealing with habitual tardiness and absenteeism.
 - Lack of student attendance may affect the student's enrollment at Highlands Career Institute, their academic performance, and graduation status.
 - There are many serious consequences for a student with excessive absences.
- **Any student arriving late to school must sign in on the log located in the front office.**
 - This procedure applies to ALL students at Highlands Career Institute, even if you have vocational classes at the time of arrival.
- **Any student checking out of school must sign out on the log located in the front office.**
 - **No student should be contacting their parent/guardian by cell phone to ask them to check out of school.** All phone calls to check out of school are to be made from the front office. If a student contacts a parent/guardian prior to reporting to the front office, then he/she will receive a detention.
 - Students may not be permitted to check out without parent/guardian permission in person after 2:30 pm.
 - Students may not be permitted to check out without parent/guardian permission in person on early release days or special event days.
 - This procedure applies to ALL students at Highlands Career Institute, even if you have vocational classes at the time of check out.
- All notes for excusing an absence or a tardy should be turned in to the front office upon the student's return to school within 48 hours of the student's absence. Contacting a parent/guardian by phone will not excuse the student's absence or tardy from school. In order to excuse a student from school, the office must have a written note including the following information:

- Student's name
- Student's ID number
- Date of absence (include the time for tardiness or checkouts)
- Parent/guardian signature
- Students with college technical classes 1st period MUST sign in when they arrive to school before 8 am in the lunch room. If a student does not sign in then he/she will be marked absent for the day and a detention will be written.
- The SBHC recognizes an excused absence as one that results from the following reasons:
 - Personal illness of the student (Medical evidence may be required)
 - Court appearance of the student (Summons may be required)
 - Medical appointment of the student (Medical statement may be required)
 - Religious holiday
 - Death of the immediate family
 - Approved school activity (Pre-arranged absence form required)
 - Attendance at a center under Department of Children and Families Supervision
 - Insurmountable problems (Pre-arranged absence form required)
 - Absences for reasons not listed above (pre-arranged absence form required)
- Pre-arranged absence must be arranged prior to the student leaving campus on the day of the absence and can only be done using the pre-arranged absence form available in the front office. A phone call from a parent/guardian will not excuse a student from class at HCI to attend a school function during the school day.
- SFSC requires that students attend class on a daily basis. SFSC does not differentiate between excused and unexcused absences.
 - If a student misses more than 2 weeks (8 days) of their college vocational classes, then he/she may be removed from the class. Credit may be withheld and/or the student may earn a grade of an F for that class due to lack of attendance.
 - All students are required to attend 3 hours of vocational classes per day.
 - **A vocational teacher may not excuse a student from school.** All students must check out of school through Highlands Career Institute front office.
- Any time it is necessary for a student to be absent; it is the STUDENT'S RESPONSIBILITY TO MAKE UP WORK MISSED. The student is allowed to make up work only when the absence is excused. Make-work must be completed within the time frame of 1 day for each excused day of absence, or a grade of zero will be recorded and will become a part of the term average.
- **No late work will be accepted.**
- Any student who is not where they are scheduled to be will be considered truant and will be disciplined accordingly.
 - Students under disciplinary suspension (OSS or ISS) cannot attend school activities during that time period.

Discipline Policy

Students at Highlands Career Institute are expected to follow all school rules according to the district Code of Student Conduct available on line at:

http://www.highlands.k12.fl.us/sbhc/Student_Code_Conduct.html

The environment in building L is that of a high school campus. The SFSC technical classes have more of a college environment. However, Highlands Career Institute students must still follow Highlands County School Board Code of Conduct rules and regulations while attending technical classes through SFSC.

The teachers and staff at the HCI@SFSC have developed the following expectations and consequences for students to follow. Prepared for class means having the tools to hear and see in the classroom and having all the necessary supplies to be successful.

Expectations:

- Respect yourself, others, and your surroundings.
- Be on time and prepared to learn.
- Take responsibility for yourself and your actions.
- Work diligently to achieve personal and academic goals.
- Follow school and classroom rules and procedures.
- Bell to bell - Teaching & Learning

Consequences:

- Verbal Warning
- Loss of Privileges
- Time Out
- Parent/guardian Contact
- Detention
- Referral

The HCI@SFSC manages discipline problems according to the SBHC Code of Student Conduct which includes the following methods...

