

DALE CASSENS EDUCATION COMPLEX

Faculty/Staff Handbook 2023-2024

Administration

Mr. Gerald Earley, Principal
Mr. Jaime Alberti, Assistant Principal
Mrs. Kendra Ford, Assistant Principal
Mrs. Kristin Landry, Assistant Principal
Mrs. Rosella Colon, Teacher on Special Assignment



St. Lucie County School Board

Troy Ingersoll, Chairman
Debbie Hawley, Vice Chairman
Dr. Donna Mills
Jack Kelly
Jennifer Richardson

Director

Sunny Booker

Executive Director

Monarae Buchanan

Superintendent

Dr. Jon Prince

**THE VISION OF THE
ST. LUCIE COUNTY SCHOOL DISTRICT**

The schools of the St. Lucie County School District in partnership with parents and community will become premier centers of knowledge that are organized around students and the work provided to them. St. Lucie County School District's name will be synonymous with continuously improving student achievement and the success of each individual. Our school district's promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for every student, every day. This is the St. Lucie Way!

THE MISSION OF THE ST. LUCIE COUNTY SCHOOL DISTRICT

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.

THE MISSION OF DALE CASSENS EDUCATION COMPLEX

The Dale Cassens Education Complex is a very unique school that has been designed to meet the individual needs of each student. We believe in a positive approach to classroom management. We believe that all students can be successful. We believe in the whole student. Students volunteer to attend DCEC to achieve their educational goals, to earn credits toward graduation, and to learn how to manage behavior as society expects in an effort to pursue their life-long goals. If you believe, you will achieve! Together, we will make a difference.

This handbook provides an outline of school and district policies. To access further information about School Board Policies database, please see the following link:

[BoardDocs® Pro](#)

To access the St. Lucie County Employee Handbook, please see the following link:

[EmployeeHandbook.pdf \(stlucie.k12.fl.us\)](#)

Our School Mascot

The Phoenix was chosen as a sign of rebirth and a fresh start. A phoenix is a long-lived bird that is cyclically regenerated or reborn. Associated with the sun, a phoenix obtains new life by arising from the ashes of its predecessor. For our students, a second chance and a fresh start are extremely important. Our students need to know they have a future. We must help them set obtainable goals and show them how to achieve them. If they Believe, they will Achieve!

Our school colors are orange and blue. The color orange radiates warmth and happiness, combining the physical energy and stimulation of red with the cheerfulness of yellow. Orange offers emotional strength in difficult times. It helps us to bounce back from disappointments and despair, assisting in recovery from grief. The color orange relates to social communication, stimulating two-way conversations. A warm and inviting color, it is both physically and mentally stimulating, so it gets people thinking and talking! The color blue is a calming color that shows creativity and intelligence. It is the color of loyalty, strength, wisdom and trust.

We believe that all children are capable of success, no exceptions! We are a Kids At Hope school. Our children are our treasure, and it is all of our collective responsibilities as community members, parents, students and staff to ensure that all children graduate from safe and caring schools, equipped with the knowledge, skills and the desire to succeed.

Under the Kids At Hope umbrella, we follow the Positive Behavioral Interventions and Supports model. Our School-wide expectation model is the symbol used to reinforce our expectations of all students:

I am Respectful
I am Responsible
I am Engaged
I am Safe

School expectations is expected in all settings around school and the bus. There are posted expectations of what expectations looks like in the cafeteria, classrooms, office and hallways around campus. Each student carries a Point Sheet beginning with Level 1 where they must earn 70% of their points to level up to the next level which is Level 2. Students must earn 80% of their points on Level 2 to move up to Level 3 and 90% of their points to move to our final Level 4. Students must be able to maintain 90% of their Level 4 points for one level up period in order to be considered eligible for transition when it is time to transition students back to zoned schools. Transitions occur twice a year. This year we will transition in December and May.

We believe



BELL SCHEDULES 2023-2024

200 & 300 Bell Schedule		
BLOCK	Start	End
1	7:30	8:30
2	8:30	9:30
3	9:30	10:30
A LUNCH	10:30	11:00
4	11:00	12:00
5	12:00	1:00
200 & 300 Early Release Bell Schedule		
BLOCK	Start	End
1	7:30	8:05
2	8:05	8:40
3	8:40	9:15
A LUNCH	9:15	9:45
4	9:45	10:20
5	10:20	11:00
200 & 300 Activity Bell Schedule		
BLOCK	Start	End
1	7:30	8:15
2	8:15	9:00
3	9:00	9:45
A LUNCH	9:45	10:15
4	10:15	11:00
5	11:00	11:45
ACTIVITY	11:45	1:00

MAPP Bell Schedule		
BLOCK	Start	End
1	7:30	8:45
2	8:45	10:00
Lunch	10:00	10:30
3	10:30	11:45
4	11:45	1:00
MAPP Early Release Bell Schedule		
BLOCK	Start	End
1	7:30	8:15
2	8:15	9:00
3	9:00	9:45
Lunch	9:45	10:15
4	10:15	11:00
MAPP Activity Bell Schedule		
BLOCK	Start	End

1	7:30	8:30
2	8:30	9:30
3	9:30	10:30
Lunch	10:30	11:00
4	11:00	11:45
Activity	11:45	1:00
Elementary Bell Schedule		
BLOCK	Start	End
1	7:45	9:00
2	9:00	10:00
3	10:00	11:00
A LUNCH	11:00	11:30
4	11:30	12:30
5	12:30	1:15
Elementary Early Release Bell Schedule		
BLOCK	Start	End
1	7:45	8:20
2	8:20	8:55
3	8:55	9:30
A LUNCH	9:30	10:00
4	10:00	10:35
5	10:35	11:15
Elementary Activity Bell Schedule		
BLOCK	Start	End
1	7:45	8:30
2	8:30	9:15
3	9:15	10:00
A LUNCH	10:00	10:30
4	10:30	11:15
5	11:15	12:00
ACTIVITY	12:00	1:15
P3, 400 & HOPE Bell Schedule		
BLOCK	Start	End
1	7:30	8:30
2	8:30	9:30
3	9:30	10:30
4A	10:30	11:00
B LUNCH	11:00	11:30
4B	11:30	12:00
5	12:00	1:00
P3, 400 & HOPE Early Release Bell Schedule		
BLOCK	Start	End
1	7:30	8:05

