

FORT PIERCE CENTRAL HIGH SCHOOL



Todd Smith

Principal

Megan Guyer

Ayesha Boria

John Lesley

Jean Emerson

Assistant Principals

Fort Pierce Central High School

4101 South 25th Street

Fort Pierce, Florida 34981

772-468-5888

772-468-5761 (FAX)

St. Lucie County School Board

Kathryn Hensley, Chairman

Troy Ingersoll, Vice Chairman

Debbie Hawley

Carol A. Hilson

Dr. Donna Mills

E. Wayne Gent, Superintendent

Student/Parent Handbook 2016 - 2017

FORT PIERCE CENTRAL HIGH SCHOOL

FROM THE ADMINISTRATION...

Welcome to Fort Pierce Central High School, where pride truly makes the difference! We encourage you to use your talents and skills to maintain the high standard of excellence that is our school's tradition. We offer a strong academic program, as well as, extracurricular programs with numerous clubs, organizations, and athletic opportunities.

Your handbook contains basic information concerning the policies and procedures of our school. Read this book carefully and refer to it often. You are responsible for knowing the information contained in this handbook. The rules will be consistently enforced so that each student is provided the opportunity to experience safe maximum academic, social and emotional growth. At Fort Pierce Central High School, failure is never an option, therefore, your best effort is expected.

We anticipate the 2015-2016 school year with great enthusiasm and we want to assure you that we will do our best to help you experience success. With your help and cooperation, this will be an excellent school year. Contact your teachers, your Guidance Counselor, or any of the Administrative staff if you have questions or concerns about anything in this handbook. Please accept our best wishes for a successful and rewarding school experience!

The Administration

Student Name (print): _____

I have read and understand the contents of the
Fort Pierce Central High School Student/Parent Handbook.

Student Signature: _____

Date: _____

FORT PIERCE CENTRAL HIGH SCHOOL

TABLE OF CONTENTS

Welcome from the Administration.....	1
Table of Contents.....	2
School Mission.....	3
<i>Goal, Alma Mater, Traditions, Fight Song</i>	
Where to Go for What You Need.....	4 – 5
Dress Code	6 – 7
Bell Schedules.....	8
Attendance	9 -12
Discipline	13 – 17
<i>Expectations, Rules, Consequences, Bus Conduct, BIC, Zero Tolerance, Cafeteria Policies</i>	
Academics	18 – 22
<i>Grading, Graduation</i>	
Additional Information	23 – 26
<i>Bikes, Checks, Guidance, Library Media Center, Parent Conferences, Parking Lot Regulations, Telephones, Safety Drills, Visitors</i>	
Student Activities/Athletics	27 – 29
<i>Clubs, Student Government, Elections, Dances, Athletic Regulations</i>	
St. Lucie County Mission/Vision	30
Accommodations for Students with Disabilities.. ..	31 – 34
Family Educational Rights and Privacy Act	34 – 35
Notice of Protection of Pupil Rights Amendment	36 – 37
Computer, Network and Internet Use Policy	38 – 40
2015– 2016 Calendar	41

FORT PIERCE CENTRAL HIGH SCHOOL

MISSION STATEMENT

Fort Pierce Central High School educators, parents and business partners are dedicated to providing a safe environment with challenging academic and career opportunities. Teachers will engage students in an academic academy with a variety of instructional approaches necessary for students to become self-directed, social, lifelong learners and successful members of our community.

PRIORITY GOAL

To improve student academic achievement as evidenced by student scores on the FSA, EOC, ACT, PSAT, SAT, and PERT.

SCHOOL MOTTO

PRIDE MAKES THE DIFFERENCE

ALMA MATER

All hail to Fort Pierce Central High
Loyal, staunch, and true
May love abide as on we go
Hail to our High School
May we always fight for right
Strive for honor, too
So here's to dear old Central High
May she never die

TRADITIONS

Mascot: Cobra
School Colors: Purple & Gold
Magazine: Vasuki
Newspaper: Nulla Pambu
Yearbook: Hamadryad

FIGHT SONG

ON, ON CENTRAL HIGH Number 1
On, Central High! We are right for the fight tonight.
Kick that ball and hit that line. Every Cobra's star will shine
We'll fight, fight, fight for purple and gold
As our school's highest banners unfold -- we will go
We will fight 'til our battle is won and we have our victory.

FORT PIERCE CENTRAL HIGH SCHOOL

DRESS FOR SUCCESS

Each student is responsible for displaying respect for self and others through appropriate dress that maintains an orderly learning environment.

COLLARED SHIRT AND BLOUSES:

- Must have sleeves
- Tucked in, not see through, and must be worn as the top shirt
- Length must cover midriff and not be longer than mid-pocket
- Cleavage must be covered
- Fort Pierce Central High School logo shirts allowed on **Fridays**
- Logos and sayings must be school appropriate

DRESSES AND SKIRTS:

- All dresses must have sleeves, length must be at least to the knee, and cleavage must be covered
- Skirts must be at least knee length

SWEATERS AND JACKETS:

- Students must still be in dress code and not use sweaters or jackets in place of it.
- Fort Pierce Central High School logo sweaters and jackets allowed.

PANTS, JEANS, AND CAPRIS:

- Must be worn at the waist
- **JOGGER PANTS resembling athletic apparel ARE NOT ALLOWED.**
- Belt buckles must not be larger than school ID card
- Capris must be at knee length or longer

SHOES:

- All footwear must have backs.

THE FOLLOWING ARE NOT ALLOWED:

- Any item made of spandex, excessively tight, see-through, or fishnet material.
- Any item having holes, rips, frays or tears that permit the skin to show.
- Leggings, sweatpants, pajama pants, or yoga pants.
- Any item containing alcohol, drug or weapons references; anything profane, obscene, or indicating gang or criminal association.
- Spiked jewelry, chains that hang below the pocket, or beaded rave bracelets.
- Pajamas, house slippers, bandanas, doo-rags, or hair nets.
- Saggy or excessively baggy pants or shorts.
- Visible undergarments
- Hats
- Flip flops or slides.
- **Cell Phones and Headphones/Headsets/Earbuds should not be visible on campus.**

The **Professional Dress** must adhere to school dress code standards, with exception to scrubs worn by students in the Medical Academy.

Fridays are Spirit days. **ONLY** school issued – Fort Pierce Central High School - spirit wear or club/organization is permissible. **PLAIN COLORED LONG T-SHIRTS ARE NOT ALLOWED.**

** Fort Pierce Central High School reserves the right and final authority to decide what is deemed appropriate. If clothing disrupts the educational process and is NOT listed above, or if clothing is identified by law enforcement as promoting unlawful activities, the Administration can/will enforce consequences.*

FORT PIERCE CENTRAL HIGH SCHOOL

Inappropriate Dress Consequences

A student who violates this dress policy will be subject to the following progressive disciplinary actions:

First offense: Verbal warning and or parent contact/ conference, B.I.C. assignment and/or detention, or until parent brings appropriate clothing.

Second offense: Parent contact/conference B.I.C. or detention for the remainder of the day.

Third or subsequent offense: Mandatory parent conference and B.I.C for the remainder of the day and/or Saturday school. A discipline referral will be completed.

Final determinations on dress code violations on the above or items not specified in the Dress Code, will be the responsibility of the Administration.

Dress Code sweeps may be initiated at the request of administration and will result in students being placed in BIC for the remainder of the day.