- Student, Teacher, and/or Parent/Guardian Conferences or Contact
- Detention
- Removal of Privileges
- Removal from the Classroom
- In School Suspension
- Out of School Suspension
- Severe discipline problems will result in the student being removed from the program

Electronic Devices

Cell phones, head phones, music players, and all other electronic devices will not be permitted during instructional class time unless directed by the teacher for instructional use. All electronic devices should be off and out of sight.

Students may use approved tablets and laptops in the classroom in building L as long as they strictly adhere to the SBHC internet use policy (below). The student must complete a Student Technology Equipment Agreement form in order to use his/her personal laptop or tablet on campus. Once the form is completed, the device is approved to be used on our network. The device will be marked with a Highlands Career Institute sticker to show that the form has been completed and that the device is approved.

The only phone available to students during the school day is the one located in our front office. **Parents should not call or text students while they are in school on their personal cell phones. Please call the front office at 863-784-7209, if you need to speak to your child and we will give them a message.** Students should contact parent/guardian from the front office of Highlands Career Institute. Students that use an electronic device during the school day will be disciplined according to the Code of Student Conduct.

TELECOMMUNICATIONS PLAN & ELECTRONIC COMMUNICATION USE

- ***Acceptable Use:*** *Use of the Internet and email must be in support of education and research that is consistent with the educational goals and policies of the School Board of Highlands County (SBHC).*

- **Privileges:** *The use of the Internet and email is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege. School and district administrators will determine inappropriate use and their decision is final.*
- **'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. Electronic mail is not guaranteed to be private.*
- **Warranties:** *The SBHC makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District is not responsible for the accuracy or quality of information obtained through the Internet.*
- **Vandalism:** *Vandalism (malicious attempt to harm or destroy data of another user, Internet, FIRN or other networks or equipment) will result in cancellation of privileges or other appropriate punishment. This includes the creation of, or the uploading of, computer viruses on the Internet or host site.*
- **Security:** *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 account or give your account number to anyone else. Any user identified as a security risk may be denied Internet access.*

All terms and conditions in this policy are applicable to all users of the Internet, email, and other networks. You may contact a school or district administrator if you are interested in obtaining a complete copy of the SBHC Policy Chapter 8.0 – Auxiliary Services.

Safety Guidelines for Students

Student users are expected to protect themselves by following these guidelines:

- Do not reveal any personal information of yours or that of any other person (name, address, phone number)*
- Never share your password with anyone.*
- Student users shall promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feels uncomfortable.*
- Student users shall receive or transmit communications using only SBHC approved and SBHC managed communication systems.*
- Students shall not use e-mail in connection with junk e-mail, spamming or any mass mailing.*
- Students shall not create a false identity or otherwise attempt to mislead others as to the identity of the sender or the origin of the message.*
- Students shall not transmit unlawful, harassing, libelous (gossip), abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind.*

Internet access is a privilege designed solely for educational purposes, any violation of the Terms and Conditions of the Highlands County School Board Policy 8.60, Telecommunications Plan and Electronic Communication Use, may result in losing access privileges, school disciplinary actions and/or appropriate legal action. Parent/guardians who do not approve of their child(ren) having access to the Internet or other non-school network resources, must notify the Principal in writing, within thirty (30) calendar days of the start of the school year. Parent/guardians who do not approve of their child(ren) in grades 6 through 12 having access to a SBHC issued email account must notify the Principal in writing within thirty (30) calendar days of the start of the school year.

Student Dress Code

We believe that all students have the right to a safe, healthy school environment. We believe that all students have the responsibility to dress appropriately and observe basic standards of cleanliness and good grooming. A student's dress and appearance should not cause disruption, distract from the educational process, or create a health or safety concern for him/her or others.

Therefore, we establish as policy the following:

- Shoes shall be worn at all times. Heelies, roller shoes, etc., are not allowed.*
- Dresses, skirts, shorts and skorts shall be below mid-thigh with no slits above mid-thigh.*
- Formfitting, body hugging clothes are not allowed.*
- Pants must be zipped, worn at the natural waistline, and be no longer in length than the heels of the shoes.*
- No head coverings are allowed.*

- (f) *Blouses, shirts and dresses shall not:*
 1. *be strapless – straps must be at least two inches wide*
 2. *be transparent*
 3. *reveal bare midriff*
 4. *be low cut*
- (g) *Undergarments must be worn but not visible.*
- (h) *All clothing must be worn right side out.*
- (i) *Students may not wear clothing or display jewelry, buttons or any other items (including tattoos) with words, phrases, symbols, pictures, patches or graphics which are indecent or disruptive to the learning environment. This includes anything hazardous, offensive or suggestive.*
- (j) *Choke or wallet chains and chain belts are not allowed.*
- (k) *Students should not wear pajamas, slippers, or clothes that you traditionally sleep in at school.*

In addition to the minimum standards herein established, each school may enhance upon these guidelines utilizing faculty, staff, parent/guardian and student input as appropriate. Provision for exception based upon religion shall be made at school sites. **School-based administrator has the final authority to determine when personal appearance and dress do not meet Board and school standards and also have the authority to take appropriate action.** The dress code will follow the school district policy.