2	8:05	8:40
B LUNCH	8:40	9:10
3	9:10	9:45
4	9:45	10:05
5	10:05	11:00
P3, 400 & HOPE Activity Bell Schedule		
BLOCK	Start	End
1	7:30	8:15
2	8:15	9:00
3	9:00	9:45
4	9:45	10:30
5	10:30	11:15
B LUNCH	11:15	11:45
ACTIVITY	11:45	1:00
Middle School Bell Schedule		
BLOCK	Start	End
1	7:30	8:30
2	8:30	9:30
3	9:30	10:30
A LUNCH	10:30	11:00
4A	11:00	12:00
4B	10:30	11:30
B LUNCH	11:30	12:00
5	12:00	1:00
Middle School Early Release Bell Schedule		
BLOCK	Start	End
1	7:30	8:05
2	8:05	8:40
A LUNCH	8:40	9:10
3A	9:10	9:45
3B	8:40	9:15
B LUNCH	9:15	9:45
4	9:45	10:20
5	10:20	11:00
Middle School Activity Bell Schedule		
BLOCK	Start	End
1	7:30	8:15
2	8:15	9:00
3	9:00	9:45
A LUNCH	9:45	10:15
4A	10:15	11:00
4B	9:45	10:30
B LUNCH	10:30	11:00

5	11:00	11:45
ACTIVITY	11:45	1:00
PRIDE 6-12 School Bell Schedule		
BLOCK	Start	End
1	7:45	8:45
2	8:45	9:45
3	9:45	10:30
A LUNCH	10:30	11:00
4A	11:00	12:00
4B	10:30	11:30
B LUNCH	11:30	12:00
5	12:00	1:00
PRIDE 6-12 Early Release Bell Schedule		
BLOCK	Start	End
1	7:45	8:20
2	8:20	8:55
A LUNCH	8:55	9:30
3A	9:30	10:05
3B	8:55	9:30
B LUNCH	9:30	10:05
4	10:05	10:40
5	10:40	11:00
PRIDE 6-12 Activity Bell Schedule		
BLOCK	Start	End
1	7:45	8:30
2	8:30	9:15
3	9:15	10:00
A LUNCH	10:00	10:30
4A	10:30	11:15
4B	10:00	10:45
B LUNCH	10:45	11:15
5	11:15	12:00
ACTIVITY	12:00	1:15

Accidents

Staff members who are injured should report the injury as soon as possible to the Executive Secretary. The Executive Secretary will then fill out a Notice of Injury Form immediately on the injured staff member. Student accidents need to be reported immediately to the Clinic - Health Aide. The Health Aide will provide teachers with an Accident Form that must be completed to document the student accident.

Authority

In the absence of the Principal, the Assistant Principals have the authority to make any necessary decisions.

Bullying and Harassment

It is the policy of the St. Lucie County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in this policy, is prohibited. For complete details, please visit <http://www.stlucie.k12.fl.us/policies/bullying/>

Child Abuse, Abandonment, Neglect

Florida Statute 39.201 requires “any person, including, but not limited to teachers or other school officials or personnel who knows, or has reasonable cause to suspect that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare shall report such knowledge or suspicion to the Department of Children and Families (DCF).”

School personnel do not need permission to make a report of suspected abuse or neglect and cannot ask someone else to make the report for them. In addition, anyone who was told about the suspected abuse is obligated to also contact the abuse registry and file a report. Failure to report is a third degree felony as described in Florida Statute 39.205. Reports can be made by telephone or fax.

HOTLINE TELEPHONE - 1 – 800 - 96ABUSE
 FAX - 1 – 800 – 914 - 0004
 TDD - 1 – 800 – 453 - 5145
 VOICE MAIL - 1 - 800 – 770 – 0953

Children of Staff Members

Time spent at school should be focused on the preparation and instruction of curriculum. School age or younger children of staff members are not permitted to be on campus during work days, in-service days, early release days, or during scheduled work hours. Exceptions will be handled by the administration on an individual basis.

COMMUNICATION

It is critical that any written communication that goes home to parents or leaves the school be error free and representative of our high standards. Please provide Administration with a copy of all correspondence **before** sending home to parents.

Compensatory Time

Compensatory time is given only at the discretion of the Principal. It will not be granted for additional time spent at school unless the employee was asked to do so by the principal. The *Comp Time Log* will be kept in the Executive Secretary’s office in the main office. Instructional staff may use comp time by completing an *On-line Leave Request* and have the request approved **in advance** by administration on the compensatory form with the hours/dates/events listed. Blank compensatory time forms are located in each location’s teacher workroom.

Confidential Information

The nature of the educational process brings about much use of confidential information pertaining to student success. All school personnel shall recognize and properly respect confidential information as a matter of good human relations and effective professional services. Please do not discuss any students in a public forum. Documents including cumulative (CUM) folders, guidance and counseling reports, discipline records, E-mail communication, name/address lists are not considered public records. Such information may not be given to individuals or organizations without direct consent of the principal. Courts can subpoena records at any time; therefore, do not add written statements to a student's record that you would not want presented as evidence. If you have any concerns about student records, please ask for administrative assistance.

Please do not remove CUM folders from the vault without prior permission from the Registrar.

Conferences

During the school year, teachers will be required to attend all scheduled student conferences. If a student is not being successful in their academics or presenting behavior concerns a parent conference may be necessary to discuss possible solutions. A documented conference request is mandatory for all students failing a class.

Student conferences will be coordinated through the appropriate assistant principal or school counselor/graduation coach or Dean. A request for a parent/guardian conference can be forwarded to the School Counselor/ Graduation Coach/Assistant Principal/Dean and parents will be contacted via phone or mail. Parents may also request a conference and an e-mail invitation will be sent to coordinate a time and location. Teachers will be given 24 hour notice of any parent conferences.

Copyright Information

A teacher may ...

make multiple copies of:

- 249 words or less from a poem
- A complete article, story or essay, if less than 2,500 words
- An excerpt from prose, if less than 1,000 words or 10% of the work (whichever is less)
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical

make a single copy of:

- A chapter from a book
- A chart, graph, diagram, drawing, cartoon or picture
- A back-up diskette for any purchased computer software for archival reasons

A teacher cannot duplicate copyrighted material. Teachers may contact any publisher or producer to request written permission to make copies. It is the responsibility of the teacher to obtain the permission and to show it to the person making the copies.

Dress Code – Teachers

The effective teacher comes to work dressed appropriately, comes to teach dressed for success and is a role model for the students. Educators are walking, talking advertisements and should make their dress work for, not against them.