FORT PIERCE CENTRAL HIGH SCHOOL

Regular Day Bell Schedule 2016-2017

BLOCK	Start	End	BLOCK	Start	End
1 & 2	7:33	9:03	1 & 2	7:33	9:03
3 & 4	9:08	10:38	3 & 4	9:08	10:38
A-Lunch	10:38	11:08	5 & HR	10:43	11:36
5 & HR	11:13	12:06	B-Lunch	11:36	12:06
6 & 7	12:11	1:41	6 & 7	12:11	1:41

**STUDENTS ARE NOT PERMITTED IN THE HALLWAYS
THE FIRST AND LAST FIFTEEN MINUTES OF EACH
PERIOD**

Your 5th Period determines the lunch schedule.

EARLY DISMISSAL DAY

BLOCK	Start	End	BLOCK	Start	End
1 & 2	7:33	8:26	1 & 2	7:33	8:26
3 & 4	8:31	9:24	3 & 4	8:31	9:24
A-Lunch	9:24	9:54	5 & HR	9:29	10:13
5 & HR	9:59	10:43	B-Lunch	10:13	10:43
6 & 7	10:48	11:41	6 & 7	10:48	11:41

ACTIVITY BELL SCHEDULE

BLOCK	Start	End	BLOCK	Start	End
1 & 2	7:33	8:46	1 & 2	7:33	8:46
3 & 4	8:51	10:04	3 & 4	8:51	10:04
A-Lunch	10:04	10:34	5 & HR	10:09	10:53
5 & HR	10:39	11:23	B-Lunch	10:53	11:23
6 & 7	11:28	12:41	6 & 7	11:28	12:41
AC	TI	VI	TY	12:41	1:41

FORT PIERCE CENTRAL HIGH SCHOOL

ATTENDANCE

Students are allowed on campus, beginning at **7:00**. This includes students driving, walking and/or being dropped off at school. There is no supervision of students prior to that time. Each building opens 5 minutes before 1st period (7:25). Students are to remain outside the building until that time, except in case of inclement weather. Students that drive to school must immediately exit the vehicle upon arrival and report to a supervised area on campus.

FLORIDA LEGISLATURE ATTENDANCE REQUIREMENTS

The Florida Legislature requires the names of students, fourteen (14) - eighteen (18) years old, who accumulate ten (10) unexcused absences in a period of ninety (90) calendar days, to be reported to the Department of Highway Safety and Motor Vehicles. **These students may have their driving privilege denied or revoked.**

ATTENDANCE POLICY

By law, students under the age of sixteen (16) years must attend school. All students who are absent (10) consecutive days from school, without prior notice to the Attendance Office, will be subject to withdrawal proceedings.

1. Each absence will be listed as unexcused with a "U", unless an excused note from a parent/guardian is submitted. **All excuse notes must be received in the attendance office no later than the third (3rd) day after an absence or the absence will be considered unexcused, despite the reason for the absence.** Parents are notified after every absence.
2. An out of school suspension will be counted as an unexcused absence, unless the student attends Project R.O.C.K. and provides the attendance office with proper documentation.
3. Students involved in school activities or Behavioral Intervention Classroom (B.I.C.) will be considered present and will **not** be counted absent.
4. Withdrawal procedures will be initiated when a student has missed ten (10) consecutive days or accumulated absences greater than 25% based on enrollment for the year.
5. Students having chronic illnesses that create excessive absences must submit medical documentation to the clinic at the beginning of each school year.
6. **Make up work:** While it is possible to make up written assignments due to absences, the actual classroom experience can never be duplicated. Therefore, students should conscientiously establish good attendance patterns. When absences occur, the following shall govern the make up of work:
 - **Students who are absent from class regardless of the reason, are responsible for making up missed class work, homework, and tests.** In accordance with school board policy, students will receive credit for all make-up work. One (1) day for make ups are allowed for each day of absence for up to a total of ten (10) days, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school;

FORT PIERCE CENTRAL HIGH SCHOOL

- All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year. Students whose work is turned in after the end of the grading period for quarters one through three, will receive an "I" or incomplete. If the work is turned in on-time, the student will receive the grade for the work;
- Incomplete grades become "F" or "0" if not replaced with the grade for the makeup work that was turned in on time;
- Students will take announced tests on first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence;
- Students must request makeup work; students will not be penalized for makeup work that is requested, but not provided by the teacher. **Makeup work for unexcused absences (U) will receive a maximum grade of 59%;**
- Upon student's request, the teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments.
- If a student plans to be out of school due to family or medical reasons, she/he must submit documentation (medical orders/travel arrangements, etc) one week prior to departure. The teacher will inform the student of the work to be covered during the student's absence, and the assignments that are to be completed. The teacher will be as specific as his/her existing plans will allow, but is not expected to develop any special series of plans or assignments for individual students as makeup work.

EXCESSIVE ABSENCES

A student may have **excessive absences, five (5) or more**, due to "extenuating" circumstances. Examples are:

- Illness of student (doctor's documentation may be required)
- An accident resulting in bodily injury to a student
- A death in the immediate family of the student
- A pre-planned absence for personal reasons when such are acceptable to the principal or his/her designee. Permission for such absences must be requested and approved no less than one week before absence. Approval will be contingent upon the student's discipline record, academic performance, and conduct.
- A subpoena or a forced absence by a law enforcement agency

CUTTING/SKIPPING CLASS

A cut/skip is defined as an unexcused absence from class when the student is on campus or has left campus without authorization. The Dean's Office will consider unusual lateness as skipping class. Consequences include parent notification and/or assignment to B.I.C.

FORT PIERCE CENTRAL HIGH SCHOOL

TARDIES

All students arriving *late to school* must go to the Attendance office for a tardy pass. **An excused tardy note must be presented at that time.**

If a student is *late to class*, the teacher is to mark him/her "tardy" to class. If a student enters class without a completed Tardy slip, teacher will issue lunch detention for the next day. Students who fail to serve assigned detentions will be assigned Saturday school. Failure to serve B.I.C. or Saturday school assignments will result in two (2) days of out of school suspension.

Recurring tardies will be addressed by Administration and will result in more severe consequences as pursuant to St. Lucie County's Student Code of Conduct.

All students will be assigned to B.I.C. when caught in a hall (tardy) sweep. Once a B.I.C. assignment has been assigned, no tardy excuse note will be accepted.

Please READ all tardy passes for assigned consequences.

PASSES

All students out of class during the school day must have a teacher hall pass. **NO TEACHER HALL PASSES WILL BE GIVEN DURING FIRST AND LAST 15 MINUTES OF EACH PERIOD. (ONLY IN CASES OF EMERGENCIES)**

RELEASE OF STUDENTS

Fort Pierce Central High School has a closed campus. Students who ride school busses are considered to be on campus when they step off the bus. After arriving on campus, a student may not leave the campus until after her/his last class.

