



**Fort Pierce Westwood High School
Student Handbook
2016-2017**

Fort Pierce Westwood High School

Principal

John Lynch

Intern Principal

Joseph Lezeau

Assistant Principals

Mayté Armas

James Sloan

Leslie Taylor

St. Lucie County School Board

Deborah Johnson Hawley

Mrs. Kathryn Hensley– Chairperson

Mrs. Carol A. Hilson

Mr. Troy Ingersoll– Vice Chairperson

Dr. Donna Mills

Superintendent

Mr. E. Wayne Gent

1801 Panther Lane

Fort Pierce, Florida 34947

Phone (772) 468-5400

Principal's Message

Greetings Panthers:

Welcome to the 2016-2017 school year!

Whether you are entering Fort Pierce Westwood High School for the first time as a freshman this year, or you are beginning your senior year, the start of the school year always brings back a feeling of excitement!

As we begin the 2016-2017 school year, I am looking forward to teaming with you to make Fort Pierce Westwood High School an even greater place for students to put in place a strong foundation for a successful future. I encourage you to make the most out of your Panther experience. Applying yourself in the classroom, always striving to do your best, and involving yourself in the wide array of clubs, athletics and other related activities will enrich this experience. Taking the most rigorous courses possible while at Westwood will enhance your chances of success in the future, whether it be in the college of your choice, in the military or as a contributing member of our world's ever -changing workforce.

Building strong, positive relationships are the key to keeping all Panthers moving in the right direction. No doubt we will hit unexpected "bumps in the road", and it is during these times we'll rely on trust and the strong, positive relationships we've built to propel us through those short-lived moments. To build these relationships, we must commit to two major areas of focus: 1) Safety, where all members of the Panther family are respected and cared for, and 2) Excellence, where all do their best and are committed to continuously improving themselves each day. All members of our office staff, cafeteria staff, custodial staff, instructional staff and administrative staff strive to provide the optimum learning environment where you will have the best opportunity to achieve your goals. Whether it is at the end of this year, or four years from now, the goal for all Panthers is *graduation*. Your Westwood diploma, and the successes you will experience while here, are important building blocks for your future. Graduation is the goal, and as the saying goes, failure is NOT an option.

I believe in you, let's show that Panther Pride...

John Lynch

Principal
Fort Pierce Westwood High School



Fort Pierce Westwood High School is a Kids at Hope School. The Kids at Hope program inspires, empowers and transforms families, youth serving organization and entire communities to create an environment where all children experience success, NO EXCEPTIONS!

Kids at Hope Pledge

*I am a Kid at Hope.
I am talented, smart & capable of success.
I have dreams for the future and I will climb to reach those goals & dreams everyday.
All Children are Capable of Success, No Exceptions!*

Treasure Hunter's Pledge

*As an adult and a Treasure Hunter
I am committed to search for all the talents, skills and intelligence
that exists in all children and youth.
I believe all children are capable of success,
No Exceptions!*

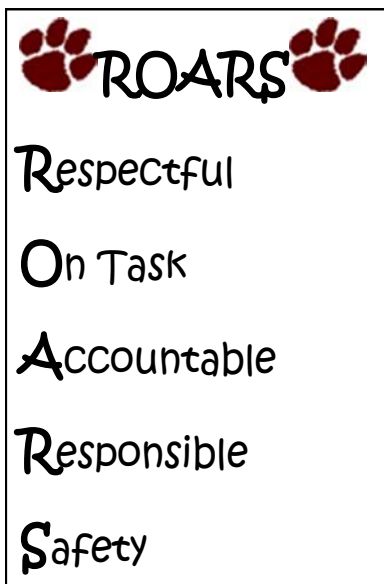


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FORT PIERCE WESTWOOD HIGH SCHOOL

Mission

Ensuring all students are safe and graduate equipped with knowledge, skills and the desire to succeed.

Vision

Student-centered school focused on high expectations and increasing student achievement



ST. LUCIE PUBLIC SCHOOLS

Mission, Beliefs, Vision

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.

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 key 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.



FORT PIERCE WESTWOOD HIGH SCHOOL

Administration • 2016-2017

Principal

John Lynch

Intern Principal

Joseph Lezeau

Assistant Principals

Mayté Armas

James Sloan

Leslie Taylor

Executive Secretary

Diane Purnell

Activities & Clubs

Activities
Cheer
Step
Poetry Slam
Color Guard
Band
Chorus
Athletics
Clubs
Student Government
Student Council
Future Farmers of America (FFA)
HOSA
9 th grade – Freshmen Class
10 th grade – Sophomore Class
11 th grade – Junior Class
12 th grade – Senior Class
National Honors Society
Drama
JROTC
Academic A-Team
Young Floridians
Gay/Lesbian/ Transgender Alliance

If you are interested in joining a club or starting a new club,
please see your Assistant Principal.

School Colors

SOLID **MAROON**, **BLACK**, and **GRAY**

Class Colors

12th – **BLACK**

11th – **MAROON**

10th – **GRAY**

9th – **WHITE**

Athletics

Fall Head Coaches:

Football	Aaron Sheppard	aaron.sheppard@stlucieschools.org
Volleyball	Jesus Rivera	jesus.rivera@stlucieschools.org
Swimming	Scott McMillen	scott.mcmillen@stlucieschools.org
Bowling	Linda Coddington	linda.coddington@stlucieschools.org
Golf	Rob Ayres	rob.ayres@stlucieschools.org

Winter Head Coaches:

Boys Basketball	Jeffrey Steger	jefrey.steger@stlucieschools.org
Girls Basketball	James Gardner	james.gardner@stlucieschools.org
Boys Soccer	Rob Recor	robrecor@bellsouth.net
Girls Soccer	Rob Ayres	rob.ayres@stlucieschools.org
Girls Weightlifting	TBA	
Wrestling	Michael Torres	Michael.torres@stlucieschools.org

Spring Head Coaches:

Baseball	Jesus Rivera	jesus.rivera@stlucieschools.org
Softball	Ursula Johnson	ursula.johnson@stlucieschools.org
Track	TBA	
Tennis	Linda Coddington	linda.coddington@stlucieschools.org
Girls Flag Football	Michael Harrelson	michael.harrelson@stlucieschools.org

County Athletic Director Jill Willette jill.willette@stlucieschools.org

Assistant Athletic Director James Gardner james.gardner@stlucieschools.org

Regular Bell Schedule

Description	Time	Minutes
1st Block	7:31-9:03*	90
2nd Block	9:08-10:38	90
3rd Block (A)		
<i>A Lunch</i>	<i>10:38-11:08</i>	<i>30</i>
Class	11:13-12:06	53
3rd Block (B)		
Class	10:43-11:36	53
<i>B Lunch</i>	<i>11:36-12:06</i>	<i>30</i>
4 th Block	12:11-1:41	90

Your 5th Period determines the lunch schedule.

