



Harrison School for the Arts

Parent Information Guide

2023-24

Access to Grades

Student grades are located in the FOCUS Parent Portal. To access the Parent Portal, you must first contact the school to obtain your child's student ID and PIN. Please contact Lisa Leland, at lisa.leland@polk-fl.net for this information. All parents must show their drivers' license before this information is released. To access the parent portal, go to www.harrisonarts.com and click on the link to Parent Portal.

You will need one PIN per student for each student attending Polk County Public Schools.

All parents are encouraged to regularly access the Parent Portal to stay updated on their student's grades and assignments. When questions arise about grades or assignments, please reach out to the teacher of the class for clarification.

Interim Reports and Student Report Cards will not be printed. They will be sent electronically by being published in the Student and Parent Portal, and they will be emailed to the primary parent on file.

Attendance

We believe that regular school attendance is an important part of educational success. Parents play an important role in ensuring their student is in attendance.

Harrison follows the attendance policy set forth by the Polk County School District. When your student is absent from school, documentation is required to excuse the absence. This can be done by turning in a note to the Harrison office or sending an email to our attendance manager, Lisa Leland, at lisa.leland@polk-fl.net. Please be sure to include the reason for the absence.

Need a pre-excusal form filled out for a planned absence?

Email the information for the pre-excused absence to Mrs. Leland - lisa.leland@polk-fl.net. She will prepare a form for the student to pick up and have all teachers sign.

Below is the list of excused absences from the Polk County School District.

Per district policy, after 10 absences a doctor's note is required to excuse further absences.

Excused Absences	Required Action
Personal illness	Parent note for days absent
Family death/illness	Parent note for days absent
Chronic/long-term illness	Medical documentation
Parent trips	Pre-approved by principal
Educational trips	Pre-approved by principal
School-sponsored activity	Pre-arranged with administration (student marked "Present")
Judicial action	Copy of subpoena or summons. Notice of juvenile detention

Military dependents visits in time of combat duty	Approved by principal
Religious holidays	Prior written notice to principal or teacher

When your child is out for an extended illness, please be sure to communicate with the school. Please contact Lisa Leland regarding the absence, as well as contacting the school counselor and teachers to make them aware of the extended absence.

If your child is absent due to a chronic medical condition, please contact Lisa Leland for possible information regarding a form from the district for the medical doctor to verify the student’s information and time out of school. Our counselors can provide information regarding a student needing Hospital/Homebound services.

The following is a look at the thresholds for excessive absenteeism and resulting interventions/consequences:

- **More than 10 absences for the school year, regardless of whether they’re excused or unexcused** — A letter will be sent to parents requiring a doctor’s note for additional absences to be excused. A Medical Documentation for Absences from will be required for chronic/long-term illnesses.
- **Five unexcused absences in a 30-calendar-day period** — A letter will be sent to the parents, asking them to contact the school about the reason for the absences; parents may be required to meet with a problem-solving team; attendance contract will be required.
- **Fifteen unexcused absences in a 90-calendar-day period** — A letter will be sent to parents to schedule a meeting with a problem-solving team; attendance contract will be required; family may be referred to Youth and Family Alternatives for truancy; parents may be prosecuted; driver’s license privileges may be suspended.

Note: When students are absent for more than 50 percent of a school day without an excuse, it will be counted as an unexcused absence.

Tardy Policy

All students are expected to be in their 1st period class when the bell rings at 7:00 each morning. If your student arrives to school late, they should go straight to class if they will make it before 7:10. (Please note they are still tardy!) After 7:10, they must check in at the Harrison office, regardless of whether they are going into a Harrison or LHS class. Please make sure your child is arriving to campus early enough to be on time to their 1st period class.

Students who are habitually tardy at any point during the school day will be processed by the office for a disciplinary referral, as per the PCPS Code of Conduct. **Students with repeated unexcused tardies will receive office discipline referrals and progressive discipline consequences. Students are expected to be on time to all classes.**

Each quarter the tardy count starts over. Please make every effort for your student to be on time to school and on time to each class.