Due to the involvement in technical courses, students will need to dress appropriately for their technical courses as well.

Smoking

SFSC is a non-smoking campus. Smoking is not permitted by high school students at any time on campus. If a student is caught smoking, he/she will be disciplined according to the Code of Student Conduct and can be withdrawn from the program.

Prohibited Areas

Highlands Career Institute students are not allowed in the following areas...

- Nature Walk
- Parking lots (other than arriving to school, going to and from lunch, or leaving school)
- Building T
- Administrative buildings

If a student is found in one of these areas, he/she will be considered truant and face discipline according to the Code of Student Conduct.

Grading Policies/Reporting

Each SBHC teacher has developed a grading system which is fair and equitable. Teachers will send home their grading policies at the beginning of the school year.

- Florida State and Highlands County Grade Scale
 - A = 90 - 100%Outstanding Progress
 - B = 80 - 89%Above Average Progress
 - C = 70 - 79%Average Progress
 - D = 60 - 69% Lowest Acceptable Progress
 - F = 0 - 59% Failure
 - I = 0%Incomplete
- The assignments, review, and assessment of meaningful homework and special student projects are an

essential part of the teaching and learning process. Such assignments are the extension of regular classroom instruction and designed so that they can be accomplished without direct supervision of the teacher.

Progress Reports

Progress reports for high school academic courses and SFSC technical courses will be given out no later than the fifth week of each nine week grading period. Hard grades are assigned for high school academic courses and soft grades are assigned for SFSC technical courses.

Report Cards

Report cards will be given out at the end of each nine weeks for high school academic courses. A progress report will be given out at the end of the 1st and 3rd nine week grading periods for SFSC technical courses. At the end of each semester, final grades will be issued for both academic and vocational courses on the SBHC report card.

Skyward Parent Viewer

Highlands Career Institute at SFSC offers parent/guardians and students the chance to view up-to-date grades for every student for his or her high school academic classes. This is a great way to improve communication between teachers and parent/guardians regarding a student's academic performance and attendance. However, teacher entries can change on a daily basis. HCI@SFSC teachers will be entering grades weekly and attendance daily to try to keep the Skyward Internet Viewer updated. If you have questions concerning your student's grades or attendance, please contact the individual teacher at Highlands Career Institute (863) 784-7209.

In order to access grades and attendance for your student, you will need a computer and internet access. Follow these easy steps...

1. Start at the homepage of your Internet browser.
 2. Navigate to the Highlands County School Board website: www.highlands.k12.fl.us
 3. Click on the Parents/Students tab on the top of the page.
 4. Find the Skyward Family Access icon.
 5. Enter the secure login information shown below:
Login:
Password:
- Once you've successfully logged in, you can change your login, password, and/or e-mail address.
 - Login and update your e-mail address in Family Access anytime it changes. By maintaining an accurate e-mail address, you will be able to retrieve forgotten login information, reset your password if needed, and receive e-mail notifications.
 - If you experience any difficulty or have any questions about this service, please contact your school.
 - If you have forgotten your password, first use the 'Forgot Login/Password' link on the Skyward Family Access Login Screen. If you have a valid e-mail entered, you will receive a Password Reset e-mail.
 - If you do not have an e-mail entered into Skyward, you will need to go to the school and they will be able to reset your password. This cannot be done over the phone. Your identity must be verified by the school in order to reset and issue you a new password.

Semester Exams

Semester midterm and final exams are required and should be a test of the objectives of the course. Students will follow the examination schedules, instructions, and other information issued prior to examination dates. Students

failing to take the semester examination shall receive a grade of 0 which will be averaged with the 9 week grades to determine the semester grade.

The district's exemption policy will be followed...