A Lunch	513-516, 600s, 700s, 800s, 900s
B Lunch	100s, 400s, 501-502, G-Tech

The routine business of the day will be handled during the Homeroom period, which is attached to 5th period.

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

Early Release Bell Schedule

Description	Time	Minutes
1st Block	7:31-8:26*	53
2nd Block	8:31-9:24	53
3rd Block (A)		
<i>A Lunch</i>	9:29-9:59	30
Class	10:04-10:43	39
3rd Block (B)		
Class	9:29-10:08	39
<i>B Lunch</i>	10:13-10:43	30
4 th Block	10:48-11:41	53

Your 5th Period determines the lunch schedule.

A Lunch	513-516, 600s, 700s, 800s, 900s
B Lunch	100s, 400s, 501-502, G-Tech

The routine business of the day will be handled during the Homeroom period,
which is attached to 5th period.

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

M.O.A. Regular Bell Schedule

Description	Time	Minutes
1st Block	7:33-9:03	90
2nd Block	9:03-10:33	90
3rd Block (A)		
<i>A Lunch</i>	<i>10:33-11:03</i>	<i>30</i>
Class	11:03-11:51	47
3rd Block (B)		
Class	10:33-11:21	47
<i>B Lunch</i>	<i>11:21-11:51</i>	<i>30</i>
4 th Block	11:51-1:21	90
Travel	1:21-1:41	20

M.O.A. Early Release Bell Schedule

Description	Time	Minutes
1st Block	7:33-8:26	53
2nd Block	8:26-9:19	53
3rd Block (A)		
<i>A Lunch</i>	9:19-9:49	30
Class	9:49-10:28	39
3rd Block (B)		
Class	9:19-9:58	39
<i>B Lunch</i>	9:58-10:28	30
4 th Block	10:28-11:21	53
Travel	11:21-11:41	20

Report Card/Progress Report Schedule

*****Progress Reports will be distributed through 5th period *****

2016-2017 REPORT CARD GRADING TIMELINE

DATES ARE SUBJECT TO CHANGE

If dates are changed, you will receive an updated timeline

GRADING PERIOD	INTERIM REPORTS	GRADING WINDOW OPENS	GRADING WINDOW CLOSES	REPORT CARD DAY
1 ST QUARTER	Monday September 12th	Monday October 10th	Monday October 17 th	Friday October 28th
2 ND QUARTER	Tuesday November 15th	Monday December 12 th	Tuesday January 3rd	Friday January 13th
3 RD QUARTER	Monday February 6th	Monday March 6th	Tuesday March 21st	Friday March 31st
4 TH QUARTER	Wednesday April 26th	Friday May 26th	Monday June 5th	Pending the receipt of test scores

NOTE: SENIOR TIMELINE will depend on graduation dates, you will receive an updated timeline

Our school participates in the Community Eligibility Provision. Through this provision, all students are eligible to receive breakfast and lunch at no cost. There's no need to fill out an application.

We hope that this will increase participation in our school's breakfast and lunch programs where we serve nutritionally-balanced meals daily. A healthy diet has been shown to improve academic success.

Registration and Student Enrollment at Fort Pierce Westwood HS:

Student enrollment and registration will occur throughout the 2016-2017 school year. Nevertheless, all prospective St. Lucie County School Board (SLCSB) students must report to Student Assignment located at the district office in order to be placed or assigned to one of SLCSB schools. If and when assigned to Westwood High School, students must report to registrar's office to be registered at FPWHS and then meet with a guidance counselor.

A parent or legal guardian should accompany students enrolling in school. Proof of address will be required to complete application. The following will be accepted as proof of address:

- Electric, Water, or Land Line Telephone Bill
- Current Mortgage Deed
- Signed Lease Agreement
- Mortgage Payment Coupon
- Official Rent Receipt
- Sales/Builder's Contract

Parents are requested to provide a report card, transcript, or withdrawal from the last school attended. It is also very important that any medical, academic, social, or emotional problem is mentioned to the Registrar and that an emergency phone number be provided.

Westwood High School serves students residing in the Green Zone and any zone for students attending the Marine and Oceanographic Academy (MOA). Only students residing in this attendance zone are permitted to attend Westwood High School. Any student whose legal residence changes from Westwood High School's attendance zone to that of another school zone during the school year must contact the office of the Registrar.

Immunizations:

Each student entering school must secure a Florida Certificate of Immunization Form 680 from the St. Lucie County Health Department/a physician. Parents whose religious beliefs do not permit them to have their children immunized must obtain a Certificate of Exemption from the St. Lucie County Health Department and present it to the school when enrolling.

Physical Examinations:

All students, regardless of age, entering a Florida public school for the first time must provide a copy of the results of a physical examination taken within the last twelve months.

Address or Contact Phone Number Changes:

It is the student's responsibility to provide proof of address change and/or contact phone number changes then complete the appropriate forms with the Data Specialist to indicate to the school that a student has changed her/his residence and/or contact information.

Class / Schedule Changes: DROP / ADD Procedures:

Class and/or schedule changes during the 2016—2017 school year may be initiated through the end of second (2nd) week after the start of the semester. Any class and/or schedule changes that need to take place after the deadline will require Administrative approval.

Student Contact Information Changes/Additions:

Parents and students that are in need of adding and/or changing student contact information on the Emergency Contact Information Card (ECIC) shall come to Westwood’s front desk office and add new information or complete a new ECIC with the Data Specialist.

Students Withdrawals:

The procedures for student withdrawals are as follows:

1. Parents/Guardians must be present for the approval to withdraw students.
2. Parents and students wishing to withdraw will report to their guidance counselor and then to the registrar/data specialist.
3. All textbooks, library books, and laptops with chargers must be returned to the media center prior to withdrawing. All financial or other obligations must be cleared.
4. Parents and students withdrawing from Westwood must report to their guidance counselor to complete an exit interview.