Employees are expected to use good judgment regarding appropriate dress for the workplace. Clothing must be clean, neat and reflect a positive image to the public. Apparel worn by employees clearly affects the work, attitude and discipline of students. Appropriate dress serves as an indicator of the attitudes expected in the classroom. Employees should dress for four main effects—respect, credibility, acceptance and authority. Attire that is too casual or inappropriate for your position, or your daily activities, should not be worn.

The following guidelines may help to focus the image we aspire to project at Dale Cassens Education Complex:

Professional attire for the work place includes: suits, dress shirts, khakis, ties, collared shirts, dress shoes, dresses, dress slacks, blouses, and skirts of an appropriate length. Jeans without tears may only be worn on designated spirit days with spirit shirts.

*It is highly recommended that backless shoes not be worn for safety concerns.

Drug Free Workplace

It is the intent of the School Board of St. Lucie County, that work environments must be free of the presence of illegal drugs and alcohol. Therefore, employees are prohibited from possessing, using, manufacturing, dispensing, distributing, or being under the influence of illegal drugs or alcohol while on duty. For the purpose of this policy, illegal drugs are those controlled substances as defined by Federal or State Law or any counterfeit of such drugs or substances.

"Workplace" is defined to mean the site for the performance or work done in connection with employment. That includes any school building or any school premises; any vehicle used to transport students to and from school and school activities off school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District. As a condition of employment, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction. An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated. However, at the discretion of the School Board, such employee may be allowed to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program approved by the School Board in lieu of a non-renewal, suspension or termination. Sanctions and discipline against employees, including non-renewal, suspension or termination shall be recommended within 30 days of receiving notice of an employee's conviction. Within 10 days of receiving notice of an employee's conviction in violation of this rule, the Superintendent shall notify the State and Federal Departments of Education.

A drug-free awareness program is hereby established, and is to be implemented by the Superintendent, to inform employees of the dangers of drug abuse in the workplace, of the School Board's policy of maintaining a drug-free workplace, of available drug counseling, rehabilitation, and assistance programs, and of the penalties to be imposed upon employees for drug abuse violations occurring in the workplace. As a part of this program, all employees and applicants for employment shall be given notice of the School Board's policy regarding the maintenance of a drug-free workplace.

Emergency Response – A.E.D.

Automatic External Defibrillator (A.E.D) devices are available on campus in the event of a cardiac emergency. You will find three labeled devices on campus in each campus clinic.

If there is a medical emergency in your class or hallway, push the class buzzer **3 times for an emergency** signal

to the front office. Please indicate that there is an unconscious student. This will activate the AED Emergency team on campus. Send students out of the class and ask a student to get another teacher for support. A call to 911 can be made at any time.

Emergency Response Codes – additional information should be kept in an Emergency folders and in Emergency Section of the Teacher Folders

ARMED AGGRESSOR/ACTIVE ASSAILANT POLICY

CODE RED

CODE RED:

Is intended to be implemented to provide immediate notification that there is an immediate and IMMEDIATE threat to the school/facility exists and to ensure that prompt actions are taken to ensure the safety of students, faculty, staff and employees. The procedures outlined will be followed.

Students and staff will be immediately notified via the public address system, or Mobile Emergency App by a staff member. If using the public address system, the announcer will state calmly “CODE RED IN EFFECT.” Any staff member can call a “CODE RED” based on the observation/knowledge of the immediate threat. Once a Code Red is called the school/facility will be placed in lockdown. Call 911.

- Initiate Code Red Armed Aggressor Procedures in responding to the lockdown.
- If possible and safe to do so, flee the area to safety.
- If fleeing is not possible, quickly move (*usher students, people from immediate area*) to nearest lockable room, lock doors, barricade (*if possible*) and compartmentalize.
- If actions are not possible, and you are confronted, defend yourself.

Classroom activities cease, doors are locked, lights are turned off, door window covered, and students instructed to take cover in “Safe Zone” or “hard corner” away from doors and windows.

Students and staff involved in outside activities outside of the building will move to a secure/safe location away from the threat at the school. Call 911 when you are safe.

School Administrators/Administrators:

School administrators are to ensure that safety measures required by the district are implemented and understood and that all staff follow these safety measures and procedures including;

- Any school/facility staff member can call a “CODE RED IN EFFECT” based on the observation/knowledge of the immediate threat.
- All staff are aware of the Armed Aggressor/Active Assailant Policy and understand the actions they must take in a Code Red event.
- Classroom doors are locked at all times when occupied by students and staff.
- “Safe zones” or “hard corner” are identified and established in classrooms.
- Code Red/Armed Aggressor training and drills as required.
- Gates open for ingress or egress must be staffed at all times while open.
- Gates surrounding the school/facility must be closed and locked when not being used for ingress and egress.

In a Code Red/Armed Aggressor/Active Assailant Event

- o Initiate Armed Aggressor/Active Assailant Procedures.
- o Notify staff and teachers with classes or activities outside or without communications.

- o Lock doors and moved to designated safe areas.

It may be necessary to prepare the following upon completion of the Code Red:

- o Prepare written statements with Chief Communications Officer for callers/media.
- o Prepare letters for students/parents to take home.
- o Prepare for faculty meeting at end of day/incident.
- o Prepare for debriefing and assessment of response with administrative staff.

Teachers/Staff:

Teachers and staff are to ensure that that all safety measures are implemented as required by the district/administration and that the safety measures and procedures are understood and followed:

- Any school/facility staff member can call a “CODE RED” in effect based on the observation/knowledge of the immediate threat.
- All staff are aware of the Armed Aggressor/Active Assailant Policy and understand the actions they must take in a Code Red event.
- Classroom doors are locked at all times when occupied by students and staff.
- “Safe zones” or “hard corner” are identified and established in each classroom.
- Gates open for ingress or egress must be staffed at all times while open.
- Gates surrounding the school/facility must be closed and locked when not being used for ingress and egress.

In a Code Red/Armed Aggressor/Active Assailant Event

Implement Armed Aggressor/Active Assailant Procedures:

Run/Escapes if possible

Hide - If escape is not possible or feasible

Fight - Only as a last resort if confronted

- o Do not admit anyone once doors are locked.
- o Move to designated safe areas.
- o Cover classroom door window. Turn off lights.
- o Fortify classroom doors, if practical.
- o Keep students quiet. Don't draw attention.
- o Stay away from doors and windows.
- o Make only emergency phone calls.
- o If possible, take attendance, list all persons present and any students not in the classroom.
- o If confronted defend yourself.