Grades/Make-up work

Polk County Public Schools Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 or lower

When a student has an excused absence, the student has the number of days absent plus two extra days to make up all assignments and tests. More time may be provided at the discretion of the teacher. It is the student's responsibility to contact the teacher and make arrangements to make up any missed work. Please communicate with the teacher if there are any extensions requested based on special circumstances.

Work missed during the student's first three unexcused absences during a semester is expected to be made up. This includes absences caused by an out-of-school suspension. After the fourth unexcused absence, students may be denied the ability to make up the work.

Any questions about grades or assignments should be discussed with the teacher. The teachers are able to assign work, grade assignments, accept late work, and make any adjustments to grades or assignments based on their discretion. Official student grades are located in FOCUS which can be accessed through the Student or Parent Portal.

Students are expected to maintain a semester and overall GPA of 2.3 as a Harrison student. If a student's GPA falls below this expectation, the student can be placed on Academic Probation and/or released to attend his/her home zoned school due to issues with academic progress. In addition, Harrison students must pass their Harrison courses with a D or higher. Students that do not pass their Harrison courses are subject to immediate release to attend their home zoned school.

Cafeteria/Food

All students are eligible for breakfast and lunch at no cost in the Lakeland High School cafeteria. Students may choose to eat their meals in the LHS cafeteria, LHS patio, or the Harrison Courtyard. Students may also bring lunch from home. Students are not permitted to leave school for lunch or have food delivered from outside vendors. Students are not allowed to bring food and beverages from outside vendors into classrooms or into areas where students are dining during breakfast or lunch. If a student has outside food or beverages, the student will be asked to dispose of it. Water is permitted if it is in a sealed container. Teachers are permitted to make appropriate rules conducive to their classroom situation.

Check In/Check Out

All students arriving late to school after 7:10 a.m. must check-in to the Harrison office before going to class. Students checking out must also go through the Harrison office. Parents wanting to check out students over the phone for students that drive their own vehicle must call to make arrangements before students are permitted to leave campus. In addition, all students checking in or out must come to the Harrison office to physically sign in or out to ensure proper safety procedures are followed.

Students are not permitted to check out to ride home with other student drivers. Students may only be checked out to leave campus with an adult listed as an emergency contact in Focus.

It is requested that parents assist with avoiding frequent late check-ins or frequent early check-outs. Students are expected to be in class to receive classroom instruction. Tardies and early check outs contribute to students missing assignments and class time. Please refrain from checking out students on

early release days or on days that are considered 'different' from a normal school day. (ex.- substitutes, testing days, pep rally days, etc.)

Contact Information

It is imperative that the school has updated parent/guardian information at all times. Please update the school if any information changes, such as phone number, address, email, or emergency contact adjustments. Address changes must be provided to Mrs. Kayla Nixon in the Harrison office with two [proofs of residence](#). We encourage all parents to sign up for school updates sent out through our newsletter- News & Notes. To sign up for this email newsletter, go to www.harrisonarts.com > Contact > Email Sign Up.

Counselors

Our school counselors are each assigned to the following Harrison departments-

Amy Benningfield - amy.benningfield@polk-fl.net :

Chorus	Guitar	Jazz	Visual Arts
Orchestra Strings	Orchestra Winds	Piano	

Dione Facey-Poitier – dione.faceypoitier@polk-fl.net :

Creative Writing	Motion Picture Arts	Dance	Musical Theatre
Theatre	Technical Theatre		

Please contact the respected school counselor for any concerns for your student. They are skilled with assisting with issues that include but are not limited to scheduling, graduation requirements, 504/ESE information, college/career/military information, testing assistance, and mental health assistance.

For students that might have a financial hardship, please contact the assigned school counselor to find out about possible resources that can provide assistance.