School Obligations—Textbooks and other Obligations:

Students that lose school property (ies) such as library books, library instructional audios and/or textbooks shall pay the full sum of such school property prior to graduation. The principal of the school shall make every reasonable effort to collect such sum from students that have lost school property. Further, as per school board policy, “The failure to collect such sum upon reasonable effort by the school principal shall result in (a) the suspension of the student from participation in extracurricular activities, the suspension of student parking privileges, and the exclusion of the student from participation in school activities such as prom and graduation ceremonies, or (b) the satisfaction of the debt by the student through community service activities at the school site as determined by the school principal.”

Lost and Found

The school assumes no responsibility for lost personal articles belonging to students or staff. When a student has lost an article, he should inquire at the Main Office. Articles that are found and turned in will be kept until the end of the semester. Textbooks that are found will be returned to the teacher or respective Department Chairperson and from there returned to the student.

Cafeteria / School Meal Prices:

Our school participates in the Community Eligibility Provision. Through this provision, all students are eligible to receive breakfast and lunch at no cost. There's no need to fill out an application.

We hope that this will increase participation in our school's breakfast and lunch programs where we serve nutritionally-balanced meals daily. A healthy diet has been shown to improve academic success.

Guidance and Counseling

Counseling services are provided through Guidance Counselors in a strictly confidential manner. This service is provided upon request or need 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 located in the Front Office during class changes, lunch, before or after school.

All student requests for class changes will be made through the Guidance Department beginning on the second day of each semester. A Request for Schedule Change form must be completed and submitted not later than four (4) days following the beginning of the semester. Students will be emailed the procedure to request a schedule change and are responsible for submitting the online form prior to the deadline per semester.

Our goal is to ensure that each student is appropriately scheduled for classes she/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. Schedule changes cannot be made to accommodate requests for specific teachers or for students to be with friends. Counselors must adhere to SLPS's Student Progression Plan when scheduling students.

Make-Up Credits via Credit Recovery:

There are options available to students for credit recovery. Guidance Counselors are available to review options to make up credits using:

- Edgenuity (e2020) Computer-based, teacher-led credit recovery program (at FPW)
- Mosaic Digital Academy, SLPS' districtwide online credit recovery program
- Florida Virtual School (FLVS)
- Adult High School at Indian River State College (IRSC)

Guidance Counselors will be able to review upper level course options and help facilitate enrollment in Dual Enrollment classes at IRSC. If a student attempts a class at IRSC for Dual Enrollment and does not pass, it will be at the student's expense to make up the class prior to being approved for any other Dual Enrollment class. Refer to SLPS' Student Progression Plan for more details, available on the district website: <http://www.stlucie.k12.fl.us/>

Grading Procedures

Students in Grades 3-12 will be awarded letter grades to indicate student progress.

<u>Grade</u>	<u>Percent</u>	<u>Grade Point</u>	<u>Average Definition</u>
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>no credit is awarded</i>)
I	0	0	Incomplete*
W	N/A	N/A	Withdrawn, applies to Dual Enrollment courses

*A student who receives an incomplete has to complete the work within the guidelines of the make-up work policy. (See SLPS Student Code of Conduct and SLPS Student Progression Plan). If the student does not make-up all work by the designated period of time, then 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.

Calculation of Middle & High School Grades

- Full Year Course = 1.0 credit earned (0.5 cr per semester)
 - 1st 9 weeks = 35%
 - 2nd 9 weeks = 35%
 - Semester exam = 30% or End of Course Exam
 - 3rd 9 weeks = 35%
 - 4th 9 weeks = 35%
 - Semester exam = 30% or End of Course Exam

- Semester 1 or 2 Only = 0.5 credit earned
 - 1st 9 weeks = 35%
 - 2nd 9 weeks = 35%
 - Semester exam = 30%

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

School Day

The regular school day is from 7:33 a.m. until 1:41 p.m. Students may **NOT** be dropped off or park on campus before 7:00 a.m., as there will be no supervision until this time

After School Activities

If a student is not involved in an approved after-school activity, he/she must not stay on campus. Any student on campus after school without permission will be subject to disciplinary actions and possible arrest for trespassing. In addition, only students involved in an approved after-school activity will be permitted to ride the activity bus, if available. The drivers will have a roster of approved students daily.

Westwood Safety

Our number one priority is safety, which is a prerequisite for learning. As soon as students arrive on campus, they are to report to a supervised area until classes begin promptly at 7:33 a.m. Students that drive or ride a bike will report immediately to the Gym Courtyard and remain there until the first bell rings. Students that ride a bus, or are dropped off in the front of the school will report immediately to the Main Courtyard and remain there until the first bell rings.

Closed Circuit

*Closed circuit monitoring of campus grounds, buildings, courtyards, entrances, exits, corridors, and hallways is provided to increase our ability to provide a safe, orderly and positive learning environment for teachers, staff, students and visitors. (The campus is monitored 24 hours a day and tampering with any security camera is a serious offense that will result in suspension, charge of repair, arrest, and/or expulsion)

CLINIC

For your safety, students who become ill during the school day should secure an official hall pass from their teacher to report to the clinic. Students are not to call parents from the classroom. The clinic is for first aid and emergencies only. The health paraprofessional is authorized to administer prescribed medications to students (excluding injections) during school hours in strict compliance with School Board policy and Florida Statutes. Students taking medications must give all medicines to the health paraprofessional for safekeeping and dispensing. Students may **NOT** carry medications on their person during the school day.

*EMERGENCY CARDS: Each student will be given an emergency card to be completed and returned to the clinic for school use. It is very important that the school has accurate parent contact information on file. It is the parent's responsibility to provide updates to the school whenever changes occur. Access to students or student information will be denied to any person not authorized by the parent on the contact card. Please also provide an email address, if applicable.

Bus Transportation

Riding the bus is a privilege. In order to ensure the safety of all students on the bus, the school and the bus driver establish the rules of conduct. Students are expected to follow the rules of conduct and the directions of the bus driver at all times. Any objects or items that may affect the safety of bus riders are not permitted. Those items include but are not limited to skateboards, balloons, etc. Student misconduct may result in the suspension of bus riding privileges and/or loss of bus riding privileges for the remainder of the year. Students must wait for their bus; and get on and off their bus at their assigned bus stop. Students must also ride the bus to which they are assigned by district transportation department. School site personnel and school site administration will not approve or allow students to ride another bus to go home with friends. Parents that would like to request permission for their son/daughter to ride another bus or an unassigned bus to go home with friends must contact the district transportation department at (772) 340-7120 or visit their website at: <http://www.stlucie.k12.fl.us/includes/Transportation/Trans.aspx>

Attendance and Discipline Plan

The administration and faculty of Westwood High School (FPWHS) fully support the discipline policies and procedures outlined in the Code of Student Conduct published by Saint Lucie Public Schools (SLPS). Therefore, the FPWHS Student Handbook and Discipline Plan will encompass policies and procedures that ensure the safety, academic and behavioral success of every student, every day. Further, Westwood faculty and staff hold the belief that the policies and procedures set forth will provide support for effective and adequate instruction and learning, will provide support for increased student improvement in the core academic contents and increased appropriate behavior, as well as provide support for a safe and structured learning environment for our students, faculty and staff. It is therefore every student's right to learn, every teacher's right to instruct and no student's right, nor any personnel's right to interfere with any student's or any teacher's academic success. Therefore, consistent with the mission of Saint Lucie Public Schools that *every child, every day* will be engaged in meaningful work. FPWHS will require students to be responsible for their actions and abide by SLPS Code of Student Conduct and FPWHS Student Handbook: Discipline Plan. Failure to comply will result in administrative and possible police action. Lastly, FPWHS recognizes and accepts that during school hours it is our responsibility to prevent students from causing harm to themselves as well as from causing harm to others.

Instructional Time is a Top Priority at FPW

Where should your child and our student be? STUDENTS NEED TO BE IN CLASS LEARNING.

They should not have to go:

1. To the office or counselor unless requested via a guidance pass. Guidance counselors will be available for easy student access during lunch and during after school hours.
2. To the gym, drama, chorus or band.
3. To the bathroom, too often.
4. To "find" the custodian or anyone else.

Even if another teacher is willing to accept the student, students need to be in their classroom during all instructional time, working in a subject area according to their schedule.

ATTENDANCE RULES / REGULATIONS:

The District is considering revisions to the current attendance policies. Any revision will supersede the above policies immediately upon School Board approval.

First and Foremost:

To further attain more information on attendance, please refer to the Student Progression Plan (SPP) and to the specific titles and pages listed below at: <http://www.stlucie.k12.fl.us>

Specific Titles within the Student Progression Plan Concerning Student Attendance

ATTENDANCE POLICIES

Compulsory School Attendance & Declaration of Intent

Official Attendance

Parent/Guardian Responsibility

Enforcement of Attendance

Project Rock

Attendance codes, Excused & Unexcused absences, Reporting

Attendance Cases to PST Committee & Truancy Petition

Habitual Truants

Homebound/Hospitalization Program

Procedures for Determining Eligibility Full Time

Procedures for Determining Eligibility Intermittent

Attendance Policies for Homebound/Hospitalized

General Responsibilities for Homebound/Hospitalized Program

Physician Authorization Requirement

Use of Withdrawal Codes

Non-Enrollment

Tardy

Early Pick-up

Students with documented Chronic/Serious Medical Conditions

Students covered under the Rilya Wilson Act

Student Withdrawal Prior to the End of the Year

Compulsory Attendance and Home Education Programs

Perfect/Commendable Attendance Recognition

There is also some general attendance information provided below. NOTE: However, the information provided in the Student Progression Plan (SPP) takes precedence over the student handbook. This is also true for the information on discipline that is provided and outlined in the School Board of St Lucie County's Code of Student Conduct which can be found directly at: <http://www.stlucie.k12.fl.us>

Absences:

The parent or guardian is required to send a written explanation of the reason the student is absent to the school within three (3) days of the student's return to school. The written explanation must go to the attendance office and must include the following information:

- Dates of absences, Specific reason for the absence, student first and last name
- Parents/Guardians' name and signature, Daytime telephone number

NOTE: Parent(s)/Guardian(s), if they so choose, can attach any documentation that supports the written explanation of the reason for absence, including any physician explanation, should be attached (physician's note / explanation refers to those licensed under FL Statutes Chapters 458-MD, 459-OD, 460-Chiropractor, 461-Podiatrist). NOTE: The above must be completed within three days of the absence or the absence will remain unexcused. Students returning from an absence must report to the attendance office before/after school or during lunch.

Approved Excused Absences

NOTE: Absences for the following reasons below are excused when a written explanation is provided by the parent or by the student's physician.

- a. Illness of the student
- b. Major illness in the immediate family of the student that requires the student to miss school
- c. Medical appointments of the student
- d. Death in the immediate family
- e. Required court appearance deemed by a subpoena from law enforcement or the courts
- f. A religious holiday of the specific faith of the student or the student's immediate family
- g. Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- h. Major disaster that would justify the absence that has been approved by the principal
- i. Head lice, maximum of two excused days per incident, maximum of two incidents per term
- j. Missing the school bus when the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- k. Other planned absence approved in advance by the principal or an administrator.
- l. Vacation travel where the student has accumulated fewer than 10 excused absences or 5 unexcused absences in a semester. The principal can excuse vacation travel that exceeds this threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and the reason for the travel

Not-Approved / Unexcused Absences

NOTE: Unexcused absences are defined as the failure to attend school for reasons other than those specifically excused by the principal or designees

- a. Truancy or out-of-school suspensions
- b. Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel
- c. Failure to provide an explanation of the absence to the school, the Department of Student Services can, after investigation, advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence.
- d. Missing the school bus if bus is less than 5 minutes early or less than 15 minutes late
- e. Non-attendance for immunization non-compliance

f. Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester.

A student who returns to school with lice or nits and was sent home that same day and/or remains in the clinic/office will not be counted as “in-attendance” and will have the absence unexcused.

NOTE: For further details on attendance policies and procedures, please refer to the document on: ATTENDANCE REQUIREMENTS, SECONDARY: INITIAL SCHOOL ENTRANCE AND ATTENDANCE REQUIREMENTS.