Release of students during the school day is permitted under the following guidelines:

- Students are to be checked out through the Main Office where they will be issued an off-campus pass.
- Early dismissal will be granted upon the Clerk's receipt of a written request from the parent/guardian for an excused absence 24 hours in advance. Parents will be called if deemed necessary to verify the note.
- For physician or dentist excuse, see Clinic.
- Students must be picked up by their parent/guardian. They will not be allowed to leave with other students.
- **THERE ARE NO SIGN-OUTS DURING A/B LUNCH**
- **STUDENTS MUST BE SIGNED OUT PRIOR TO 1:15.**

FORT PIERCE CENTRAL HIGH SCHOOL

CLINIC

1. The Clinic is for first aid and emergencies only. **It is not a place for rest, relaxation, and naps.**
2. Students must have a pass in order to report to the clinic.
3. The Health Aide is authorized to administer medication (excluding injections) to students during school hours, in strict compliance with School Board Policy and Florida Statutes. Students under medication must give all medicines (in original container with prescription information/label) to the Health Aide for safekeeping and dispensing at the proper time. No other medications are allowed on campus.
4. Permission to go home must be given by the administration and by the parent. **Parents must provide transportation home.** Fellow students may not provide such transportation.
5. Parents will be called to verify any notes written for early dismissal.
6. **Every effort will be made to contact the parent or guardian if school officials deem it necessary to call an ambulance. Parents/guardians will have to assume the financial responsibility.**

LEAVING CAMPUS *WITHOUT* PERMISSION

First offense: Parent conference and three (3) days assignment to B.I.C. or elevation to the next level depending on circumstances. Students will lose parking privilege.

Second offense: Parent conference and/or up to five (5) days assignment to B.I.C. with withdrawal of parking privileges. ***Truant students may be transported by Law Enforcement to the Juvenile Assessment Center (J.A.C.).***

FORT PIERCE CENTRAL HIGH SCHOOL

DISCIPLINE

Philosophy

Our primary objective is to provide a safe academic environment where teaching and learning may take place. We believe we must identify clear and simple rules, policies, and procedures with reasonable and consistently enforceable consequences to support our goal of creating and maintaining an academic environment that is safe for every student every day. Any student, who attends school with a desire to learn and with a respect for the rights of others, need not be concerned with the consequences of breaking these rules. However, consequences are necessary when there are violations or infractions of school or school district rules and regulations.

Code of Conduct for Secondary Students

The rules outlined in this Cobra Student Handbook provide an overview. They are **not** the only rules for students attending Fort Pierce Central High School. Please review very carefully the revised ***Code of Conduct for Secondary Students*** approved by the St. Lucie County School Board. It will provide you with a comprehensive listing of rules, policies, and procedures. This document can be found on the School District's website at www.stlucie.k12.fl.us

SCHOOLWIDE EXPECTATIONS

Perseverance

Respect

Integrity

Dependable

Excellence

Classroom Rules

- Be prepared and on time
- Comply with teacher/staff requests
 - Remain in Dress Code
- Complete your OWN tasks
- Keep hands, feet and objects to yourself

Cafeteria Rules

- Move through the line in an orderly manner
- Comply with teacher/staff requests
 - Remain in Dress Code
 - Throw away all of your trash
- Keep hands, feet and objects to yourself

FORT PIERCE CENTRAL HIGH SCHOOL

GENERAL RULES/CONSEQUENCES

1. *In addition to Classroom/Cafeteria rules*, all students are expected to exhibit polite behavior in assemblies, media center, cafeteria, hallways, on campus grounds, and at other school sponsored events.
2. **Playing cards, CD players, iPods, other musical devices, electronic games, cell phones, messaging devices, and other such items/accessories are to be turned OFF AND NOT TO BE SEEN OR WORN ON THE BELT while on campus. No HANDLING of such devices during the school day.**
3. All students must have a pass at all times when out of the classroom.
4. **NO** student may eat or drink in the classrooms, pod, or gallery. **No food outside the cafeteria.**
5. During the change of classes, students are expected to **“walk and talk”** to avoid congregating in the hallways and between buildings.
6. Students cited for misconduct at any extracurricular activity will be denied attendance at **ALL EXTRACURRICULAR ACTIVITIES** for a period determined by the Administration.
7. **PUBLIC DISPLAY OF AFFECTION will not be tolerated.** CONSEQUENCE: B.I.C. for entire day.
8. Students may be referred to the Discipline committee after a consistent violation of school policy (referrals).

CLASSROOM DISRUPTION

Classroom disruption will result in parental contact by classroom teacher, possible removal from class, and additional consequences as indicated in the Code of Conduct for repeated offenses.

FIGHTING ON CAMPUS OR AT SCHOOL SPONSORED EVENTS

Fighting on campus or at school sponsored events will result in a parent conference and ten (10) days suspension with a warning or referral to Level IV. Some initial behaviors may be classified as Level IV depending upon the severity of the incident. Level IV will be a possible recommendation for expulsion and/or arrest.

EXTORTION/THREATS

Extortion/threats may result in parental contact, possible suspension and/or recommendation for expulsion from school, assignment to a special program, and/or referral to School Resource Officer.

LEVEL 4 OFFENSES ON CAMPUS OR AT A SCHOOL SPONSORED EVENT

Students who assault, batter, possess weapons or contraband materials, or commit any other similar violation which may be deemed a criminal offense will be suspended for ten (10) days with possible recommendation for expulsion depending on the *Code of Student Conduct* guidelines. These are considered Level III or Level IV offenses.

GAMBLING

First Offense: Parent conference and/or possible suspension.
Second Offense: Parent conference and 3 - 10 day suspension.

FORT PIERCE CENTRAL HIGH SCHOOL

PROFANE OBSCENE LANGUAGE, VULGAR GESTURES, & OR MATERIALS

Parent conference and/or other disciplinary actions as stated in the **Code of Conduct** will be enforced. Profane language directed at a staff member may result in suspension up to ten (10) days.

POSSESSION OF UNAUTHORIZED ITEMS (OTHER THAN THOSE INDICATED UNDER THE ZERO TOLERANCE POLICY)

First offense: One to three (1-3) days of B.I.C. and item may be confiscated by an Administrator or Dean.
Refusal to relinquish item will result in a suspension.

Second offense: Up to five (5) days of B.I.C.; subsequent offenses may result in suspension or possible expulsion.

If an item(s) is confiscated it will be placed in a secure place but the item is not the responsibility of FPCHS.

THREATENING A STAFF MEMBER/STUDENT

Threatening a Staff member or a student constitutes a serious violation and breach of conduct. All instances will be referred to the school resource officer. Consequences can include parent conference, B.I.C., up to ten (10) days suspension and/or possible recommendation for expulsion or other responses as deemed necessary. **Any threats of violence, by word or act, to use deadly force, will be taken seriously.** Please refer to the St. Lucie County School District's website for additional information on bullying or harassment.

STEALING OR VANDALISM

First offense: (Level I & II) Parent conference, restitution, and other options as outlined in the **Code of Conduct**.

All level III offenses will be reported to the School Resource Officer with criminal charges pending, and the student may be suspended from school for up to ten (10) days

OPEN DEFIANCE OF AUTHORITY/INSUBORDINATION

Students who openly defy an adult with or without profanity are subject to consequences including: Parent conference, and up to ten (10) days suspension with a possible recommendation for expulsion depending on circumstances.

TOBACCO PRODUCTS ON CAMPUS

The possession, use, distribution, or sale of tobacco products on School District property - at a school function or extracurricular activity - may result in a parent conference and/or assignment to B.I.C. and/or suspension.

In accordance with the law, any student caught smoking on or near school property or in possession of tobacco product is subject to consequences similar to those of a civil infraction.

FORT PIERCE CENTRAL HIGH SCHOOL

TRAFFIC IN HALLS AND CAFETERIA

Passing in the halls should be quiet and orderly at all times. Students are to move quickly to their classes. Loitering in walkways/hallways is not allowed. Lunch lines should be formed without shoving, pushing, or “cutting in”. Cutting in line will result in students being sent to the end of the line.

TRESPASSING

Trespassing is a violation of the law and can result in an arrest. Any student who comes to school or any school activity while under suspension is trespassing and may be arrested or suspended for up to ten (10) days.