1. *Semester exams will not be given before the scheduled exam day.*
2. *Students with an excused absence will be given the opportunity to take exams.*
3. *Students in OSS must be given the opportunity to take exams.*
4. *Seniors who have an "A" average in a course and have not been assigned individualized study services (ISS), out-of-school suspension (OSS), may be exempt from the final semester exam.*
5. *Students enrolled in a weighted course, Florida Virtual School, or any 0.5 (1/2) credit course must take all semester exams.*

Textbooks

Textbooks for high school academic and technical classes will be provided for each student. These textbooks are free of charge. However, the student is responsible for that textbook and its condition while it is loaned to them. Textbooks must be returned to Highlands Career Institute in good condition at the end of each semester or at the end of the year. If the textbook is lost or returned in poor condition, the student will be charged for the replacement value of the book. All textbook charges must be paid prior to graduation. All lost textbook money should be paid to the front office of Highlands Career Institute. A student's diploma can be held if the student has outstanding fees.

Vocational textbooks are assigned to students using a textbook loan agreement forms. Every student must completely fill out one form for EVERY vocational textbook that is needed each semester. The forms are provided by and turned in to the HCI@SFSC front office on the first day of each semester. No vocational textbooks will be assigned to students without this form.

Student Services

Food Service

Breakfast will be provided each morning in Highlands Career Institute cafeteria at no charge to the student. Breakfast must be eaten between 7:30 am and 8:00 am. No breakfast will be provided to a student after 8:00 am.

Students may purchase lunch through the school district (provided by APHS), use the SFSC cafeteria, or Subway restaurant. The calendar of meals is posted in the HCI lunch room and online on the HCI website. Students may also go off campus for lunch. Lunch should be consumed in the HCI lunch room or at the picnic tables. Trash should be placed in the garbage cans. No Littering! **Students may not have food or drink, other than water, in building L other than in the lunch room.**

A separate information sheet has been provided to all Highlands Career Institute students with the following information regarding school meals: general policies and procedures, breakfast information, lunch information, payment procedures, payment options, low balance procedures, guidelines for non-payment, refunds, meal benefit applications, and meal substitutions. If you have any questions regarding food service, please contact the SBHC Food Service Department at 471-5676.

Qualifications for meal benefits will be the same as they are at the school of record and will only apply to school district provided meals. Meal benefits must be applied for annually and can be completed by going online to the school district's website <https://www.highlands.k12.fl.us/FMA> . Online applications are usually processed within 1-2 days. You may also get a paper application from the cafeteria manager. However, it may take up to 10 days from the time the paper application is submitted for benefits to start. You are responsible for payment of all meals until eligibility benefits are determined and meal charges accrued during this period cannot be forgiven.

Transportation

Highlands Career Institute designated bus stops will serve the three main communities in Highlands County – Avon Park, Sebring, and Lake Placid. Buses will pick up students at these three central locations and transport them directly to Highlands Career Institute at SFSC. These bus routes will not stop at the regular high schools in the county. Due to the starting times of classes, the pick-up times may be earlier than the high school bus routes. Students should not ride the bus to their school of record. If the student chooses to use SBHC transportation services, then he/she will need to use the established bus routes specifically designed for Highlands Career Institute.

A separate information sheet has been provided to all HCI@SFSC student regarding transportation routes, times, school bus regulations and behavior guidelines. Students must abide by rules established by the transportation department for bus safety. Failure to abide by the bus rules and procedures will result in discipline action.

Students will need to register to ride an AM bus and/or a PM bus on the first day of school. This registration form is available from the bus driver only on the first day of school. After the first day, if you do not normally ride the bus and find that you need to, if you need to ride a different bus, or if you need to get off/on at a different HCI bus stop, you must fill out a Permission To Ride School Bus form. You will need to fill out this form in the HCI front office and take it with you on the bus the day the change is made. Therefore, you need to know in advance that you are making a change to your bus schedule. Change to a student's bus number, stop, or a new rider will not happen at the last minute.

Students that wish to drive to and from Highlands Career Institute will be issued a SFSC parking pass at no charge to the student. **Students must park in parking lot E only.** Students may not park in the cosmetology parking lot, faculty or reserved spaces, or other signed parking areas. Parking on campus is a privilege which may be revoked at any time for inappropriate behavior (i.e. loud music, fast driving, squealing tires, etc.).

Guidance Services

Guidance services will be available through the school of record. Highlands Career Institute will set up visits for guidance counselors to meet with students on the SFSC campus. Students must fill out a pre-arranged absence form to visit a high school guidance counselor at their school of record during the school day.