TARDY POLICY

It is imperative that teachers enforce the tardy policy described in the Faculty Handbook and in the Student Handbook. It is also imperative that teachers address tardiness within their classrooms, make contact with parents and also report students that have a serious tardiness problem. Arriving to class on time is critical to the education of our students, and to maintain an orderly and non-disruptive learning environment. Punctuality is a trait necessary for success in our school, on the job and in life. Frequent tardiness reflects a lack of maturity and the unwillingness and/or inability to act responsibly. Because of this, tardies are considered a discipline issue at FPWHS. Tardies will be recorded each class period. If a student is not in his/her classroom when the tardy bell rings, he/she will be considered tardy. A tardy of more than 10 minutes will be considered skipping class.

NOTE: Beyond the above disciplinary progression, Administration and Deans reserve the right to exercise more severe disciplinary consequences listed above toward students that continue to disregard the school rules.

TARDY POLICY - Arriving Late to School:

Any student that arrives on campus after 7:33am MUST report to the attendance office for an admit pass. Students that DO NOT sign-in with attendance will be considered as unexcused and will be counted as an unexcused absence for the class (es) missed. Excused tardy (ies) follow the same criteria as an excused absence. Notes must accompany the student when they sign in. Tardies will not be changed after student signs in. All subsequent tardies will require legal or medical documentation in order to be excused. Excessive tardies whether excused or unexcused will be referred to administration. The following are a few examples of unexcused tardies: OVERSLEEPING, MISSING BUS, CAR PROBLEMS, PERSONAL PROBLEMS. In acting in non-compliance with the Arriving Late to School, the following consequences have been adopted:

TARDY POLICY - Tardy to Class:

Arriving to class on time is critical to the education of our students, and is also critical to maintaining an orderly and non-disruptive learning environment. Punctuality is a trait necessary for success in our school, on the job and in life. Frequent tardiness reflects a lack of maturity and the unwillingness and/or inability to act responsibly. Because of this, tardies are considered a discipline issue at FPWHS. If a student is not in his/her classroom when the bell rings, he/she

will be considered tardy. Tardy (ies) will be recorded on Skyward each class period by the student's respective teacher.

- A tardy of more than 10 minutes will be considered skipping class and may result in detention or suspension in the first incident. School begins at 7:28 a.m. and the late bell rings at 7:33 a.m. Prompt arrival to school is the responsibility of the student and parents. Late arriving students transported by parents are considered tardy.
- All deans and administrators will assist with getting students to class on time as the bell rings for class changes throughout the school day. Students that are still in the hallway(s) after the bell rings for class changes will be issued a tardy slip by a dean, administrator or staff supervising in the hall. A student who is tardy will receive a lunch detention. The date and time of the detention will be indicated on the tardy slip. Once the student receives the tardy slip, they will report to class and the teacher will input it into Skyward as a tardy. A student who fails to serve lunch detention will be given a consequence by the dean.
- Teachers: If a student arrives to class without a tardy slip, please call or email the name to the Dean's Clerk to process the lunch detention. Please notify the student they have a lunch detention for the next day.

Open Defiance

NOTE: Dean and Administrator reserve the right to exercise more severe disciplinary consequences when students continue to disregard the school rules/policy

Make Up Work

Please refer to the SLPS High School Student Progression Plan (SPP). The Student Progression Plan can be found on our district homepage at <http://www.stlucie.k12.fl.us>

Habitual Truants/ Skipping Class

(f.) Habitual Truants (F.S. 1003.27)

A student ages 14 – 18 who has 15 or more unexcused absences within 90-calendar days with or without the knowledge or consent of the student's parent or guardian, and is subject to compulsory school attendance, shall be classified as a habitual truant. The Department of Highway Safety and Motor Vehicles; Department of Children and Families; Department of Juvenile Justice; State Attorney's Office; Circuit Court will be notified of cases of habitual truancy as prescribed by law. Truancy cases will also be reported to agencies contracted by the School Board to provide truancy services pre and post the student meeting the habitual truancy definition.

Teachers will automatically write a referral on students that enter class more than five minutes after class starts.

Administration, deans and school security will write referrals on students that are found in unauthorized areas after the official class start time.

Additionally, students that fail to attend or go to class without permission; and/or students that were previously on campus prior to the start of school or at the start of school, but entered class after classes started or extremely later than the official start. The following discipline progression will be applied for unauthorized area: 2 day-OSS. Unauthorized areas include, but are not limited to: walking off campus, the park, service road, gym, parking lot, auditorium, etc. anywhere they are not supposed to be; rather than class.

Hall Passes

- Students that leave a classroom for any reason, including restroom, guidance, attendance, deans, administration, or another teacher's classroom, are required to be issued a "Hall Pass" by you, the teacher.
- No Passes shall be provided to students to use the vending machines during class / instructional time.

FREEZE-TIMES:

1. **NO PASSES SHALL BE ISSUED TO STUDENTS DURING FIFTH PERIOD —I.E., THE SKINNY BLOCK / 45-48 MINUTE CLASS (ES); and/or during A and B LUNCHES.**
2. **NO PASSES SHALL BE ISSUED TO STUDENTS DURING THE FIRST AND LAST 10 MINUTES OF CLASS.**

Closed campus:

We have a closed campus for students. Students are to remain in school during school hours, including lunch periods. Students leaving school without permission will be subject to disciplinary action.

*Parent Approved Early Dismissal for Students who drive to school and have an official parking decal/permit

* Senior Privilege is limited to those students that have successfully completed at least one college level acceleration course (previously earned a 3 or better on an advanced placement exam or, earned a "C" or better in a dual enrollment course, or passed an industry certification exam). Student must be on track with required credits/courses needed for graduation.

The student must report to the attendance office before the end of 1st hour to complete the early dismissal procedures which are as follows:

- The student must have a note from their parent/guardian detailing the reason for early dismissal along with a parent/guardian phone number for confirmation.
- ALL students regardless of age must have a note from their parent/guardian to leave campus.
- Students WILL NOT be released from campus by call-ins unless administration deems this practice as necessary.
- Students are not permitted to leave campus with other students.

POLICIES AND PROCEDURES FOR:

Parents Signing Students Out of School before 1:20 PM

Parents who want to take their children out of school during regular school hours before 1:20 PM should report to the attendance office. For the safety of all children, students will only be released to the adults with proper identification that are listed on their child's emergency contact information card or list. Parents cannot sign students out of school after 1:20p.m., they must wait till the end of school.

POLICIES AND PROCEDURES FOR: Early Pick-Up/Dismissal

Each request for early release from school during the same grading period must be accompanied by written explanation specifying the reason for the request. The student shall be excused for the class (es) so long as the reason stated is one of the criteria set forth in the section titled, "Excused Absences". The school principal or designee can approve an early release beyond these limits after taking into consideration the reason as well as the student's attendance history, both by-period and daily, and also according to the recoded number of early releases that the student has used. If there is no documentation as to the reason and the principal or designee has not approved the release, the class (es) that the student missed or misses, in whole or in-part, will be unexcused. NOTE: Students sent home due to illness will have the absence for missed classes excused.

Once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent absences to be excused.

POLICIES AND PROCEDURES FOR School Activity Dismissal:

During school activities and events, student notes must be turned in to the attendance office by the end of first (1st) hour on the day of the activity. Students will not be released by phone or last minute notes. There will be no early dismissals granted after 1:20 pm.

Lunches

Students are permitted to bring their lunches but must eat in designated areas. For the safety of all of our students, students are NOT allowed to leave the school grounds for lunch. It is the duty of everyone to keep the cafeteria in good order, students and teachers alike. Students are encouraged to be good citizens by being the excellent students that they are and by helping keep their school campus clean. Students are NOT allowed to have lunch delivered to the school without prior administrative approval. All unauthorized orders will be turned away.

DISCIPLINE PLAN

FPWHS adheres to the SLPS guidelines and procedures outlined in the Code of Student Conduct. You are encouraged to visit our district website for additional information at:

<http://www.stlucie.k12.fl.us>

Student Dress Code Policy

The following are TO BE WORN on school campus:

1. COLLARED SHIRT with Sleeves
2. COLLARED SHIRT with sleeves MUST NOT have derogatory emblems, logos, and/or writings on any part of the shirt.
3. COLLARED SHIRT with sleeves MUST be worn with pants or shorts that are not torn, frayed and/or that do not have holes anywhere.
4. COLLARED SHIRT with sleeves MUST be worn with skirts that are at KNEE LENGTH and are not torn / holes anywhere.
5. Dresses MUST have a collar and be knee length.
6. SKIRTS and SHORTS must be at KNEE length.
7. The COLLARED SHIRT with sleeves must be tucked in.
8. No sheer or low cut shirts or clothes can be worn.
9. A belt must be worn at all times.
10. COLLARED SHIRTS must be worn at all times. (even with sweaters or hoodies)
11. Shoes, leather sandals, and athletic shoes are the appropriate footwear.

The following are NOT TO BE WORN on school campus:

1. Hats, Caps, Bandanas, Do-Rags, Handkerchiefs, Scarves or other related hair-grooming items including Picks, Combs, Curlers, and Sweatbands/Headbands.
2. Clothing MAY NOT have holes, frays or tears.
3. Students MAY NOT wear tights, leggings, or jeggings.
4. Students may not wear sweat pants, sweat pants joggers, palazzo pants, athletic shorts, pajama pants and/or yoga pants.
5. Inappropriate clothing, jewelry and/or accessories that display tobacco, alcohol and/or drug advertisements or any writing, language, phrases, symbols, pictures, and insignias that are obscene, related to gang identification, inflammatory, and/or derogatory as deemed by administration.
6. Any article of clothing, jewelry or accessories deemed a safety hazard by the administration.
7. Students WILL NOT be allowed to wear athletic slides, rubber flip-flops or bedroom slippers to school.

NOTE: When students are not in dress code, the school may be able to provide opportunities for students to correct their dress code violation. Students will not be permitted in class out of dress code. Students will call home requesting that a parent/guardian bring appropriate clothing for the student.

SPIRIT FRIDAY: Students are permitted to wear a Westwood shirt on Friday only.

Exceptions

1. During inclement weather the collared shirt must be visible in order to adhere to dress code.
2. Hats may be worn on campus grounds in cold weather (50 degrees or colder) but must be removed when entering and being inside the buildings.
3. Spirit Fridays, school T-shirts may be worn with pants, shorts or skirts that meet the requirements above. This does not include team uniforms.

*FPW Administration reserves the right to determine exceptions granted.

Electronic Device and Cell Phones

Florida Statute forbids student use of cellular devices on campus during the instructional day. Cell phones must not be used and must not be visible during school hours at all times. This includes in the cafeteria during breakfast or lunch times. More importantly, in an effort to maintain students' attention for the purpose of learning, the use of cell phones and other electronic devices during school hours and within the classroom is a major distraction of learning environment and discipline of the students, faculty and staff. Therefore,

1. Students are not to bring radios, tape recorders, pagers, walkie-talkies, laser pointers, boom boxes, CD players, cameras, IPODs, musical / audio playing electrical devices, overall electronic devices, or video games to school.
2. Students that need to call their parents may use the school phones in any office.
3. Items not permitted on campus will be confiscated by school personnel. Students who comply with staff's request for surrendering of cell phone will be allowed to pick up their cell phones at the end of the school day in the Dean's office. Offenses will be recorded and after the third offense, a parent will be required to pick-up the cell phone.
4. Refusal to surrender electronic devices will result in a parent contact being made and possible further disciplinary action at the discretion of the Dean or Administrator.

Confiscated items

Sunglasses, hats, toys, CD/tape players, radios, cards, cell phones, iPods and other items that are considered infractions of the Code of Student Conduct. Skates, skateboards, etc., are not allowed on campus. Such items will be confiscated and available for pickup at the end of the school day. Items will be stored in a locked cabinet in the Dean's Office. The school will not be responsible for the loss of or damage to, any confiscated items. Items NOT picked-up by June 9, 2017 will become the property of FPW High School. Lastly, school personnel, (i.e., deans, administration, teachers), will not engage in and use instructional time to search for lost, misplaced or stolen electronic devices or cell phones at any time during the school year as such instructional time is designated to the teaching and learning of and by all students. It should be noted here that students who refuse or who become unruly and non-compliant to turn over any unallowable devices and/or electronic devices to faculty/staff will be given or receive consequences deemed by the dean as such dean will refer to the note below when dealing with non-compliant students beyond the sixth offense of violating the electronic devices / cell phone rules and regulations.

NOTE: Administration and Deans reserve the right to exercise more severe disciplinary consequences than those listed above toward students that continue to disregard the school rules relating to ELECTRONIC DEVICES and CELL PHONES.

Parking

Handicap Parking

Parking in these identified spaces is by handicapped parking permit only. At no time shall these spaces be blocked or obstructed to prevent patron use. St. Lucie County School Board and that of Ft. Pierce Westwood High School is not responsible for any illegally parked vehicle that has been towed.

Visitors on Campus

Visitors, parents, non-students of FPWHS, district personnel and staff, and community members are asked to report to the main office of FPWHS where professional assistance will be provided to you for the purpose of your visit.

Visitor/Parent Parking

Parents, for your convenience, please use the main parking lot in front of the school.

Bicycles

Bicycle Racks are provided in the student parking lot. Bicycles should be locked securely.

Student Parking

Student driving/parking is a privilege for FPW High School students and is restricted to registered vehicles properly displaying a current decal, and parking in the designated lot only. Parking decals cost \$25. Juniors (11th) and Seniors (12th) ONLY, who wish to apply must:

1. Submit completed application to admin (Numbered spaces are assigned and limited)
2. The application must be signed by the student and a parent or guardian.
3. At the time of application have student ID, valid driver's license, proof of current insurance, and current registration.

Driving to school with a Learners permit is not allowed

4. Know and understand that continued parking on school campus is dependent upon the student driver following the guidelines below:
 - A. Observing all traffic laws including but not limited to posted speed, loud music, passing, etc.
 - B. Careless driving is prohibited including, but not limited to screeching tires, riding on the outside of vehicles, hanging out windows, and anything that is deemed dangerous or reckless.
 - C. Students are expected to have their parking decal displayed (visible) on the rearview mirror at all times when on campus. Parking ANYWHERE other than the student lot is PROHIBITED.
5. Replacement parking decals cost \$30.
6. Student drivers are expected to enter and exit the school parking lot through the back gate. Arrival time after 7 A.M., and must have departed the student parking lot by 1:45 P.M.

7. Students are expected to follow all of the Florida State Statutes included in sections 316, 320, and 322 of Florida Law.
8. Students who drive to school are expected to arrive at their first scheduled class on time.
9. Parking on the service road or other unauthorized areas is prohibited. Violators may have their vehicles towed at the owner's expense. (EFFECTIVE IMMEDIATELY)
10. Students are never allowed to be in the student parking lot at any time during school hours for any reason unless student(s) have asked for permission and when permitted such students must be escorted by school personnel to the student parking lot.

CONSEQUENCES FOR STUDENT PARKING VIOLATIONS:

- Violations of the driving/parking policy and procedures will result in driving privileges being revoked for the remainder of the year and may receive additional disciplinary actions.
 - Any student leaving campus without permission or transporting other students during the school day will have their driving/parking privileges revoked for the year.
 - Any student using any parking pass that was not assigned specifically to them, or obtaining a pass fraudulently will have their driving/parking privileges revoked for the year.
 - Any student in the parking lot without permission will have their driving/parking privileges revoked for the year. Parking fees are non-refundable when driving/parking privileges are revoked

ACCESS NOW LAPTOP LOAN PROGRAM

Each student on campus will receive a DELL laptop. The Access Now Program is a grant funded program promoting the technology integration in education. The expectation is for students to arrive to school with their laptop fully charged in preparation for class. The campus is equipped with Wi-Fi technology to support the various online resources your teachers provide you with. You will be trained on the programs installed on your computer as well as given much time to practice your typing skills.

- Should your laptop break in anyway, please bring it to your Academy Administrator.
- Should you misplace your laptop, please notify your Academy Administrator as soon as possible.
- Should you find that you require additional training on programs on your laptop, please contact your Administrator.

FPWHS expects your technology rich education to better prepare you for success in the global workforce through the development of your digital citizenship skills.

General Procedures

Emergency Codes

CODE YELLOW

When "Code Yellow" is announced over the intercom, please do the following:

TURN OFF CELL PHONES CLOSE LAPTOP COVERS

- 1- Remain in your assigned class for that period.
- 2- If you are not in your assigned class, go immediately to the nearest classroom.
- 3- Do not leave the classroom for any reason.
- 4- If you are outside, remain outside, and gather with nearby students, until instructed to report to a designated area.
- 5- Follow all instructions given by the adult supervising you.
- 6- Remain calm and quiet.

CODE RED

When a "Code Red" is announced over the intercom, please immediately do the following:

- 1- The room will be locked and the windows will be covered and the lights will be turned off.
- 2- If outside, remain outside and gather by nearby students, until instructed to report to a designated area.
- 3- Keep quiet.
- 4- Get on the floor in a sitting or crouching position; get away from all windows and doors.
- 5- Do not call the office.
- 6- Make NO phone calls.
- 7- DO not leave your class.
- 8 - Remain still and quiet until your supervising adult gives you the all clear.

St. Lucie Public Schools 2016 - 2017 School Year Calendar

July 4: Holiday for All - Independence Day
 July 25: 11 Month Employees' First Day

July, 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August, 2016							13
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

Aug. 5: 10.5 month Employees First Day
 Aug. 8: 10 month Employees First Day
 Aug. 8 - 12: Teacher Preschool Days (5)
 Aug. 15: Students' First Day
 Aug. 31: Early Release Day

Sept. 5: Holiday for All - Labor Day
 Sept. 23: Teacher PD Day
 Sept. 28: Early Release Day

September, 2016							20
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

October, 2016							19
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Oct. 12: Holiday for All - Fall Holiday
 Oct. 14: End of 1st 9 weeks (42 Days)
 Oct. 17: Teacher Workday
 Oct. 26: Early Release Day

Nov. 11: Holiday for All - Veterans' Day
 Nov. 22: Early Release Day
 Nov. 23 - 27: Thanksgiving
 (12 month employees work Nov. 23)

November, 2016							18
Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

December, 2016							12
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Dec. 16: Early Release Day
 Dec. 16: End of 2nd 9 weeks (40 Days)
 Dec. 17 - January 1: Winter Break
 (12 month employees work Dec. 19 - 21)

Jan. 2: Teacher Workday
 Jan. 3: Students Return
 Jan. 16: Holiday for All - MLK Day
 Jan. 25: Early Release Day