BUS CONDUCT AND PROCEDURES

1. To ensure safety, students riding buses are expected to cooperate with the bus drivers and the teachers on bus duty when loading and unloading.
2. While riding the school bus, students are expected to follow the rules posted in each bus, and to abide by school standards for good citizenship.
3. Bus students are to remain on campus after being transported to school. Any student who leaves the grounds without authorization after arriving on campus may not return to campus to ride a bus home.
4. County policy requires special permission for students to ride buses other than their assigned bus. **The parent or guardian must send a written note explaining the reason for such a request to the Assistant Principal for Transportation before 7:30 a.m.** The school must be able to contact the parent to verify the authenticity of the note, and the reason for riding another bus must be of an emergency nature.
5. **Students must go directly to their busses in the loading zone. NO STANDING AROUND IN THE ZONE.**
6. **ONLY students riding the bus home are allowed in the bus loading zone.**
7. Bus privileges can be suspended for inappropriate behavior according to the SLC Code of Conduct. Riding the bus is a **privilege**.

CONDUCT AT SCHOOL-SPONSORED ACTIVITIES

Fort Pierce Central High School students are expected to conduct themselves in a manner that will reflect favorably on the school, not only during school hours, but at any time during a school sponsored activity. This includes activities off the FPCHS campus. Student conduct should reflect pride in our school and show students as being accountable for their actions. Any unacceptable behavior by students may subject them to disciplinary action, including suspension and/or expulsion.

FORT PIERCE CENTRAL HIGH SCHOOL

BEHAVIOR INTERVENTION CLASS (BIC)

Behavior Intervention Class (BIC) is an in-school suspension assignment for students that are disruptive in the traditional school environment. BIC provides an alternative to out of school suspension that will enhance self-esteem, reduce dropouts and prepare students for success. Assignment to BIC can range from 1 – 10 days.

Students are considered present in school and must do class assignments sent by his/her regular teachers. A maximum of eleven (11) days of BIC is allowed per 9 weeks and no more than 16 days will be permitted per Semester. Students not following the BIC program and/or rules may receive additional consequences, including out of school suspension. Students assigned to BIC will also be assigned a work detail.

ZERO TOLERANCE

In keeping with St. Lucie School Board policy, the possession, sale or use of alcohol or drugs, possession of weapons, as well as, criminal offenses, will not be tolerated at Fort Pierce Central High School. Students in possession of weapon(s), alcohol, drugs or under the influence of alcohol or drugs will be reported to the School Resource Officer, suspended from school for up to 10 days and face a possible recommendation for expulsion from school for up to two years. Parents will be contacted and asked to remove the child from campus or be notified of the student's location if in the custody of Law Enforcement.

BREAKFAST/LUNCH AND CAFETERIA POLICIES

Students are issued an id number for the Cafeteria with class schedules. Students requesting free or reduced lunches should obtain an application from their Homeroom teacher or the Cafeteria Manager. There is no credit or "charging" for cafeteria meals. Students must remain on campus during the lunch period. Students not eating lunch or who have finished must remain in supervised areas. No additional time will be allowed to eat meals, except in extenuating circumstances, approved by Administration. The following procedures apply in/outside the cafeteria:

After the bell rings, students should **WALK** to the cafeteria and follow the Cafeteria Rules –

- Move through the line in an orderly manner
- Comply with teacher/staff requests
 - Remain in Dress Code
 - Throw away all of your trash

Students leaving trash/mess will be assigned 3 – 5 days of lunch clean up.

- Keep hands, feet and objects to yourself

CAFETERIA MEAL PRICES

Breakfast

Adults \$2.00
Full \$1.00
Reduced \$.30

Lunch

Adults \$3.00
Student Full \$2.50
Student Reduced \$.40

FORT PIERCE CENTRAL HIGH SCHOOL

ACADEMICS

COURSE SCHEDULES

If a student freely chooses to take a course, s/he is obligated to complete that course. Failure to submit the class request form will result in a student being placed in courses chosen by Guidance.

GRADING PROCEDURE

Grades are a measure of a student's progress and achievements in mastering the subject matter, based on the quality of work done, and reflect a comprehensive evaluation which utilizes a number of grades. A student's regular attendance, daily preparation, and promptness in completing assignments should be consistent and congruent with these grades and taken into consideration in reporting a student's progress.

Letter grades shall be issued each marking period based upon the following:

Grade	Percent	Grade Point Average	Definition
A	90-100	4	outstanding progress
B	80-89	3	above average progress
C	70-79	2	average progress
D	60-69	1	lowest acceptable progress
F	0-59	0	failure
I	0	0	Incomplete*
W	N/A	N/A	withdrawn Dual Enrollment

*A student who receives an incomplete must complete the work within the guidelines of the make-up work policy contained herein. If the student does not make-up all work by the designated period of time, for any missing work a grade of Zero will be entered by the teacher and the final grade will be calculated. NOTE: the "I" will calculate as a Zero on the report card until the "I" is replaced with a grade. At that time an adjusted GPA will be calculated for the student.

- Grades are based on a percentage value. According to this system grades are averaged and converted into letter grades equivalent to the corresponding letter values.
- Each teacher will have a minimum of nine major grades per grading period to obtain the quarter mathematical average (one per week).
- Final comprehensive written examinations shall be required for all courses; only the Principal may waive the requirements for justifiable academic reasons. All students' final examinations shall be made available by the teacher at least two weeks following the examination and shall be available for parent/teacher perusal. At the end of the year, these examinations will be available at the main office during this two-week period.

FORT PIERCE CENTRAL HIGH SCHOOL

- Teachers are required to provide in writing notice of pending failure of a class giving parents sufficient time to meet with teachers.
- **Skyward** - Viewing your child's academic information is available to every parent for all public schools in St. Lucie County. This website currently provides a variety of information about your children such as attendance, report card grades, assignment history, discipline history, transcript grades and demographic information. Gradebook assignments can be viewed for grades 3 and above. To register for this program, go to our website: <http://www.stluice.k12.fl.us> . After registering yourself and adding your child to the list of your students for you to access, you must come to your child's school to have your account activated by showing a picture ID for verification.
- A copy of the semester examinations shall be turned into the Assistant Principal for Curriculum. Quarter grades are computed in the following manner:

Calculation of High School Grades

Full Year

1st 9 weeks	= 20%
2nd 9 weeks	= 20%
Semester exam	= 10%
3rd 9 weeks	= 20%
4th 9 weeks	= 20%
Semester exam	= 10%

Point Value: A = 4, B = 3, C = 2, D = 1, F = 0

- Total points divided by 10(this number is derived by counting each nine weeks 2 times and the semester exams one) = GPA to letter grade

Grade Point Average	Grade Given
3.51 - 4.0	A
2.51 - 3.50	B
1.51 - 2.50	C
.51 - 1.50	D
0 - .50	F

If a student is in a single term (1/2 year) course and has two or more F's, the final grade is automatically determined as "F".

STUDENTS MUST PASS THE WEIGHTED AVERAGE OF THE ABOVE IN ORDER TO RECEIVE SEMESTER CREDIT.

FORT PIERCE CENTRAL HIGH SCHOOL

END OF COURSE EXAMS

End of course exams (EOCs) are not tied to credit. However, in order to graduate, students **MUST** pass FCAT Reading and Algebra 1. Retakes will be offered throughout the year. Biology, Geometry, and US History EOCs will count for 30% of the student's grade in the course. Students may still CAP for credit.