High School Information and Announcements

Highlands Career Institute wants our students to remain connected to their high school. Therefore, we do our best to provide you with the **daily announcements** for each high school. These announcements are posted in the glass cabinets outside the HCI lunch room and are updated twice a week. It is important that you read these announcements and bring any questions to the HCI front office. **SENIORS** have many deadlines, important events, meetings, and special activities throughout the school year. The bottom line is that YOU are responsible for this information and deadlines. Be proactive in finding out what is happening at your school.

You can also keep up with your school's events on their web pages provided below. Links to each school's web page are also provided on the HCI web page.

APHS <http://www.highlands.k12.fl.us/~aph/>

SHS <http://highmail.highlands.k12.fl.us/~shs/>

LPHS <http://www.highlands.k12.fl.us/~lph/>

HCI <http://highmail.highlands.k12.fl.us/~ca@highlands.k12.fl.us/>

For additional information please refer to the Program of Study, Code of Conduct, or the Student Progression Plan.

Highlands Career Institute | 2018-2019 CALENDAR

AUGUST '18

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 7 Open House
5:30pm In G-101
- 13 First Day of School
- 17 First Day of Vocational

FEBRUARY '19

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 14 *Please note that students are expected in class on Feb. 14 for academic and [vocational](#) courses.
- 15 Student Holiday
Teacher PD/FLEX

SEPTEMBER '18

S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3 Labor Day

- 9 - 17 Spring Break

- 19 End of 3rd Nine Weeks

MARCH '19

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER '18

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 12 End of 1st Nine Weeks
- 15 *Please note that students are expected in class on October 15th for academic and [vocational](#) courses.

- 19 No School
Student/Teacher Holiday

APRIL '19

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER '18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 17 - 25 No School
Student/Teacher Holiday

- 6 No School
SFSC Graduation
Teacher Work Day/PD

- 7 Student Holiday
Teacher PD

- 13-14 Senior Exams

- 22-24 Semester Exams

- 23 Last Day of Vocational

MAY '19

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER '18

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 18 - 20 Semester Exams
- 21 Student Holiday
Teacher Workday/PD
- 22 - 31 No School
Student/Teacher Holiday

JUNE '19

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JANUARY '19

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1-6 Student/Teacher Holiday
- 7 First Day of 2nd Semester
*Please note that students are expected in class on Jan 7 for academic and [vocational](#) courses.
- 21 Student/Teacher Holiday

JULY '19

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2018-2019 ACADEMIC CALENDAR

Classes for community education, workforce training, and selected certificate programs are ongoing. Adult Education classes are open-entry and are offered year-round. Please check our Web site at www.southflorida.edu or with a counselor/advisor for the most current offerings. Dual enrollment students check with a high school counselor for beginning and ending dates.