Dues & Fees

All dues and fees should be paid directly to the teacher or staff member responsible for collecting the money. The Harrison office does not collect dues or fees from students. Please do not bring money to the HSA office for your student.

It is important that students take care of department dues and fees in a timely manner. If a student is not able to pay for something at the school due to a financial hardship, please discuss this privately with the teacher.

Donations

For donations such as unique clothing or other items that can be used at the school, please contact Mrs. James to discuss the donation before bringing it to the campus. We are not always able to accept items, but appreciate the generosity and support of our school community.

Discipline

Students attending Harrison are held to a high standard of behavioral expectations. Students are expected to follow all rules and policies outlined in the Polk County Public School's Code of Conduct. More information can be found at <https://polkschoolsfl.com/codeofconduct/>. Students that do not follow the rules of the Code of Conduct are subject to being placed on Disciplinary Probation, or possibly

released to attend his/her home zoned school based on disciplinary issues.

Cell Phones (Personal Communication Device) – Students shall have no expectation of confidentiality with respect to their use of personal communication devices on school premises/property. Students should only use cell phones with permission from the teacher or for educational purposes while in the classroom. Failure to follow this expectation may result in disciplinary action.

Searches – A student’s locker, vehicle, purse, backpack, computer, personal communication device, and other personal possessions may be searched if there is a reasonable belief any of them contain drugs, weapons, contraband, or other items not permitted on campus. Students are also subject to search using metal detectors and random searches as an additional measure to enhance school safety.

Dress Code – Each student is responsible for compliance with PCPS dress code and the role appropriate dress has on maintaining an orderly learning environment. Any student who violates the dress code is subject to disciplinary actions. Students out of dress code will not be permitted in class until the dress code issue is corrected. A complete listing can be found in the PCPS Code of Conduct. Please note the following unacceptable attire:

- Clothing associated with gangs
- Clothing encouraging the use of tobacco, drugs, alcohol, or violence.
- Clothing associated with discrimination on the basis of age, color, handicap, national origin, marital status, race, religion, or sex.
- Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or min-dresses, halters, backless dresses, tube tops or tank tops without over blouses or shirts, spaghetti strap garments without over blouses or shirts, bare midriff outfits, or shirts or blouses tied at the midriff.

Student IDs

All students will be issued a student ID each year. All students will be required to wear student IDs in a visible location above the waist at all times while on campus. If a student does not have their ID, they will not be allowed in class and will be required to go to the Harrison office for a replacement. Students will be charged \$5 for each replacement ID issued.

Classroom-related Concerns

When there is a classroom-related concern (grade, assignment, topic of conversation, etc.) contact the teacher to directly address any issues. Emailing the teacher to address questions or concerns is the best way to communicate. Please allow the teacher time to respond with a reply. As we help to foster independence with our students, we encourage our students to communicate with their teacher directly when there are questions or concerns about grades/assignments before a parent gets involved. Please encourage your child to discuss questions with the teacher to find a solution. If your child’s attempt is not successful, parent involvement is encouraged to communicate with the teacher to resolve any questions. A parent-teacher conference is sometimes needed to directly address concerns. If a parent-teacher conference is needed, please include your child to ensure there is clear communication and a successful outcome.

For any urgent concerns, please contact an administrator at Harrison.

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.

Visitor Procedures

It is most helpful for parents to call in advance of visiting the school. If it is absolutely critical to bring your child something forgotten at home, please check this item in through the Harrison office to avoid any classroom disruptions. Please only come inside the school if you are feeling healthy and are not exhibiting any signs of illness. It is required that anyone visiting Harrison must check in through the Harrison office. All visitors must show proper identification before entering the building. Only adults listed on student emergency contact forms are permitted inside the building. For the purpose of safety and security, if you will be on campus and visiting the school for any reason, you will be required to wear a visitor badge.

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. We encourage all interested parents in becoming an approved school volunteer with Polk County Public Schools. To apply, please visit www.polkschoolsfl.com/getinvolved/.