In the event of a Code Red/ Lockdown, law enforcement personnel will release staff/students from their lockdown locations.

If students and staff have to be moved to another site off-campus, refer to the re-unification locations.

Equity Grievance Procedures

The School Board of St. Lucie County complies with the Educational Equity Act and other federal laws prohibiting discrimination. Any persons (employees or applicants for employment) who believe that they have been discriminated against on the basis of race, national origin, sex, handicap, age, marital status, or religion

may process their case as a grievance as herein provided; but limited to the intent of this procedure and related in no way to a negotiated contract and further provided that an individual who elects to utilize this grievance procedure should not utilize another internal district procedure to seek a remedy for said grievance.

INFORMAL: If a person believes there is a basis for a grievance, he or she shall first discuss the alleged grievance with the Administrator of the school or center involved. If the complainant is not satisfied with the outcome at the informal level or the Administrator is involved, the complainant may appeal directly to the Superintendent, which moves it to a formal level.

FORMAL: A complaint may be filed in writing by the complainant with the district school Superintendent or his designate within 30 days of the alleged incident. The Superintendent, or his designate, shall appoint a three-person panel to investigate and report their findings within 10 working days. The Superintendent, or his designate, shall consider the information presented and make a decision. The complainant, school administrator, and alleged discriminator shall be notified within three days of the Superintendent's disposition of the grievance. The complainant has the right to appeal to the School Board in writing within five days of the Superintendent's decision.

HEARING: Within fifteen (15) days, the School Board will meet with the complainant on the grievance. The School Board shall be furnished with a copy of the report of the investigative panel and the Superintendent's decision with any other pertinent information available, the federal or state laws prohibiting discrimination if indeed an incident occurred and the remedy for the situation. Disposition of the grievance shall be made by the School Board within ten (10) days of the meeting with the complainant; all affected parties will be notified in writing of the findings of the School Board. The decision of the Board is final and binding. However, complainants cannot be prohibited from seeking all legal avenues of redress.

Evacuation Plans – Refer to information in Emergency Folders (Black Folder) and on Teams

Facility/Furniture

Please **DO NOT remove furniture** from any classroom or planning room without administrative approval. Please report any concerns or repairs to administration by completing either the *Request for Building Warranty Services or Request for Furniture Repair form*. Mrs. Ford has sent out the electronic Forms link and will be placed on our DCEC Teams page.

Yearly safety inspections will be completed to note safety violations.

- For high storage, all shelf items and posters must be 18” from the ceiling.
- Do not cover more than 20% of a wall and do not attach signs, decorations or posters to any entrance door.
- All doors and at least one window in a classroom, must have a clear path.
- No chemicals or plants, brought from outside, allowed on campus.

Faculty Parking

Teachers are to park in any open space with the exception of visitor spaces and the 5 award based spots.

Field Trips

Field trips are defined as an extension of a classroom activity to serve as a laboratory experience. Before planning a field trip, a teacher must be familiar with School Board Policy concerning the necessary arrangements.

Field Trip Procedure Packets, containing all needed forms, are available from the administrator, Mrs. Ford, and must be turned at least *five weeks in advance*. After receiving approval for the trip, permission slips must be sent home. Field Trips cannot be approved unless all forms are completed in detail.

Finances ** See additional information and forms in the Bookkeeper information folder

Information regarding procedures for check requests and purchase orders (P.O.) can be found in the Bookkeeper folder on our school's Teams page. Receipts cannot be submitted for payment. Online purchases are not considered a P.O.

If funds are collected for an approved fundraiser or other school sponsored event, funds must be given to the bookkeeper at the end of every work day. The bookkeeper will not accept funds after 4:15pm daily.

Fundraisers

All fundraising activities must be approved by the administrator over activities, Mrs. Landry. Fundraising Approval Forms must be completed in detail prior to administrative review. All fundraising activities/projects by any school, group within the school, connected with, or in the name of the school, are to contribute to the educational experiences of students and should not be in conflict with the overall instructional program.

Grading Procedures

Grades measure students' progress and achievements in mastering the subject matter, and reflect a comprehensive evaluation, which utilizes a number of assessment procedures. Letter grades shall be issued using the electronic grade book. Please see the Pupil Progression Plan link for more information on grading policies and procedures

Elementary: [Microsoft Word - Board Approved Elementary SPP 2020-2021.docx \(stlucie.k12.fl.us\)](#)

Middle School: [Microsoft Word - Board Approved Middle SPP 2020-2021.docx \(stlucie.k12.fl.us\)](#)

High School: [StudentProgressionPlanHS.pdf \(stlucie.k12.fl.us\)](#)

Grade	Percent	Grade Point Value
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0
I	0	0

Report cards will be issued quarterly. It is the teacher's responsibility to determine grades based on the following criteria.

- A minimum of nine (9) academic grades should be posted each nine weeks on a teacher's grade book to apply toward a student's grades in grade 6-12. If a teacher is **using weighted grades**, then there should **be at least three (3) grades in each weighted category**. These grades should include homework, assessments, reports, laboratory activities, research papers, notebooks, portfolios, special projects and any special activities that relate to a content area. This would **not include non-academic grades**. Examples of non-academic grades: a grade for following dress code, participation, returning a signed class syllabus, and so forth. **All grades should be determined on student achievement only.**
- Teachers are to update electronic grade books on a **weekly basis**.
- Final comprehensive examinations shall be required for all courses; only the principal may waive the requirements for justifiable academic reasons.

No students may receive a failing grade for any marking period unless a deficiency/progress report, email or documented phone contact has been issued in a timely manner informing the student and parent/guardian that the child is in danger of failing.

As much as possible, there should be adequate time given to allow the parent/guardian to work with the student to improve grades. Teachers must maintain a record of parent contact for the year.

Other than "Incomplete", grades will not be changed without approval of the principal. For justifiable academic reasons, a principal may authorize a grade change.

These honor rolls are based on an unweighted GPA.

Principal's Honor	4.0
High Honor	3.5 - 3.9
Honor	3.0 - 3.4

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 be encouraged to establish good attendance patterns. When absences occur, the following shall govern the make-up of work:

- Make up work is allowed for all absences, excused or unexcused.
- Student has **1 day to make up the work for each day absent**, 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.
- 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 will take pre-announced tests on first day of return to school. Student will be allowed **2 days to**

prepare for tests assigned during the absence.

9 - 12 Provisions:

- Students or parents must request makeup work; **students will not be penalized for makeup work that is requested, but not provided by the teacher.**
- 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.

Hall Passes

It is important for students to be in class to receive high quality instruction. When students are required to leave class for a valid reason an escort must be requested from the front office. Students are not to be out of classes for the **first 10 minutes or the last 10 minutes of class.**

Homework

It is the policy of this school to consider homework as an integral part of the student's total instructional program. Homework, when given, is intended to reinforce learning skills introduced during classroom instruction. Homework is not to be given in excessive amounts or for disciplinary reasons.

Keys

A set of keys will be issued to instructors for classroom use. The management of keys will be the responsibility of every instructor. Keys are not to be given to students or unauthorized persons. Lost keys should be reported immediately to school administration. Keys for rooms/areas outside the classroom area will be issued with administrative approval. There is a replacement fee for lost keys. Keys are not to be duplicated!

Leaving Campus

Teachers are required to have administrative approval prior to leaving campus during the school day (Early Out days included). Unapproved absences during the school day pose a significant liability. Before leaving a teacher must sign the "**Sign-Out Log**" outside the Executive Secretary's office. **Teachers are not to leave classes unattended at any time.** If emergency coverage is necessary, contact the Front office.

Leave Requests

An employee who is absent from duty for ANY REASON (including comp time) should report the absence in Skyward. If you will be needing a substitute for this absence, please be sure to select yes or select no if you do not, under the substitute required section. Absences should also be entered into the Red Rover website at app.redroverk12.com. Information on Red Rover is also located in your Teacher Folder. Please be sure to choose the correct option for full day, half day (AM or PM), or a custom hourly absence under the absence type. Report your absence to as soon as you know you are going to be absent. If it is unexpected absence such as sick leave, report your absence prior to 8:00 am. In addition, your team lead and assistant principal should be notified.

All leaves with the exception of sick leave must be approved by the principal prior to reporting your absence. The following absences require Principal and School Board approval prior to when the leave commences: Family Medical Leave, Line of Duty, Professional, Personal Leave Without Pay, Maternity, and Military Leave. If you receive a jury summons, a copy must be presented to the Executive Secretary to process the leave. **ALL STAFF must complete Online Leave Requests through Skyward for Principal approval prior to absence.**

Lesson Plans

Lesson plans are required for all teachers on a daily basis. Lesson plans will be submitted to the appropriate Administrator *monthly* for review and feedback. Dues dates for lesson plans can be found in the Teacher Folder.

Minimal requirements for lesson plans are as follows:

- | | |
|-------------------------------------|----------------------------|
| 1) State Standards | 5) Follow Up – Homework |
| 2) Objectives – Essential Questions | 6) Evaluation/Assessment |
| 3) Teaching Materials/Equipment | 7) SEL Strategies |
| 4) Student Activities | 8) ESE/ESOL Accommodations |
- ** See attached form for ESE/ESOL accommodations

Substitute Plans

To minimize the effect of a teacher's absence, a substitute folder is to be completed by the end of the first week of school and given to the Executive Secretary, Mrs. Graham. Substitute lessons plans for a minimum of 3 days should be provided in the event of an unexpected absence. After each absence, plans should be updated. Please ensure that the substitute has all necessary materials they will need in your absence, to make the substitute comfortable.

- Include a copy of the class roster and directions to give to the Attendance Clerk at the end of the day
- * Prepare plans that clearly detail the day's activities.
- * Provide lesson plans that engage students for the entire class period.
- * Leave copies of the bell schedules.
- * Have manuals and desk copies of books available.
- * Leave an up-to-date seating chart and class roster.
- * List and explain any duties (morning duty, hall duty, cafeteria duty, bus duty)
- * Have a description of routine procedures
 - distribution of papers, books and materials
 - leaving the classroom for any reason
 - plans for fire drills and other emergencies
 - seating arrangements and movement to school programs
- * Provide important information about any child
 - physical limitations
 - medical needs
 - special privileges (extra bathroom privileges, seating, etc.)
- * Teach children to respect and accept the services of a substitute and encourage them to do what they can to make the day productive.
- * Leave explicit plans for classroom discipline procedures. A copy of the Classroom Discipline Plan should be included.

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/she should inquire in the Front Office. Articles that are found and turned in will be kept until the end of the semester. Items not claimed by the end of the semester will be donated to a local charity. Textbooks that are found will be scanned back in.

Mailboxes

Mailboxes and bulletin boards for teacher use are located in the Production Room in the main offices. Each teacher will be assigned a mailbox for incoming mail, messages, memos, and attendance information. Mailboxes must be checked before classes start in the morning and after school. Students are not allowed in the Production Room to check teacher mailboxes or put items into teacher mailboxes, unless given permission from Front Desk or Administration. A board for union material will also be located in the Production Room.

Medication

A teacher is not to give a child medication of any kind, including **Aspirin or Tylenol**. All medications will be dispensed through the clinic. Students are not to have any medication with them. If a student is in possession of a medication a dean should be notified.

Moment of Silence

Recent legislation requires that all schools observe a moment of silence at the beginning of the school day. We will participate in the moment of silence during first period after the morning announcements are made. The moment of silence will last one minute during which time students may not interfere with other students' participation. Teachers may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. However, parents and guardians are encouraged to discuss the moment of silence with their child and to make suggestions as to the best use of this time.

Pledge of Allegiance

When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Students have the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing their right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag.

Point Sheet Record Keeping

This is an essential component of our program model and must be competed with fidelity and in a timely manner.

Professional Development

<https://login.frontlineeducation.com/login?signin=d6d634138de1b34741afae5ed0b72c1a&productId=pd&clientId=pd#/login>

Teachers will be encouraged to seek professional development opportunities to help students succeed. It is the teacher's responsibility to complete the on-line registration for approved professional development (Frontline). Off-campus and extended professional development opportunities will require administrative approval and must relate to current assignment.

Self-Reporting

All employees are required to self-report in writing within forty-eight (48) hours to both their supervisor and the Director of Human Resources any arrests by any law enforcement agency and/or any criminal charges being filed (this includes both misdemeanors and felonies of any type, including DUI). The self-reporting requirement shall apply not only to instructional employees but also to all other employees, including substitutes, part-time and temporary employees. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

Smoking

To comply with district policies on smoking, there are no designated smoking areas on campus.