Honor Roll

These honor rolls are based on an unweighted GPA. Students will be recognized throughout the year for their achievements.

Principal's List	4.0
A Honor Roll	3.5 - 3.9
B Honor Roll	3.0 - 3.4

Class Rank

Class rank is a system of recognizing student achievement among the members of a specific graduating class. The purposes of class rank are:

- To honor academic excellence by rewarding students who successfully complete a rigorous program of studies.
- To offer incentive for students to select scholastically challenging courses.
- To determine the valedictorian and salutatorian of each class.
- To provide colleges and universities the requested rank in class information.
- To provide scholarship committees the requested rank in class information.

Class rank is computed via the weighted quality point system described above. The points are generated based upon both the grade earned and the instructional level of difficulty for each course.

For courses that are repeated to make up failing grades, improve knowledge, and improve grade point averages (GPAs) for grade forgiveness, the higher grade will be used in computing the grade point average (GPA) for class rank.

GRADUATION

Students must meet all local and state requirements in order to graduate. It is the student's responsibility, along with her/his Guidance Counselor, to plan her/his program of studies to meet all requirements. If in doubt, contact your Guidance Counselor for assistance.

Class rank for the above stated purposes will be computed based on grades earned by the conclusion of the first ninety days (90) of the senior year. Students must be enrolled in a specific St. Lucie County high school a minimum of one and one-half (1/2) years/ten and one half (1/2) credits to be eligible for official class rank. Others may request an approximate class rank.

FORT PIERCE CENTRAL HIGH SCHOOL

The Guidance Director will be responsible for completing and reporting class rank. Seniors will be provided with class rank information and honors designations will be made by the Registrar after the Fall semester exams have been completed.

Honors: Determination of honors at graduation will be based on the weighted G.P.A. established at the end of the Fall semester of the Senior year, in addition to completion of all other graduation requirements.

Honor Tassels: Students will be given the honor to wear "Honor Tassels" at the Graduation exercise. A student must meet the following requirement for an Honor Tassel: 3.0 Weighted Grade Point Average based on grades earned 9 - 12 to include a minimum of 3.5 academic years.

High Honor Insignia: 3.80 Weighted average or higher using the same procedure as those for Honor Tassels.

Honors and High Honors for graduation will be computed on a weighted GPA at the end of the 7th semester as follows:

- **High Honors = 3.8000 - 4.000**
- **Honors = 3.7999 - 3.0000**

GPA is *not* rounded.

The student who is ranked first in a specific graduating class will be the valedictorian of that senior class and the student who is ranked second in a specific graduating class will be the salutatorian of that senior class.

Valedictorians and salutatorians must be enrolled in the same St. Lucie County high school and receive grades in second semester of the Sophomore year, first and second semester of the Junior year and the first semester of the Senior Year in order to be eligible for these designations.

The final class rank will be computed at the conclusion of the second semester of the senior year. Students must be enrolled in the same St. Lucie County high school and receive grades in second semester of the sophomore year, first and second semester of the junior year and the first semester of the Senior Year in order to be eligible for official class rank. Others may request an approximate class rank.

A transfer student has the option to be unranked without prejudiced at the written request of the parent/guardian if student's transfer grades are numerical.

The Registrar will provide all grade point information. The Senior class sponsor will issue the awards based on grade point averages obtained from the registrar.

RIGHT TO REQUEST ALTERNATIVE INSTRUCTIONAL TECHNIQUES

Parents and students in the St. Lucie County School District have the right to request that alternative instructional techniques be offered when there is an objection on religious or ethical grounds to course content or instructional strategies. Any parent of a student under 18 years of age or any student 18 or older who wishes to exercise this right should make a request in writing. A letter of request should be submitted to the Assistant Principal for Curriculum.

FORT PIERCE CENTRAL HIGH SCHOOL

This policy reflects the philosophy of the St. Lucie County School District that students have a right to inquire into all subject areas in an atmosphere free from bias and prejudice.

DIPLOMAS

The Registrar will be responsible for ordering diplomas. She will contact students so that diplomas may be printed with the correct full name. Students wishing to pick up diplomas late should make a request through the Registrar in guidance. The Principal must give final approval.

PUPIL PROGRESSION

For additional information regarding high school courses, see the Pupil Progression Plan in the Guidance Office or on the District website

FORT PIERCE CENTRAL HIGH SCHOOL

ADDITIONAL INFORMATION

BICYCLES

Bicycles must be parked in the racks provided, and riders must utilize locks and helmets. The school is not responsible for damage or theft while bicycles are parked in the racks. Students may not ride bicycles through campus and must enter and leave the bicycle area directly to and from the street.

CHECK ACCEPTANCE

Check Payment Terms: In consideration of Fort Pierce Central High School accepting Customer's payment by check, and other good and valuable consideration, Customer agrees that if any check is returned unpaid for any reason, Customer expressly authorizes Fort Pierce Central High School or its processing agent or assignee to electronically collect the face amount of the check and issue a demand draft on that account for the returned check fee in the amount of **\$25.00 if face of check is less than \$50.00, whichever is greater, for checks issued to Fort Pierce Central High School located in Florida.** Customer's payment by check is Customer's express acceptance of these Terms and shall serve as Customer's authorization for the electronic collection and issuance of a demand draft on Customer's account.

FACULTY/STAFF RESTROOMS

Students are **not** permitted in the faculty/staff restrooms.

FUND RAISERS

All fund raising activities must be approved by the Assistant Principal for Activities and placed on the Activities Calendar. The sale of any items on campus for personal profit is prohibited. All fundraising activities must include sales or service. **No Solicitation** outside of stores or on major intersections will be approved.

GUIDANCE AND COUNSELING

Counseling service may be provided through Guidance in a strictly confidential manner. This service is provided upon request for both individuals and groups. A student may request a conference with a Counselor by filling out a request form which can be obtained from the Guidance Office during class changes, lunch, before or after school.

All student requests for class schedules will be made through the Guidance Department. Our goal is to ensure that each student is appropriately scheduled for classes s/he needs in order to meet all the requirements for graduation. Student schedules will only be changed if a **teacher** makes a recommendation for an ability level change in class placement or if a **parent** makes an application for a change and the requested change meets all criteria. Please see your Guidance Counselor for specific details. We do not change schedules to accommodate requests for specific teachers or for students to be with friends.

FORT PIERCE CENTRAL HIGH SCHOOL

LIBRARY/MEDIA CENTER

The LMC is open before school, beginning at 7:00 AM and during lunch periods for students' quiet study and book check out. The LMC is closed for students at 2:10 PM. No beverages or food are permitted in the media center.

STUDENT INDEPENDENT/INDIVIDUAL WORK: Student must have a pass, signed by his/her teacher, to enter the LMC during class periods. Students that owe overdue fines or have overdue books are prohibited from checking out books or materials.

STUDENT INTERNET ACCEPTABLE USE FORMS: All Internet Applications for students should be sent to the Data Specialist. The Internet Applications are necessary for Internet Access. Forms will be dispensed when students are issued their textbooks.

TEXTBOOKS: Textbooks are issued to students and teachers through the LMC. Textbooks are issued to students, scheduled through their classes, during the first three weeks of school. Students entering later in the school year will be sent by the Guidance Dept., to the LMC for their textbooks. Students are required to return their textbooks when their courses are completed or if withdrawing from school. Responsibility for textbooks rests with the student to whom the book is issued. Charges will be made for lost or damaged books. A student will be reimbursed for book(s) paid for and later found. The student should return the receipt and lost book to the Business Office for a refund. LMC's judgment is final in evaluating wear or condition of the book. Payment will be made to the Bookkeeper. Students who purposely destroy and defile LMC materials and property will be deprived of the use of the LMC.