January, 2017							20
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

February, 2017							18
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28					

Feb 3: Teacher PD Day
 Feb. 15: Early Release Day
 Feb. 20: Holiday for All - Presidents' Day

March 10: End of 3rd 9 weeks (46 Days)
 March 10: Early Release Day
 March 11 - 19: Spring Break
 (12 month employees work)
 March 20: Teacher Workday

March, 2017							17
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

April, 2017							19
Su	M	Tu	W	Th	F	Sa	
						1	
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9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

April 5: Early Release Day
 April 14: Holiday for All - Spring Holiday

May 24: Early Release Day
 May 29: Holiday for All - Memorial Day

May, 2017							22
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

June, 2017							2
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

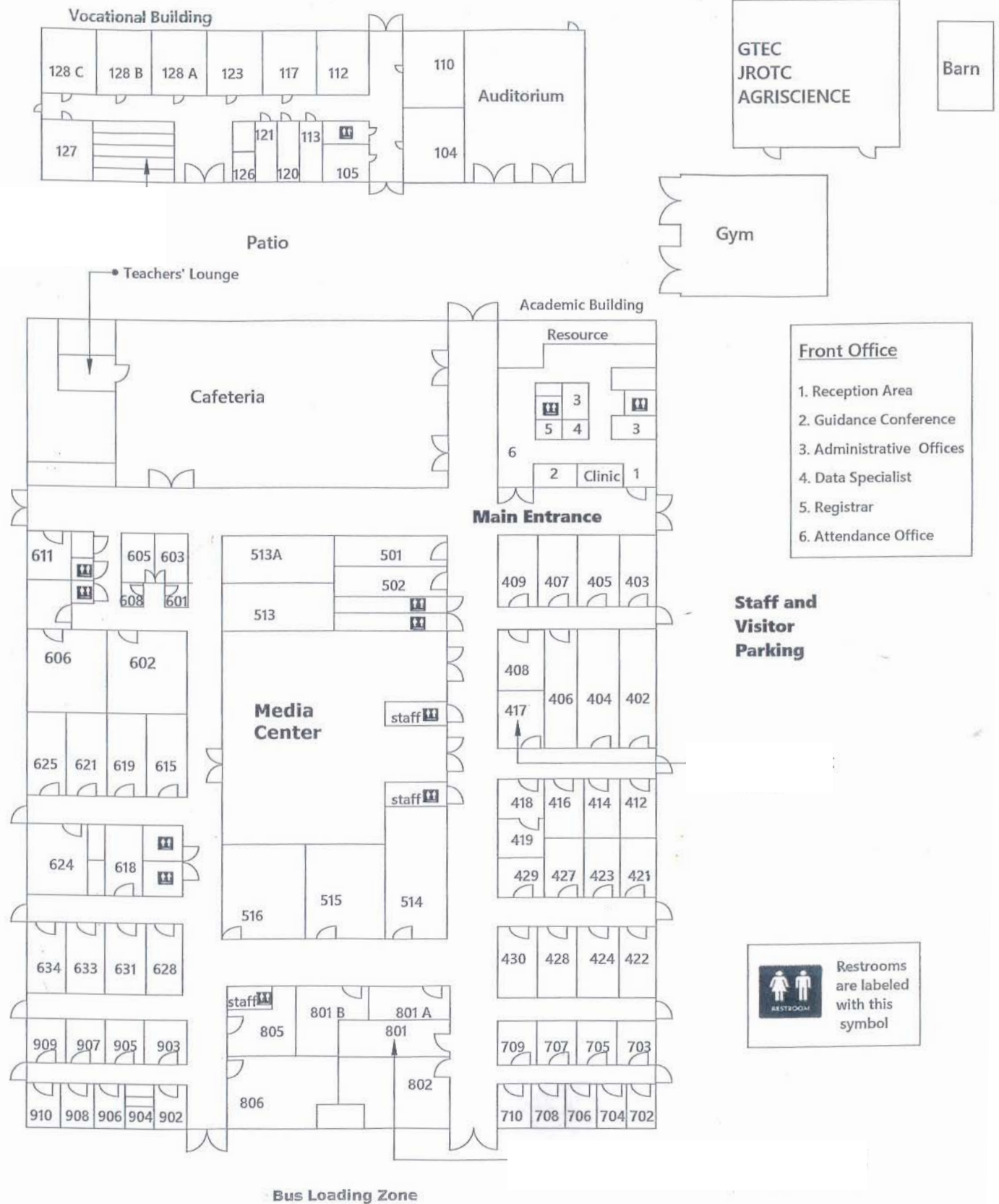
June 1: Early Release Day
 June 2: Early Release Day
 June 2: Last Day for Students
 June 2: End of 4th 9 weeks (52 days)
 June 5: Teacher Workday/Last Day for 10 month
 June 16: Last Day for 10.5 and 11 month

Work Year for 10 month (196 day) employees
 Work Year for 10.5 month (206 day) employees
 Work Year for 11 month (216 day) employees

8/8/2016 - 6/05/2017
 8/5/2016 - 6/16/2017
 7/25/2016 - 6/16/2017

- FSA/EOC/FLSSS Assessment Day
- Teacher Workday or PD Day - no students
- Holiday
- Early Release Day

Fort Pierce Westwood High School





School Year 2016-17

A business class Dell Latitude 5450 will be loaned to the student named below under the following conditions:

- This student laptop loan agreement, which is signed by the parent/guardian, student and staff member of the school, will be kept on file at the school.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer, or installed on the computer under any circumstances.
- Parents/guardians are required to pay a non-refundable security deposit of \$25. The payment must be made prior to the student receiving the laptop.
- Parents/guardians accept financial responsibility for cost related to damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored. For more information, refer to care of instructional materials in student manual.
- The laptop, which is the property of St. Lucie Public Schools, must be returned prior to the end of the 2016-17 school year, or in the event of school change or early withdrawal.
- The district has provided students with a "Digital Citizenship Orientation" and information for parents, via Open House events and handouts, including information about how to care for the device and how to make responsible use of technology.

I have read the Student Code of Conduct for Electronic Services for Students Digital Citizenship Policy Agreement.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document.

Student Name (print) _____ Phone _____

Address/City/State/Zip _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Student ID _____ Grade Level _____

School Name _____