Student Attendance Procedures

It is a district expectation that attendance be taken each period and entered into the Skyward system. Attendance cannot be completed the next day. Any questions related to student attendance should be directed to the Attendance Clerk.

Students are expected to be in class on time and attend for the entire period when they are in attendance at school. Skipping class is defined as an unexcused absence for a class period or portion of the period on a day when the student is in school or has left class without authorization. If a student arrives to class without a pass ten (10) minutes after the bell, this will be considered skipping and a referral should be initiated by the teacher. Parent notification is required for an unauthorized absence.

Each absence will be listed as unexcused, unless an excused note from a parent/guardian or physician is submitted. Exceptions will be made for a note from the child's physicians. All excuse notes must be received in the Attendance Office no later than the third day after an absence or the absence will be considered unexcused, despite the reason for the absence. The Attendance Clerk will update codes in the Skyward.

If a student has had at least **five** unexcused absences, or absences for which the reasons are unknown, within a calendar month or **ten** unexcused absences, or absence for which the reasons are unknown, within a 90-calendar-

day period, the student's teacher shall report the case to the student's school counselor. It is an expectation that teachers will call home after **three** consecutive absences.

Students involved in school activities or placed in the Behavior Intervention Class (BIC) will be considered present and will not be counted absent. Teachers should monitor email for notices as to students assigned to BIC. Teachers should prepare work for students or send an alternative assignment. Arrangements can be made with the BIC teacher for testing or other assessment situations.

Tardies

A student is considered tardy (unexcused) if they are not across the threshold to the classroom when the last bell rings. A student is considered to be skipping if they arrive to class without an excuse 10 minutes after the bell has rung.

Student Behavior Standards

Our goal at Dale Cassens Education Complex is to create challenging and satisfying work for our students that engage them in a rigorous curriculum. We will work with students to ensure that they can reach their personal academic goals in a safe environment. In order to ensure a safe environment, students will be responsible for conducting themselves in a manner that respects the rights of others. If a student chooses to neglect school rules or district policies, the Student Code of Conduct outlines potential consequences for their actions. The Student Code of Conduct will be reviewed during the first week of school.

Teachers are primarily responsible for discipline in their classrooms. At the beginning of the year, each teacher should develop a classroom management plan and include it in their course syllabus. All attempts to provide students with behavior interventions should be documented in Skyward as a Behavior Incident Report (BIR).

A teacher needs to utilize classroom interventions to prevent or correct behavior whenever possible. If a referral is generated, **parents must be contacted by the teacher.**

Sample interventions to allow students to correct behavior.

- Provide student with a verbal warning
- Move student's assigned seat
- Conference with student
- Provide rewards/praise for positive behavior
- Conference with parent/guardian – phone, meeting or e-mail

NOTE: Removal from the classroom may be requested by contacting the Front Office when a severe behavior and/or an emergency situation arises using the classroom buzzer or telephone. Students should not be sent to the Dean's office for time out without notifying the Front Office. **A discipline referral must be completed by the teacher when a student is removed from class. After the referral is submitted, teachers must contact the student's parents.**

Discipline referrals should **ONLY** include what was witnessed by an adult, and **ONLY** include factual details. Emotional or judgmental comments are not appropriate to add to the description section. Only the name of the student being referred is to be written on the referral. It is a breach of confidentiality to include names of other students on referrals. Incorrectly completed referrals will be returned for correction prior to processing.

Zero Tolerance Policy

In keeping with School Board policy, the possession, sale, or use of alcohol or drugs, possession of weapons, as well as other criminal offenses, will not be tolerated at Dale Cassens Education Complex. Students in possession of weapon(s), in possession of, or under the influence of alcohol or drugs will be reported to the School Resource Officer, suspended from school for up to ten days and face a possible recommendation for expulsion from school for a period up to one year. If any information is provided to an adult regarding the possibility of drug/alcohol use and/or weapons possession, an administrator or dean should be contacted **immediately**.

Behavior Intervention Classroom (BIC)

Behavior Intervention Classroom (BIC) is a possible consequence for students who choose to neglect school rules. BIC is an approved excused absence which provides an alternative to suspension allowing students to complete assigned work from teachers and review academic skills to prepare for success. Students not following rules in the BIC classroom may be subject to possible suspension from school. *Teachers will be required to send work to be completed in BIC.* If work is not sent to BIC, teachers are expected to accept an alternative assignment graded in BIC in lieu of class work. Any student who attends Project R.O.C.K. during an Out of School suspension will be coded as excused.

Lunch and Cafeteria Policies:

****No food deliveries of any kind are to be made during school hours for students. If a parent brings a lunch to campus for a student, that student must report to, and remain in the front office during their meal. Students will be issued an identification number for use in the cafeteria. Students who wish to apply for free or reduced lunches will get information about applying on-line.**

The following rules apply during lunch:

1. Students should respect each other in line and while selecting seating options.
2. Trash needs to be deposited in the proper receptacles.
3. During the lunch period, students must remain on campus.
4. Students will not be allowed to apply credit or charge for meals.
5. Students must remain in supervised areas during lunch period.

Students are NOT PERMITTED to go to the cafeteria or vending machines during instructional time.

Problem Solving Team (PST)

Each school in the district is required to have a Problem Solving Team (PST), which meets regularly to discuss ways of helping the classroom teacher meet the needs of specific students. They may make recommendations for referrals for assessment to determine possible placement in a special education program after interventions have proven to be inadequate to ensure student success. A PST meeting can be initiated for students that display behaviors that are not conducive to learning or for students with excessive absences.

Supervision

It is important that teachers provide supervision of students in their assigned areas. If a teacher is not assigned a specific duty, it is expected that they stand in their doorway to monitor student movement while monitoring their class. Students in classes are to be supervised at all times. Duty responsibilities include, following students into the main hallway areas at the end of the school day. Each teacher is entitled to a 30-minute uninterrupted, duty-free lunch.

Teacher Evaluations

The fair, accurate, and objective evaluation of employees is imperative to the achievement of excellence in any organization. All administrators are responsible for the assessment of teacher performance using the St. Lucie County Quality Instructional Framework; training will be provided for all teachers. Administrators make frequent classroom visits to be able to accurately complete the necessary evaluations. If a teacher would like to showcase a lesson, contact the appropriate administrator to arrange a time.