When a book is lost, the following steps should be taken:

1. Get the book number, title, and publisher from the LMC and check the lost and found.
2. If unable to find the book, see the Bookkeeper for the price of the book. The student then pays for it in the Business Office.
3. Present the receipt to the Assistant Principal for Curriculum to receive a clearance slip.

OBLIGATION LIST: Students, who do not return texts or library books at the end of the school year or at the time of their withdrawal, will have their names placed on the Obligation List. The Obligation List is maintained by the LMC. For other information concerning the Obligation List, please contact the LMC.

LIBRARY MEDIA CENTER DISRUPTIONS: Students who habitually disturb others will be temporarily deprived of the use of the LMC.

LOST AND FOUND

A lost and found section for all articles is located in the Clinic.

FORT PIERCE CENTRAL HIGH SCHOOL

PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be arranged by contacting the Guidance Department or one of the administrators. We encourage parents to contact teachers with academic concerns involving their child. Please email them through Skyward or through their email address located on the school website. Please allow at least 24 hours notice to arrange for a meeting.

PARKING LOT RULES AND REGULATIONS

1. All students who drive to school must obtain a parking decal from the Student Resource Officer (SRO) before school, during lunch or after school. Parking decals are \$25.00. Decals must be openly displayed on the front windshield or as designated by the Administration.
Cars on campus without decals after the 3rd week of school will be towed.
2. Seniors, Juniors, and work experience students will be awarded parking privileges first. Underclassmen will be considered afterward.
3. Students may park their vehicles on school property only in areas designated for student parking – the West parking lot. **There will be NO student parking in the front or side parking lots.** Once cars are on campus, they will remain in the parking lot until the end of the day. Exceptions will be made for identified students only.
4. The standard rules for the proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles will be denied the parking privilege.
5. **The school does not assume responsibility for vandalism or theft.**
6. Students arriving after 7:30 A.M. will receive a formal warning for tardiness and may lose their parking privilege, along with their parking permit.
7. Students must immediately exit their vehicles upon arrival and report to a supervised area on campus. Students are not to return to the parking lot once they enter the campus unless they have received authorization from an Administrator.
8. **All students must sign out before leaving the school campus. Parental permission will be necessary.**

PERSONAL PROPERTY

The school is not responsible for the damage to or theft of personal property. This includes vehicles parked in the student parking lot, bicycles, property kept in school lockers, etc. Students are encouraged to leave valuable property at home.

TEACHERS' MAIL ROOM

Students are **not** permitted in the mail room or permitted to use the copy machines without appropriate clearance.

FORT PIERCE CENTRAL HIGH SCHOOL

TELEPHONES

Students may use school phones in case of an emergency. Students may not use cell phones to contact parents during the school day. Parents should leave emergency messages in the **Main Office (Phone 468-5888)**. Students receiving such messages should report to the Attendance Office. **Messages will only be taken from parents in case of an emergency and then will be given to the student at the end of the present period.**

SAFETY/DRILLS

FIRE DRILL REGULATIONS

Fire drills are conducted periodically to practice evacuating the buildings, should it become necessary to do so during an actual emergency situation. The fire alarm is a continuous ringing of the fire alarm system.

When the alarm sounds, students are to follow the instructions of their teachers and:

- ❖ Walk out of the building quickly, quietly and in an orderly fashion.
- ❖ Move clear of the buildings once outside.
- ❖ Do not return to the buildings once outside until a series of intermittent signals sounds. For easy reference and in accordance with School Board Policy, a fire drill procedure chart and diagram is posted in each room.

TORNADOS OR SEVERE WEATHER

In the event of severe weather conditions, instructions will be given over the intercom (**stay indoors, stay out of large areas, and move into hallways in the center of the buildings**).

VISITORS

Upon arrival, visitors to FPC are to report directly to the Main Office for a visitor's badge, which must be worn/visible at all times while on our campus. Previous FPC students may visit the campus after 2:15 p.m.

FORT PIERCE CENTRAL HIGH SCHOOL

STUDENT ACTIVITIES/ATHLETICS

Extracurricular club/athletic activities are a vital part of our school. Activities are organized at FPC to provide students with opportunities for exhibiting their talents, and to provide a service. Students are encouraged to participate in these activities.

EXTRACURRICULAR CLUBS

Membership in an organization is voluntary. Students taking part in the activities program at Fort Pierce Central High School assume responsibilities associated with these organizations. Whenever meetings and duties conflict with academic work, the student is responsible for contacting the teacher previous to the time of the activity and is responsible for the work missed. Accepting an officer's position in any organization is an honor but carries with it additional responsibilities. **A student will be allowed to hold only one major office.** Major offices are defined as President, Vice-president, Secretary and Treasurer.

Meeting Schedule for Clubs: Meetings will be determined by the club sponsor before or after the regular school day. No club will meet unless the sponsor is present.

Club File: A folder containing the constitution, list of officers, activities, and fundraising projects for the year for each club is to be on file in the Assistant Principal of Student Activities' office. Any change in club policies, function, or membership must be in the folder.

Curricular Extension: In order for a student to be scholastically eligible to participate in interscholastic athletic or non-athletic extracurricular activities s/he must attain at least a 2.0 grade point average for the semester – specific offices require a higher GPA. A student absent from class or school for official school business (such as a band contest, athletic event, approved field trip) will be required to make-up the class work. Students must have a permission slip completed by the teachers of the classes they will miss.

STUDENT GOVERNMENT AND CLASS OFFICER ELECTIONS

The five (5) elected officers for the Student Government and all classes shall be a President, Vice-President, Secretary, Treasurer and Parliamentarian. All class officers automatically become active members of Fort Pierce Central's Student Government, which will be the student's lawmaking body. Two members-at-large shall be elected from each class and will also be active Student Government members. All students must obtain applications from class sponsors or student government advisors and be returned by the deadline. Finally, students must adhere to school rules and attend mandatory meetings. Student Council President, Vice President, and Secretary must have a 2.5 GPA.

FORT PIERCE CENTRAL HIGH SCHOOL

Parliamentary procedure is a set of rules for conducting a meeting. It allows everyone to be heard and to make decisions without confusion. All decisions are reached through motions and votes.

ELECTION PROCEDURES

1. All signs, posters, and advertising materials must be approved by the Assistant Principal in charge of Activities.
2. Election material can only be placed on the *outside of buildings*.
3. Students are responsible for the removal of all election paraphernalia by the close of school on the day of the election.

SENIOR ACTIVITIES/HANDBOOK

Please refer to your Senior handbook for specific activities, fundraising dates and information, class requirements, etc.

FUND RAISERS

All fund raising activities must be approved by the Assistant Principal for Activities and placed on the Activities Calendar. The sale of any items on campus for personal profit is prohibited. All fundraising activities must include sales or service. No Solicitation outside of stores or on major intersections will be approved.

SCHOOL DANCE REGULATIONS

- All students must follow the St. Lucie County *Code of Student Conduct for Secondary Students*.
- Prom and Homecoming Dance guests must be approved by the Office of Activities and must be 20 years or younger to attend.
- Only Juniors and Seniors are allowed to purchase Prom tickets. Sophomores may be a guest of a Junior or Senior.