South Florida State College	Academic Dates and Deadlines		
	Fall 2018	Spring 2019	Summer 2019
Regular Term (16 weeks)	Aug 17 - Dec 12	Jan 7 - May 6	May 8 - Aug 1
Priority date to apply for financial aid	Apr 15	Oct 15	Mar 15
Begin priority registration for students with over 40 hours	Mar 19	Oct 1	Oct 1
Begin registration for students with over 20 hours	Mar 26	Oct 8	Oct 8
Begin open registration	Apr 2	Oct 15	Oct 15
Priority date for SFSC Foundation Scholarships	Jun 15	Oct 15	Mar 15
Fee payment deadline	Aug 7*	Dec 5*	Apr 17*
Faculty return	Aug 13	Jan 3	-
CLASSES BEGIN	Aug 17	Jan 7	May 8
Registration Ends (Last Day to ADD a Class)***	Aug 21	Jan 8	May 9
Final day to drop classes with refund or change audit status	Aug 24	Jan 11	May 15
Priority date to apply for graduation	Oct 15	Mar 1	Jun 1
Last day to withdraw with a grade of W	Oct 23	Mar 25	Jun 28
Exam week**	Dec 6 - 12	Apr 30 - May 6	-
Last day of classes	Dec 12	May 6	Aug 1
Commencement	Dec 13	May 7	-
Grades due in Registrar's Office	Dec 13 (by Noon)	May 7 (by Noon)	Aug 2 (by Noon)
First Flex Session (8 weeks)	Aug 17 - Oct 12	Jan 7 - Mar 4	May 8 - Jun 19
Begin priority registration for students with over 40 hours	Mar 19	Oct 1	Oct 1
Begin registration for students with over 20 hours	Mar 26	Oct 8	Oct 8
Begin open registration	Apr 2	Oct 15	Oct 15
Fee payment deadline	Aug 7*	Dec 5*	Apr 17*
CLASSES BEGIN	Aug 17	Jan 7	May 8
Registration Ends (Last Day to ADD a Class)***	Aug 21	Jan 8	May 9
Final day to drop classes with refund or change audit status	Aug 24	Jan 11	May 15
Priority date to apply for graduation	Sept 20	Feb 1	Jun 1
Last day to withdraw with a grade of W	Sept 20	Feb 12	Jun 3
Exam week**	Oct 11 - 12	Mar 1 - 4	-
Last day of classes	Oct 12	Mar 4	Jun 19
Grades due in Registrar's Office	Oct 15 (by Noon)	Mar 5 (by Noon)	Jun 20 (by Noon)
Second Flex Session (8 weeks)	Oct 15 - Dec 12	Mar 5 - May 6	Jun 20 - Aug 1
Begin priority registration for students with over 40 hours	Mar 19	Oct 1	Oct 1
Begin registration for students with over 20 hours	Mar 26	Oct 8	Oct 8
Begin open registration	Apr 2	Oct 15	Oct 15
Fee payment deadline	Aug 7*	Dec 5*	Apr 17*
Priority date to apply for graduation	Oct 15	Mar 1	Jun 1
CLASSES BEGIN	Oct 15	Mar 5	Jun 20
Registration Ends (Last Day to ADD a Class)***	Oct 16	Mar 6	Jun 21
Final day to drop classes with refund or change audit status	Oct 19	Mar 19	Jun 27
Last day to withdraw with a grade of W	Nov 16	Apr 15	Jul 15
Exam week**	Dec 11 - 12	May 3 - 6	-
Last day of classes	Dec 12	May 6	Aug 1
Grades due in Registrar's Office	Dec 13 (by Noon)	May 7 (by Noon)	Aug 2 (by Noon)
Third Flex Session (13 weeks)	Sep 10 - Dec 12	Jan 28 - May 6	
Begin open registration	Aug 22	Jan 7	-
Fee payment deadline	Aug 27*	Jan 14*	-
CLASSES BEGIN	Sep 10	Jan 28	-
Registration Ends (Last Day to ADD a Class)***	Sep 11	Jan 29	-
Final day to drop classes with refund or change audit status	Sep 14	Feb 1	-
Priority date to apply for graduation	Oct 15	Mar 1	-
Last day to withdraw with a grade of W	Nov 2	Apr 1	-
Exam week**	Dec 11 - 12	May 3 - 6	-
Last day of classes	Dec 12	May 6	-
Grades due in Registrar's Office	Dec 13 (by Noon)	May 7 (by Noon)	-
Limited Services Available			
Convocation	Aug 13	-	-
Staff Development Day	-	Feb 15	-
Holidays			
No classes - college closed	Labor Day - Sept 3		Memorial Day - May 27
*All Fridays of Summer B (June 21, 28, July 5, 12, 19, 26, and Aug 2)	Thanksgiving - Nov 21-25	Martin Luther King - Jan 21	Independence Day - Jul 4
**Exceptions: Community Education, Workforce Training, and Adult Education	Winter Break - Dec 15-Jan 1	Spring Break - Mar 10-17	
* Fees due on day of registration after deadline date			
** Examination schedule for Arts and Sciences Division courses only. Please check course syllabi for all other divisions.			
***Add ends at midnight			

PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT

The Student Handbook has been written so that students and parent(s)/guardian(s) know what is expected at Highlands Career Institute and at all school activities. It is essential that parent(s)/guardian(s) are aware of school rules and procedures so that they can help support the student from home. A student and parent(s)/guardian(s) signature and return of this acknowledgement indicates that you have reviewed the contents of the handbook and agree to follow all rules and procedures. Failure to sign or return this acknowledgement will not relieve a student or parent(s)/guardian(s) from the responsibility for the knowledge of the contents of the Student Handbook. A copy of the student handbook can be accessed on the HCI website.

I HAVE READ THE STUDENT HANDBOOK AND AGREE TO THE RULES AND PROCEDURES OF HIGHLANDS CAREER INSTITUTE.

X

Student's Signature

X

Parent's Signature

X

Date

What high school are you from? (Circle) LPHS APHS SHS

Will you be parking on the SFSC campus? YES NO