Technology ** See Additional Information in Appendix – Student Expectations

Each teacher will be issued a laptop to help support curriculum in the classroom. Laptops need to be returned at the end of the school year or upon departure from their position. All district communication policies must be adhered to while using the laptop on campus or at another location. It is the individual teacher's responsibility to declare any technical difficulties to the Network Technician or the District Support Desk in a timely manner. Viper would be the best method of communication with the Network Technician to declare technical difficulties or call the help desk at 429-HELP (4357).

When the laptop is not in use, the computer should either be shut down or placed in lock mode for protection (CTRL + ALT + DEL). A student or teacher assistant should not have access to a teacher's computer. Each student will be assigned an individual log-in.

Skyward – Electronic Student Records

** See attached documentation in the Skyward folder.

Outlook – E-mail Program

Please check email daily to review communication. E-mail memos will be sent throughout the business day, so it is imperative to check for updated electronic messages. As per board policy, e-mails should be kept to professional correspondence. A board will be located in the Teacher Lounge and Production Room for messages involving the sale of products or other miscellaneous correspondence.

All school wide or district wide messages must be first approved by the appropriate SLC Assistant Principal.

Telephones

If a student needs to make an urgent phone call their teacher needs to contact the front office for an escort for that student to use the phone in the front office. Students may only make and receive calls on their assigned lunch break.

Visitors

Student visitors and young adults not registered at Dale Cassens Education Complex are not allowed in any area of the school or campus during the school day without written permission from the Principal. Violators will be warned, and then referred to the School Resource Officer (SRO) for trespassing. In compliance with School Board policy, children of faculty members are not to be on campus during work hours. Students are not to bring small children or babies on campus at any time.

Video/DVD Request

All supplemental materials used in the classroom must have educational value that supports the Content Standards and should be listed as part of the teacher's lesson plans. Full feature length films are not to be shown during class instruction. An exception will only be made if the film is an explicit part of the curriculum.

Working Hours

Teachers' working hours will be from 7:30am – 3:00pm at main campus and 7:45am-3:15pm at the PRIDE campus. Working hours for pre-planning, post-planning, workdays, and PD days will be from 7:30am – 3:00pm. Regular teaching hours are still maintained on Early Out days. Contractual planning time will be 8:30am – 9:00am. Collaborative planning and learning time (CLP) is provided for most teachers and is equivalent to a class period. For teachers not provided collaborative planning and learning time, pay is commensurate with hours worked.

CODE OF ETHICS AND PRINCIPLES OF PROFESSIONAL CONDUCT

Instructional personnel within the school system shall follow a Code of Ethic and Principles of Conduct as adopted by the State Board of Education.

Code of Ethics by the Education Profession in Florida

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion of excellence, acquisition of knowledge and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. The educator shall be aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents and of other members of the community. The educator shall strive to achieve and sustain the highest degree of ethical conduct.

Principles of Professional Conduct for the Education Profession in Florida

1. The following disciplinary rules shall constitute the principles of professional conduct for the Education Profession in Florida and shall apply to any individual holding a valid teacher's certificate.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual teacher's certificate or other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - a. Shall make reasonable effort to protect the students from conditions harmful to learning or to health and safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic

program.

- e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f. Shall not intentionally violate or deny a student's legal rights.
- g. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapped condition or social and family background, prevent a student from entering a program; deny a student benefits; or grant a student advantage.
- h. Shall not exploit a professional relationship with a student for personal gain or advantage.
- i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Obligation to the public requires that the individual:

- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is associated.
- b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct public expression.
- c. Shall not use institutional privileges for personal gain or advantage.
- d. Shall accept no gratuity, gift or favor that might influence professional judgment.
- e. Shall offer no gratuity, gift or favor to obtain special advantages.

5. Obligation of the profession of education requires that the individual:

- a. Shall maintain honesty in all professional dealings.
- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapped condition or social and family background deny to a colleague professional benefits or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not intentionally make false or malicious statements about a colleague.
- e. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- f. Shall not misrepresent one's own professional qualifications.
- g. Shall not submit fraudulent information on any document in connection with professional activities.
- h. Shall not make any fraudulent statements or fail to disclose material fact in one's own or another's application for professional position.
- i. Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or condition of employment.
- j. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- k. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with the principles of professional conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- l. Shall report to appropriate authorities any known violation of Florida School Code or State Board of Education Rules as defined in Section 2311.18(1), Florida Statutes.
- m. Shall seek no reprisal against any individual who has reported a violation of Florida School Code or State Board of Education Rules as defined in Section 231.18(1), Florida Statutes.

Florida Statutes 229.053(1) and 231.546(2)(b)
Amended June 14, 1983

Co-Curricular Responsibilities of Teachers

Each member of the instructional staff of the school regardless of class load assignments shall, under leadership of the principal, carry his or her fair part in the total activities of the school.

Florida Statute 2330.23

Duties of Instructional Personnel

Each member of the instructional staff shall perform the duties as required by law and all other generally accepted professional duties such as: hall duty, supervision of bus loading zone, chaperoning school sponsor social activities, educational events of students and such other reasonable duties as may be assigned by the individual's immediate administrative supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the contract. Instructional personnel shall be encouraged to participate in community activities. Authority: 230.22(2), FS Law Implementation: 231.09, FS

INFORMATION FOR CLASS RECORDS

Period: _____

NAME: _____

Name you wish to be called: _____

Home Telephone Number: _____ E-mail: _____

Address: _____

Name of parents/guardians: _____

Parent/Guardian contact telephone number: _____

CURRENT SCHEDULE List class and teacher

Period 1	Period 5
Period 2	Period 6
Period 3	Period 7
Period 4	Lunch

What are your special interests? _____

What do you consider to be your greatest asset? _____

Do you have a job? _____ Where? _____

What are your goals for this school year? _____

Request for Building/Warranty Service

SITE: Dale Cassens Education Complex

EMAIL: _____

PERSON REPORTING: _____ **PHONE:** _____

DATA REQUESTED: _____ **TIME:** _____

PROBABLE CAUSE: _____

CATEGORY OF SERVICE: (Please check the appropriate item)

<input type="checkbox"/> General	<input type="checkbox"/> Sitework	<input type="checkbox"/> Landscape	<input type="checkbox"/> Termite	<input type="checkbox"/> Fencing
<input type="checkbox"/> Irrigation	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Roofing	<input type="checkbox"/> Windows	<input type="checkbox"/> Doors
<input type="checkbox"/> Hardware/Locks	<input type="checkbox"/> Drywall	<input type="checkbox"/> Ceiling Tile	<input type="checkbox"/> Vinyl Tile	<input type="checkbox"/> Carpet
<input type="checkbox"/> Painting	<input type="checkbox"/> Signage	<input type="checkbox"/> Walkway	<input type="checkbox"/> Food Service	<input type="checkbox"/> Casework
<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Roof	<input type="checkbox"/> Other

BUILDING: _____

ROOM NUMBER: _____ **LOCATION IN THE ROOM:** _____

DESCRIPTION/PROBLEM: _____ **NEED: URGENT** **ASAP** **BY:** _____

**** To be completed by Administration**

COMPLETION INFORMATION:

DATE: _____

Assigned To: _____

Phone #: _____

Action Taken:

Mfg. Defect: Misuse: Vandalism: Workmanship: Other:

REQUEST FOR FURNITURE REPAIR/REPLACEMENT

SITE: Dale Cassens Education Complex

EMAIL: _____

PERSON REPORTING: _____ PHONE: _____

DATE REQUESTED: _____ TIME: _____

PROBABLE CAUSE: _____

CATEGORY OF SERVICE: (Please check the appropriate item)

- Lectern Activity Table Computer Table Bulletin Board
- Teacher's Chair Teacher's Desk Student's Desk Student's Chair
- Bookcase File Cabinet Shelves Other

BUILDING: _____

ROOM NUMBER: _____ LOCATION IN THE ROOM: _____

DESCRIPTION/PROBLEM: NEED: Urgent ___ ASAP ___ BY _____

**** To be completed by Administration**

COMPLETION INFORMATION: **DATE:** _____

Assigned To: _____ Phone #: _____

Action Taken: _____

Mfg. Defect: ___ Misuse: ___ Vandalism: ___ Workmanship: ___ Other: ___

Student Responsible Computer, Network and Internet Use Policy

Overview

The District provides its students access to a multitude of technology resources to enhance and extend the learning experience. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources. This District Policy is intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District also makes a good faith effort to protect its students from exposure to internet materials that are harmful or explicit. The District maintains a system of internet content filtering devices and software controls to block obscene and pornographic materials and materials that are harmful to, or otherwise inappropriate for, minors that meet federal standards established in the Children's Internet Protection Act, 47 U.S.C. § 254(h), (1), as amended (CIPA). Nevertheless, it is impossible to control all materials available on the internet, and users will be responsible for ensuring that their use meets the policy established herein.

Digital Citizen

Student users of the District's computer, network, and internet resources shall use information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. **Respects One's Self:** Users will select online names that are appropriate and will consider the information and images that are posted online.
2. **Respects Others:** Users will refrain from using technologies to bully, tease or harass other people.
3. **Protects One's Self and Others:** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
4. **Respects Intellectual Property:** Users will cite any and all use of websites, books, media, etc.
5. **Protects Intellectual Property:** Users will request to use the software and media others produce.

Expectations

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, will periodically monitor the online activities of users and computer files to insure that users are using the system in accordance with District policy. No user of the District's networks shall have an expectation of privacy in his/her use. Users should not expect that electronic communications made or received on District networks, internet searches on District networks, or files stored on servers or disks will be private. Users also should understand that internet activity is recorded in log files. Users are expected to abide by the generally accepted rules of network etiquette.

The following Policy is intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.

2. Inappropriate use includes, but is not limited to, (1) texting, phoning, or web browsing during prohibited times; (2) taping conversations, music, or other audio at any time; (3) photography or videography of any kind; and (4) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers, and staff members.
3. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material and threatening or obscene material.
4. Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
5. Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
6. Any malicious attempt to harm or destroy data of another user, the internet or other networks, is strictly prohibited. This includes, but is not limited to, creating and/or uploading computer viruses.
7. Unauthorized access to information by unauthorized recipients or “hacking” is strictly prohibited. This would include intentionally bypassing any internet filtering devices.
8. Use of electronic devices to bully or harass, as defined in Policy 3.43 included in Appendix A hereto, is strictly prohibited.
9. Student internet interpersonal communications (e.g., chat room, instant messaging, blogging, Wiki) requires authorization of a teacher or administrator.
10. Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
11. Files stored on District-managed networks are the property of the district and, as such, may be inspected at any time and should not be considered private.
Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
12. Users who accidentally access inappropriate material or witness another user accessing inappropriate material, shall immediately notify their teacher or school administrator.

Policy Violations - Students

Violating any portion of this Policy may result in disciplinary action as provided in this Code. A student may be disciplined under the Code for expressive off-campus conduct (such as e-mails or postings on social media like Snapchat, Facebook, YouTube, Twitter, blogs, etc.) where (1) such conduct would foreseeably create a risk of material and substantial disruptions within the school environment, (2) it was reasonably foreseeable that the off-campus expression might reach campus, and (3) the conduct did create a material and substantial disruption within the school environment. Disciplinary action shall be proportional to the offense. **Some violations may constitute criminal offenses and may result in legal action.** The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Notice of Non-Discrimination

The School Board of St. Lucie County, Florida, does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries and complaints regarding the School Board's non-discrimination policies:

DIRECTOR OF STUDENT SERVICES
 School Board of St. Lucie County, Florida
 9461 Brandywine Lane
 Port St. Lucie, Florida 34986
 Telephone: (772) 468-5709
 Facsimile: (772) 468-5712
 E-mail: SS-GRV@stlucieschools.org

Non-Discrimination Policy Inquiries and Complaints by Employees and Applicants for Employment:

DIRECTOR OF HUMAN RESOURCES
 School Board of St. Lucie County, Florida
 9461 Brandywine Lane
 Port St. Lucie, Florida 34986
 Telephone: (772) 429-7505
 Facsimile: (772) 429-7501
 E-mail: EMP-GRV@stlucieschools.org

Inquiries and Complaints under SECTION 504 OF THE REHABILITATION ACT OF 1973 should be directed to the School Board's Section 504 Compliance Officer, the Director of Student Services, contact information listed above.

If due to a disability you need special accommodations to receive School Board information or to participate in School Board functions, call (772) 429-3600 and ask for the School Board Secretary. Telecommunications Device for the Deaf (TDD) phone (772) 429-3919.

Addendums to Teacher Handbook

Information on Title IX Policies and Procedures

<https://go.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies>

<http://www.stlucie.k12.fl.us/pdf/forms/XED0262.pdf>