DISQUALIFYING FACTORS FOR SCHOOL DAY EXTRA-CURRICULAR ACTIVITIES AND FIELD TRIPS

1. Being identified as a gang member by law enforcement.
2. Having the following referrals by date (at least 1 being a Level 2 or higher).
 - a. More than 2 by the first quarter
 - b. More than 4 by the end of the first semester
 - c. More than 5 by the end of the third semester
3. Having been removed from or been written a referral at an extra-curricular activities/dance.
4. Possessing a GPA lower than a 2.0 as reported in Skyward.

FORT PIERCE CENTRAL HIGH SCHOOL

Procedure for Removal:

1. *Temporary removal* of a student from participating in an extracurricular/co-curricular program or activity may be determined by the teacher/sponsor. The Principal is to be notified of the action.
2. *Permanent removal* of a student from participating in an extracurricular / co-curricular program or activity will be by the teacher/sponsor with the final decision to be made only by the Principal.
3. Parent notification by the teacher/sponsor of temporary or permanent removal is **mandatory**.
4. Upon notification, a parent may, within three days, request a conference with the teacher/sponsor and/or the Principal for the purpose of discussing the removal of the student from participation in the extracurricular/co-curricular program or activity.
5. A student may be readmitted to participation in the extracurricular/co-curricula program or activity at any time upon the recommendation of the teacher/sponsor with the final decision by the Principal.

GENERAL ATHLETIC REGULATIONS

- Academic work, conduct, and attendance must be satisfactory, minimum 2.0 G.P.A.
- Athletes must be in attendance at school on days of all practices and games.
- Athletes must abide by all of the rules and regulations as set up for the various sports by the FHSAA and by the coaching staff of each sport.
- Must be a bona fide student of Fort Pierce Central High School who has been assigned to attend this school by student assignment.
- Any student on the obligation list at the school must clear the obligation prior to participating on a school team.
- The limit of eligibility is **four years**. Each student has four years to participate in athletics from the day they first successfully complete the eighth grade. In addition, the student-athlete and must be under 19 years 9 months of age.

FHSAA Guidelines

Grade 9

All ninth grade students who have been regularly promoted will be eligible for the fall semester. At the conclusion of the first semester, the student must have a 2.0 grade point average in order to remain eligible. A 2.0 grade point average must be maintained for the remainder of the students' high school years in order to be eligible for athletics. Any ninth grader who loses eligibility during the First semester and then earns a 2.0 or higher grade point average for the Second semester may be declared eligible at the beginning of the Tenth grade. Eligibility will be restored to 10th graders after earning a 2.0 during the Second semester of the Freshman year and signing a contract of academic performance to maintain at least a 2.0 each semester. Student-athletes under this contract must raise their overall grade point average to a 2.0 by the 11th grade to remain eligible under this program.

FORT PIERCE CENTRAL HIGH SCHOOL

St. Lucie County Public Schools Mission, Beliefs, Vision

MISSION: The mission of the St. Lucie County School District is to ensure all students graduate from safe and caring schools, equipped with knowledge, skills and the desire to succeed.

Every child can learn, and each child can learn more than he or she is now learning.

- School district personnel, community members, parents, and students share the responsibility for student achievement.
- Quality learning experiences are the central focus of all school and district activities.
- We ensure equity and quality for all students, not just some.
- Equity without quality is prejudice, quality without equity is privilege, equity plus quality equals excellence.
- Students are volunteers. Their attendance can be required, but their attention must be earned.
- We teach the whole child, not simply the test-taker.
- All students have the absolute right to a safe, trusting, and drug-free environment.

The core business of the St. Lucie County Schools is to create challenging, engaging, and satisfying work for every student, every day.

- The teacher's primary role is to design rigorous, engaging work that leads students to higher levels of learning.
- We provide clear and compelling understandings about what students are expected to know and be able to do.
- We provide support for student success, understanding that different students master tasks in different ways and at different times.
- District and school support personnel are partners with teachers and schools in the core business.
- Collaboration around the core business is essential to quality learning experiences.
- Quality tools are required for quality work.
- Instructional needs drive the design and construction of facilities.
- Quality facilities are required for quality work.

Quality schools are the responsibility of the entire community.

- Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute the community.
- The community works together to provide the political advocacy and support needed for student success.
- Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.
- The community is responsible for providing and supporting the facilities and Infrastructure necessary to accommodate growth.
- All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.
- The school district has an obligation to achieve quality results for both the schools and the community.

A healthy school system is key to the maintenance of a healthy democracy.

- Quality schools develop productive, contributing citizens.
- Quality schools improve the quality of community life.
- We strengthen relationships and broaden perspectives by embracing diversity.
- We model principles of representative democracy both in our schools and throughout the district.
- Systems of checks and balances contribute to quality decisions.
- We share a fundamental common commitment to the common good.
- Leaders are responsible both to constituents and for shaping the future.

FORT PIERCE CENTRAL HIGH SCHOOL

The district and its employees have mutual obligations for support and development toward continuous improvement.

- Our core values are fairness, respect, trust, integrity, and commitment to improvement.
- We develop leaders committed to our common vision at all levels in the system.
- Collegiality and collaboration are keys to our success.
- All district employees have the absolute right to a safe, trusting, and drug-free environment.
- All district employees provide prompt and courteous attention to their customers.
- We are a school system, not a system of schools.
- We are a learning organization, in which all roles serve the common purpose of pursuing continuous improvement in quality learning experiences for all.

Therefore, we promise continuous improvement in student achievement and in the success of each individual.

- We are committed to a common vision.
- We use our beliefs and vision as the key criteria for making decisions.
- We lead and manage by results.
- We hold ourselves mutually accountable for quality effort.
- We assess progress toward agreed-upon goals on a regular basis.
- We expect and we work to bring out the best in every employee.
- We accept change as inevitable and shape it into opportunity.
- We exercise flexibility and we encourage innovation in pursuit of our goals.

Testing Accommodations for Student with Disabilities

Rule 6A-1.0943, F.A.C., states that all students with disabilities will participate in the statewide assessment program based on state standards without accommodations unless:

- The individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a statewide assessment; or
- The IEP team determines that a student with a significant cognitive disability meets the criteria for participating in the statewide alternate assessment under subsection (4) of rule 6A-1.0943, F.A.C.

Each school board shall utilize appropriate and allowable accommodations for statewide assessments within the limits prescribed in rule 6A-1.0943, F.A.C. and current statewide assessment test administration manuals published by the Florida Department of Education, Bureau of Assessment and School Performance, and Bureau of Exceptional Education and Student Services.

Accommodations are defined as adjustments to the presentation of the statewide assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a statewide assessment to include amount of time for administration, settings for administration of a statewide assessment, and/or the use of assistive technology/devices to facilitate the student's participation in a statewide assessment. Accommodations that negate the validity of a statewide assessment are not allowable. Within the limits specified in rule 6A-1.0943, F.A.C., allowable

FORT PIERCE CENTRAL HIGH SCHOOL

statewide assessment accommodations are based on current instructional accommodations and accessible instructional materials used by the student in the classroom.

The need for any unique accommodations for use on a statewide assessment not outlined in the statewide assessment test administration manuals, published by the Florida Department of Education, as described in paragraph 3 of rule 6A-1.0943, F.A.C., must be submitted to the Department of Education for approval by the Commissioner of Education.

- All district personnel are required to implement the accommodations in a manner that ensures that the test responses are the independent work of the student. Personnel are prohibited from assisting a student in determining how the student will respond or directing or leading the student to a particular response. In no case shall the accommodations authorized in rule 6A-1.0943, F.A.C. be interpreted or construed as an authorization to provide a student with assistance in determining the answer to any test item.

Allowable accommodations include:

a. **PRESENTATION:**

(1.) **VISUAL ACCOMMODATIONS**

- a. Regular print versions of the test may be enlarged through mechanical or electronic means.
- b. The district test coordinator may request large print version.
- c. Braille versions may be requested for students who use Braille materials. Some test items may be altered in format for Braille versions of the test as authorized by the Department. Test items that have no application for the Braille reader will be deleted as authorized by the Department. Student performance standards that cannot be assessed in Braille format will be deleted from the requirements of Section 1008.22, Florida Statutes.
- d. The student may use means to maintain or enhance visual attention to test items.
- e. Provide student with a copy of directions read by teacher from the FCAT administration script.
- f. Mask portions of the test to direct attention to uncovered item(s).
- g. Use colored transparencies/overlays.
- h. Secure papers to work area.*
- i. Increase spacing between test items.*
- j. Fewer items placed on each page.*
- k. Positioning tools such as reading stand.
- l. Highlight keywords or phrases in directions to items.

(2.) **AUDITORY ACCOMMODATIONS**

- a. Signed or oral presentation may be provided for all directions and items other than reading items. Reading items must be read by the student through visual or tactile means.
- b. Use a reader to read directions and items other than reading items.
- c. Repeat, clarify or summarize test directions.
- d. Allow student to demonstrate understanding of directions (e.g., repeat or paraphrase) to ensure understanding.
- e. Use of text-to-speech technology to communicate directions or items other than reading items.
- f. Provide verbal encouragement (e.g., “keep working,” “make sure to answer every question”); may not be used to cue a student regarding correct/incorrect responses.
- g. Use white noise (sound machines) to reduce auditory distractions.

FORT PIERCE CENTRAL HIGH SCHOOL

b. RESPONDING:

(1) ACCOMMODATIONS TO RESPONSE INPUT

- a. The student may use a variety of methods to respond to the test, including written, signed and verbal response. Written responses may include the use of mechanical and electronic devices. A test administrator or proctor may transcribe student responses to the format required by the test. Transcribed responses must accurately reflect the response of the student, without addition or edification by the test administrator or proctor.
- b. Dictate responses to proctor.
- c. Use of speech-to-text technology to indicate answers.
- d. Use of computer switch to indicate answers.
- e. Use of computer/alternative keyboard to indicate answers.
- f. Use of pointing device to indicate answers.
- g. Use of other communication devices to indicate answers.
- h. Enter answers directly into test booklet.
- i. Signing responses to interpreter.
- j. Dictate responses into a tape recorder.
- k. Use of special paper such as raised, line, shaded line, or color- decoded for long or short response (would require that responses are then transcribed).
- l. Use of math guides to organize mathematical computation.
- m. Use of writing guides (grids) to produce legible answers.
- n. Check periodically to be sure student is marking in correct spaces.

(2) ACCOMMODATIONS TO RESPONSE PREPARATION

- a. Calculator for math problems for grades 7 and up.
- b. Abacus for all grade levels for students with visual impairments.

c. SCHEDULING:

- a. The student may be administered a test during several brief sessions allowing frequent breaks during the testing sessions, within specifications of the test administration manual. Students may be provided additional time for the administration of the test.
- b. Specific time of the day for specific subtests.

d. SETTING:

- a. The student may be administered a test individually or in a small group setting. The student may be provided with adaptive or special furniture and special lighting or acoustics.
- b. Special lighting.
- c. Adaptive or special furniture.
- d. Special acoustics such as FM systems to enhance sound or special rooms to decrease auditory distractions.
- e. Increase or decrease the opportunity for movement.
- f. Reduce stimuli (e.g., limit number of items on desk).
- g. Other specialized settings.*
- h. Administer the test in a familiar place such as the home with a test proctor present and/or by a familiar person. (*students homebound or hospitalized*)

e. ASSISTIVE DEVICES:

The student may use the following assistive devices typically used in classroom instruction:

FORT PIERCE CENTRAL HIGH SCHOOL

- a. If the purpose of the assessment requires complex computation, calculators may be used as authorized in the test administration manual. A calculator may not be used on assessments of basic computation as specified in the test administration manual.
- b. Visual magnification and auditory amplification devices may be used. For students with visual impairments, an abacus may be used.
- c. Technology may be used without accessing spelling or grammar-checking applications for writing assessments and without using speech output programs for reading items assessed. Other assistive technology typically used by the student in classroom instruction may be used provided the purpose of the testing is not violated. Implementation of assistive devices must assure that test responses are the independent work of the student. Unusual circumstances of accommodations through assistive devices must be approved by the Commissioner of Education before use.

Examples of unique accommodations are identified by an asterisk(*).

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA), and corollary state law, Section 1002.22, Fla. Stat., afford parents and students who have attained 18 years of age ("eligible students") certain rights with respect to each student's education records. These rights are:

- (1) The right of privacy with respect to the student's education records.

Personally identifiable records or reports of a student, and any personal information contained in these reports, are confidential. The School District of St. Lucie County will not release the education records of a student without the written consent of the eligible student or the student's parents or guardian, except to the extent FERPA and state law authorizes disclosure without consent.

- (2) The right to inspect and review the student's education records within 30 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (3) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of a student's privacy rights.

Parents or eligible students may ask the School District of St. Lucie County to amend a record that they believe is inaccurate, misleading or otherwise in violation of a student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of a student's privacy rights.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the

FORT PIERCE CENTRAL HIGH SCHOOL

request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(4) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school, school system, or institution of postsecondary education in which a student seeks or intends to enroll or is already enrolled.

(5) The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

* * *

Other disclosures without prior consent; parents' right to limit:

School administrators may disclose directory information about a student without the consent of either the student or his/her parents(s)/guardian(s) unless, within ten (10) days after enrolling or beginning school, the student or parent/guardian notifies the school in writing that any or all directory information should not be released. Directory information includes the student's name and grade level. A limited release of information is required for participation in student athletics as described on the Parent and Player Agreement, Permission, and Release form.

Military recruiters and institutions of higher education have access to the name, address, and telephone listing of each secondary school student unless, within 10 days of enrolling in or beginning school, the student or the parent notifies the school in writing that such information should not be released without the prior written consent of the parent.

* * *

FORT PIERCE CENTRAL HIGH SCHOOL

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 4204 Okeechobee Road, Ft. Pierce, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA NOTICE OF PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h, affords parents certain rights for the protection of student privacy. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education ("ED") –

- (a) Political affiliations or beliefs of the student or student's parent;
- (b) Mental or psychological problems of the student or student's family;
- (c) Sex behavior or attitudes;
- (d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (e) Critical appraisals of others with whom respondents have close family relationships;
- (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- (g) Religious practices, affiliations, or beliefs of the student or parents; or
- (h) Income, other than as required by law to determine program eligibility.

2. *Receive notice and an opportunity to opt a student out of* –

- (a) Any other protected information survey, regardless of funding;
- (b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and
- (c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

FORT PIERCE CENTRAL HIGH SCHOOL

3. *Inspect*, upon request and before administration or use –

(a) Protected information surveys of students;

(b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

(c) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School Board of St. Lucie County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School Board will directly notify parents of these policies at least annually at the start of each school year and after any substantive change. The School Board will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School Board will make this notification to parents at the beginning of the school year if the Board has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C, 20202-5901

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA