



ST. LUCIE WEST CENTENNIAL HIGH SCHOOL

**Student Handbook
2022-2023**

Principal
Andrea Popwell

**1485 SW CASHMERE BOULEVARD
Port St. Lucie, Florida 34986
Phone (772) 344-4400
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ST. LUCIE WEST CENTENNIAL HIGH SCHOOL

OUR MISSION

SLWCHS provides a safe environment wherein students are engaged in a rich and rigorous curriculum resulting in responsible, contributing citizens of a diverse and dynamic world.

OUR BELIEFS

St. Lucie West Centennial promotes a safe and supportive environment that engages all learners for constant improvement and better quality of life.

The St. Lucie West Centennial Eagle family of learners is engaged in a rich and rigorous curriculum with challenging learning activities in every class, every day.

St. Lucie West Centennial is a campus where students learn and develop civic responsibility in order to make a positive contribution within the community.



ST. LUCIE WEST CENTENNIAL HIGH SCHOOL

Leadership Team • 2022-2023

Principal

Andrea Popwell

Assistant Principals

Russell Ader

Vanessa Capo

Susan Mannion

Sandra Oliveira

Athletic Director

Michael Combs

Executive Secretary

Francine Raneri

Media Specialist

Jacqueline Wong

EAGLE EXPECTATIONS

Self Motivated

On Time

Always Safe

Respectful

**EXCELLENCE IS OUR
EXPECTATION**

OWNERSHIP

This student handbook belongs to:

Name: _____

Address: _____

City / Town: _____

Zip Code: _____

Phone Number: _____

Student ID Number: _____

This handbook is not meant to be inclusive of all the rules, policies, or regulations at Saint Lucie West Centennial High School (SLWCHS). Florida statutes, Florida State Board of Education rules, and Saint Lucie County School District Code of Student Conduct are also considered when making decisions affecting students.

St. Lucie County Public Schools Mission, Beliefs, Vision

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

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

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

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

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

Quality schools are the responsibility of the entire community.

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

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

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

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.



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Phone: (772) 344-4400 Fax: (772) 344-4406

Front Desk	Tonya Thomas-Cornibert	344-4400
Front Desk	Olivia Hernandez	344-4400
Attendance Office	Carol Burrell	344-4414
Book Keeper	Susan Helms-Smith	344-4436
Registrar's Office	Nicole Ancewicz	344-4434
Principal	Andrea Popwell	Ext. 344-4415
Principal's Secretary	Francine Raneri	Ext. 344-4415
Assistant Principal	Russell Ader	Ext. 344-4405
Assistant Principal's Secretary	Pam Jenkins	Ext. 344-4405
Assistant Principal	Susan Mannion	Ext. 344-4413
Assistant Principal's Secretary	Maria Miller	Ext. 344-4413
Assistant Principal	Sandra Oliveira	Ext. 344-4468
Assistant Principal's Secretary	Heidi Pinder	Ext. 344-4468
Assistant Principal	Vanessa Capo	Ext. 344-4409
Assistant Principal's Secretary	Cynthia Cordero	Ext. 344-4409
Dean of Students	Jane Ingram	Ext. 344-4443
Dean of Students	Gerard Burns	Ext. 344-4402
Dean of Students	Shauna Mathison	Ext. 344-4424
Guidance Counselor Director	Rita Markowitz	Ext. 344-4498
Guidance Counselor	Bailey, Lisa	Ext. 344-4417
Guidance Counselor	Diaz, Diasy	Ext. 344-4401
Guidance Counselor	McAdoo, Tabitha	Ext. 344-4427
Guidance Counselor	Plec, Kristen	Ext. 344-4450
Guidance Counselor	Richardson, Kelly	Ext. 344-4439
Guidance Counselor	Warner, Leslie	Ext. 344-4422
Exceptional Student Education(ESE)	Colleen Majorossey	ESE CLERK Ext. 344-4437
Exceptional Student Education(ESE)	Josephine Scialdo	Ext. 344-4480
Exceptional Student Education(ESE)	Melissa Chevres	Ext. 344-4416
Media Specialist	Jacqueline Wong	Ext. 344-4432
Clinic	Rose Nelson	Ext. 344-4421
Clinic	Sally Jones	Ext. 344-4410
Cafeteria Manager	Amanda Sojka	Ext. 344-4456

Athletic Director	Michael Combs	Ext. 344-4426
Athletic Director's Secretary	Denyse Smith	Ext. 344-4404
School Resource Officer (PSLPD)	Adrienne Pietrzak	Ext. 344-4403
School Resource Deputy	Garland Heath	Ext. 344-8398

Registration and Student Enrollment at Centennial HS:

Student enrollment and registration will occur throughout the 2022-2023 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 placed or assigned to Centennial High School, students must report to registrar's office to be registered at Centennial and then go on to meet with an assigned guidance counselor.

Class / Schedule Changes: DROP / ADD Procedures:

Class and/or schedule changes during the 2022-2023 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 Centennial's front desk office and add new information or complete a new ECIC....

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 data specialist.
3. All textbooks must be returned to the media center and library books must be returned to the media center. All financial or other obligations must be cleared.
4. Parents and students withdrawing from Centennial 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."**

Student Identification (ID) Card(s):

All students must have an Identification Card (ID), and they are **required to be in the students' possession at all times while on the school campus.** This is important for security purposes and to help us identify those who are not enrolled and do not belong on campus. **ID cards are required for admission slips to class, to obtain passes from staff members, or to attend class meetings.** Students will show a pass and the ID card to any staff member in the corridor upon request. **They will present it when checking out library materials, using school computers, voting in school elections, and for admission to certain co-curricular activities and school sponsored events.** The first ID card is free of charge. Replacement cost, however, is \$5.00 and the card is reproduced (the picture stays the same).

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 Administration Office. Articles that are found and turned in will be kept until the end of the school year. Textbooks that are found will be returned to the Media center or respective Department Chairperson and from there returned to the student.

Cafeteria / School Meal Prices:

Breakfast-----	\$1.00
Lunch-----	\$2.50
Reduced Breakfast-----	\$0.30
Reduced Lunch-----	\$0.40

Meal Prices are subject to change based on board approval!

St. Lucie Public Schools
Meal Charging Policy/Procedure

All St. Lucie Public Schools must adhere to the Meal Charging Policy set forth by USDA. All students who qualify for a free meal benefit will not be denied a meal even if there are meal charges on the account. Students' accounts can accrue up to \$10.00 of charges for reimbursable meals only. No ala carte items are permitted to charge. No adults are permitted to charge.

1. Students are allowed to charge up to \$10.00 for receiving a reimbursable meal. The student will be given the same school lunch that other students are receiving.
2. Students that have accrued a negative balance will receive notification of charges through the district communication system, written notification and/or a phone call from the school. Parents will be encouraged to make a payment through either our online prepayment system or through the cafeteria.
3. Households will continue to receive notification of charges until charges are paid in full. Notifications through the district communication system will occur twice a week.
4. Up to three courtesy meals will be offered to students who have maximized their charge limit. A courtesy meal consists of a cheese sandwich, vegetable, fruit and low-fat white milk. The school meals program will maintain a list of students receiving or refusing a courtesy meal.
5. If a pattern of receiving a courtesy meals is evident, attempts will be made by the Child Nutrition Services Department to discuss the issue with the parent, and encourage them to complete a free and reduced meal application. If the practice continues and the parents are unresponsive, the Child Nutrition Services Department will initiate a plan for Student Services to contact the household to complete meal application for the student and determine if the student is known to be needy.
6. Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing A la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.

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.

CENTENNIAL 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 Main 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. Students are also **required to have a current student identification badge (ID) and be ready to present it upon request.**

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)**

LOCKERS:

SLW Centennial High School does not issue lockers to students. There are no lockers in the school except for temporary use by students taking physical education or career technical classes. Students are responsible for any personal belongings put in unsecured lockers. Official school locks are available for rental through the physical education department for students taking P.E. classes. Personal locks are prohibited and will be removed without compensation. Lockers are also subject to search at any time.

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 get contact the district transportation department at (772) 340-7120 or visit their website at: <http://www.stlucie.k12.fl.us/includes/Transportation/Trans.aspx>.

SLW CENTENNIAL HIGH SCHOOL ATTENDANCE AND DISCIPLINE PLAN

The administration and faculty of Saint Lucie West Centennial High School (SLWCHS) fully support the discipline policies and procedures outlined in the Code of Student Conduct published by the Saint Lucie County School Board (SLCSB). Therefore, the SLWCHS Student Handbook and Discipline Plan will encompass policies and procedures that ensure the safety, academic and behavioral success of every student, every day. Further, Centennial 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 County School Board that every child, every day will be engaged in meaningful work, SLW Centennial High School will require students to be responsible for their actions and abide by SLCSB **Code of Student Conduct** and SLWCHS Student Handbook: Discipline Plan. Failure to comply will result in administrative and possible police action. Lastly, SLWCHS 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.

RESCHEDULING DETENTIONS:

Students and parents that need to reschedule a detention will need to do so with their respective dean.

AFTER SCHOOL DETENTION RULES

1. Students must report to detention on time in order to be allowed entrance to serve their detention.
2. Non-cooperative behavior or poor attitudes during after school detention may be referred to the Dean's Office with recommendation for stronger disciplinary action (i.e., Loss of Privileges, BIC or OSS).
3. Students who do not serve their detentions on their assigned date without notice to the Discipline Office will be suspended from school.
4. Students that are suspended for not serving their detention come back from BIC or OSS with a clean slate.

Where should your child and our student be?

STUDENTS NEED TO BE IN CLASS WITH AN INSTRUCTOR.

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:

DISCLAIMER:

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/pdf/StudentProgressionPlan.pdf>

Specific Titles and Pages within the Student Progression Plan Concerning Student Attendance

D. ATTENDANCE POLICIES K-12.....	10
a. Compulsory School Attendance & Declaration of Intent	10
b. Official Attendance	10
c. Enforcement of Attendance	10
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r. Perfect/Commendable Attendance Recognition	18
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w. General Responsibilities for Homebound/Hospitalized Program	21

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/pdf/codeofconduct.pdf>.

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, Carol Burrell, in ROOM N-137 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 school, during lunch or after school.**

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 with a maximum of two incidents per semester
- 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
- 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: 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 SLWCHS. 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 5 minutes may be considered skipping and may result in disciplinary consequences. 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.

Late to School

Students who arrive to school after 7:33 are to sign in through the attendance office where they will be issued a pass to class. A parent or parent note must accompany the student when they sign in in order to have the tardy excused. Unexcused tardies will result in consequences. Failure to sign in will result in an unexcused absence for the class (es) missed.

Failure to serve detentions will result in BIC, Saturday Detention and/or Out-of-School Suspension.

All deans and administrators will assist with getting students to class on time as the bell rings for class changes throughout the school day.

SLWCHS has implemented an electronic tracking system to monitor student tardies. The following consequences will occur throughout each quarter and then be reset at the beginning of the following quarter.

TARDY CONSEQUENCES:

1-2	Warning
3-6	Lunch Detention
7-9	After school detention
10-12	1 period of BIC
13-15	Saturday School
16	Full Day BIC
17	OSS

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 FOR HIGH SCHOOL STUDENTS:

Please refer to the Student Progression Plan (SPP). The Student Progression Plan can be found at <http://www.stlucie.k12.fl.us/pdf/StudentProgressionPlan.pdf>. Find and click on Handbooks and Plans to the far right mid-section of the page or screen.

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.

SKIPPING & HABITUAL TRUANCY

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 are considered to be skipping. The following discipline progression will be applied for **unauthorized area**: 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.

SKIPPING CLASS / SCHOOL: - CONSEQUENCES:

FIRST OFFENSE	Parent Contact by Teacher
SECOND OFFENSE	Detention Issued by Dean; Referral by Teacher. Unserved Detention = BIC
THIRD OFFENSE	Detention Issued by Dean; Referral by Teacher. Unserved Detention = BIC <ul style="list-style-type: none"> • It is important for students to be in class and learning. • There will be consequences for skipping class. • If a student skips class, the teacher will write a referral and the dean will issue the appropriate consequence. • If a student skips 3 or more classes, the student will not be allowed to participate in any school related activities for a period of 9 consecutive school weeks. School related activities include but are not limited to the following: sporting events, team practices, field trips, school assemblies, pep rallies, school dances, club activities, etc.

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 Truancy and Skipping.

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-TIME:**

- **NO PASSES SHALL BE ISSUED TO STUTDENTS DURING THE FIRST AND LAST 10 MINUTES OF CLASS, NOR DURING LUNCH TIMES.**

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**

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.

Leaving School campus will result in a 2 day out-of-school suspension due to the safety concern involved with leaving campus.

DISCIPLINE PLAN

Overall Possible Student Misconduct:

The following are NOT **PERMITTED** to be acted out or exhibited overtly and covertly by any Centennial students. Further, the following are **NOT PERMITTED** to be on school campus and/or at Centennial, nor are they to be permitted on student's possession or on student's person. Failure to comply will result in administrative action, possible recommendation of expulsion from Centennial High School, and possible police action. The list is not exhaustive, nor intended to cover all possibilities of misconduct:

1. Use, sale, or possession of drugs, alcohol or tobacco.
2. Fighting, attempting to fight and/or running to a fight as deemed by administration.
3. Arson, vandalism, extortion, robbery or theft
4. Possession of any weapon
5. Assault and/or battery, Bullying
6. Trafficking/Selling/Buying of Drugs or Unauthorized items on campus
7. Bomb Threats, Threats, Explosions
8. Sex Offenses: Sexual Battery, Sexual Harassment towards students, faculty and staff
9. Inappropriate and/or disruptive behavior
10. Insubordination/open defiance
11. Use of profane, abusive or disrespectful language (written or verbal)
12. Written graffiti on school property
13. Truancy/skipping/unauthorized areas/going to any vehicle on or off campus
14. Habitual tardiness and wandering aimlessly through the building
15. Linger or loitering on campus (including early release students)
16. Use or possession of any playing cards, dice or any related gambling paraphernalia.
17. No skateboarding on campus anytime. If you ride a skateboard to campus you must walk with the skateboard to the main office immediately and leave the skateboard there for the remainder of the day. Skateboards may not be picked up until after dismissal.
18. Musical instruments except those housed in the Band Room.
19. Forgery of notes, passes, signatures, unauthorized possession of SLW Centennial Hall Pass.
20. Trespassing
21. Disruptive Conduct at any school function that are on campus and/or off campus
22. Throwing of any objects in school or at any school function that are on campus and/or off campus
23. Misconduct on the school bus
24. Failure to give name or giving false identity
25. Reckless Driving
26. No Parking Decal
27. Improper parking or parking in unassigned parking area
28. Misusing school property or technology
29. Assault/Battery of employee and volunteers
30. Repeated enactment of infractions and/or misconduct that consistently ignores proactive interventions and corrections will be regarded and will be treated as open defiance, insubordination, gross insubordination, and complete disregard for the well being and betterment of SLW Centennial High School.

Administrative NOTE:

Administration reserves the right to conduct hall sweeps and searches in order to ensure safety and clear the hallways ensuring that students report to class promptly. During administrative sweeps, administration reserves the right to, and will assign necessary consequences to students that are caught in the sweep. **NOTE:** Students that are caught in the sweeps and become verbally and/or physically aggressive, uncooperative and non-compliant will be dealt with as per administrative discretion and as based on the discipline plan and consequences written within the Centennial HS Student Handbook. Lastly, administrative sweeps will be implemented and conducted for the purpose of ensuring that students abide by school rules that govern Dress Code, Electronic Devices, Attendance Policies—Tardy (ies): Late to Class and Late to School, Habitual Truants (Skipping School), and Searches. All of the above infractions, but are not limited to those written in this statement.

Further, students that fail to comply with any results of the violations and the consequences applied will result in more severe disciplinary actions such as, but is not limited to, 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. The implementation of OSS will also be automatically used if and when necessary...

Fighting/Physical Altercation Policy

Students who argue, taunt, name call, incite or use abusive language, but are not involved in physical contact are subject to suspension. If such verbal abuse results in a physical confrontation (fight), the student will be given up to ten (10) days of out-of-school suspension. A student who approaches another student for the purpose of fighting and makes no contact is subject to suspension. If the aggressor hits first, he will be given up to ten (10) days out-of-school suspension. If the second party hits back, he will be given up to ten (10) days out-of-school suspension. Students that run to witness a fight (or video tape and post pictures of the incident) and thus become by-standers, lock-hands or lock-arms to prevent administration, deans and/or school personnel from separating, preventing and/or ending a fight will be given up to 10 days of out of school suspension.

In addition to suspension as a consequence, if a student engages in fighting or in physical altercation, the student will not be allowed to participate in any school related activities for a period of 9 consecutive school weeks. School related activities include but are not limited to the following: sporting events, team practices, field trips, school assemblies, pep rallies, school dances, club activities, etc.

OUT OF SCHOOL SUSPENSION (OSS)

Students are suspended from school for serious misconduct that may represent a danger to the student or others. Such behaviors include, but are not limited to, fighting, violent behavior or speech, theft, smoking, open defiance of authority, possession of banned materials or substances, or repeated minor offenses. **DURING THE SUSPENSION THE STUDENT IS NOT ALLOWED ON CAMPUS OR AT ANY SCHOOL RELATED ACTIVITIES OR FUNCTIONS (Considered Trespassing). If the student needs to be on campus, he/she must be accompanied by a parent/guardian, or must have a planned appointment with school personnel.** Such appointment may be that the student has come on campus on order to be administered a mid-term exam or a final exam. Nevertheless, EXAMS for students that are suspended or on OSS will be scheduled by the Discipline Office and the Administrator in charge of TESTING.

NOTE: It should be noted that students that are on out of school suspension who attend Project Rock (North or South) for all of their OSS days will receive a certificate from Project Rock. Upon returning to school at the end of the OSS days, students should furnish the Project Rock certificate to the attendance office, Carol Burrell in N-126. With such certificate proving attendance at Project Rock during the OSS days, all OSS days will be coded as "R" (in-school suspension). **Parents should note that Project Rock has the right to refuse attendance of students that have had repeated misconduct at school and have attended or exhausted Project Rock interventions.**

ALCOHOL and OTHER DRUGS

The illegal possession, use, or distribution of drugs and intoxicants or other controlled, illegal substances on school property or in connection with any school related activity ON or OFF CAMPUS is prohibited by school board policy, as well as by the law, and is cause for suspension or expulsion from school. A student possessing, buying, selling, or dealing drugs shall be recommended for expulsion, in accordance with F.S. 230.23.

FIREARMS and OTHER WEAPONS

Any student apprehended in possession of a knife, fishing knife, blade, and/or a loaded or unloaded gun which could be capable of discharging a projectile, including but not limited to pellet guns and B.B. guns, shall be recommended to the Superintendent for expulsion. This prohibition against firearms on campus includes the possession of a gun or storing of a gun in a school facility or on school grounds or at school sponsored functions, including vehicles parked on school grounds. Any student apprehended with a facsimile of a firearm (toy, replica, etc.) or using one in a threatening manner shall be subject to suspension and/or recommendation for expulsion. F.S. 230.23, 810.095

ZERO TOLERANCE

In accordance with the requirements of F.S. 230.235 and State Board of Education Rule 6A-1.0404, the School Board of Saint Lucie County has adopted a policy of zero tolerance in regards to school violence, substance abuse, possession or use

of weapons and other crimes as part of a comprehensive approach to reducing school violence and crime. **In accordance with the zero tolerance policy, RECOMMENDATION FOR EXPULSION IS MANDATORY.**

STUDENT SEARCHES:

The Faculty and Staff of SLWHS have the right to conduct student searches as necessary during school. Reasonable suspicion of the possession of illegal materials may result in a search of persons, students' persons, possessions, or vehicles. It should be noted St. Lucie County School Board has a "Zero Tolerance" policy at all times.

STUDENT DRESS CODE POLICY

SLW Centennial recognizes that our students wish to express themselves freely with their manner of dress and personal attire, and understands that many of our parents want their children to have this freedom.

- Any **unaltered** Centennial school t-shirts are acceptable everyday (no offensive language, images or symbols)
- Shirts, blouses, dresses must have necklines that do not reveal cleavage and must have sleeves (no see through clothing)
- Pants, jeans, shorts, skirts must be worn above the hip-bone and must not be frayed, torn, cut or have chains (no tights, yoga pants, jeggings)
- Dresses, shorts, skirts or skirt slits must be knee length
- No visible display of underwear
- No jewelry that creates a safety concern
- Dress shoes, tennis shoes, sandals, boots (no bedroom slippers)

***Please note that school administration shall be the final judge wearing apparel/accessories. They will determine whether or not such is appropriate, disruptive, offensive, distracting or in violation of health and/or safety rules. No clothing/ accessories are permitted that promote drugs, tobacco, alcohol and/or violence.

EXCEPTIONS

1. Hats can be worn to school in cold weather 50 degrees or colder but must be removed while on school grounds.

If a student is in violation of dress code, the student may be afforded the following opportunities:

1. Provide clothing, i.e. POLO Shirt, to the student provided that student leaves collateral which is returned to the student when the school Polo shirt is returned to the school by the student.
2. Allow student to call home requesting that a parent/guardian brings appropriate clothing for the student.

*****Dress code violations will follow the same sequence as tardy infractions listed above*****

ELECTRONIC DEVICES 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.** 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 administrative office.
3. **Items not permitted on campus will be confiscated by school personnel. Refusal to give electronic devices, after being asked to put item away first, to school personnel will result disciplinary consequences for open defiance.**
4. **Items confiscated will only be returned to parents in the Front Office at the end of the school day.**

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 stored for parent pickup. The school will not be responsible for the loss of or damage to, any confiscated items. Items **NOT** picked-up by the last day of school will become the property of SLW Centennial 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

HANDICAPPED 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 St. Lucie West Centennial High School is not responsible for any illegally parked vehicle that has been towed.

VISITORS ON CENTENNIAL CAMPUS:

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

VISITOR / PARENT PARKING:

Parents, for your convenience, please use the Southwest visitor parking that is located in the front of the school adjacent to Juliet Avenue.

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

STUDENT PARKING:

Student driving/parking is a privilege for SLW Centennial High School students and is restricted to registered vehicles properly displaying a current decal, and parking in the designated lot only. Parking decals cost \$30.

1. Submit completed application to admin in Q-118 (**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. Maintain a **GPA of 2.0** or higher
 - B. Adhere to school attendance policies
 - C. Observing all traffic laws including but not limited to posted speed, loud music, passing, etc.
 - D. 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.
 - E. 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 assigned lots is PROHIBITED.**
5. Replacement parking decals **cost \$30.**
6. 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: Unauthorized Areas include McChesney Park(s), SLW Middle School, State or County Right-of-Way, and any area on campus that is not the student parking lot**).
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 may 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 may have their driving/parking privileges revoked for the year. •Any student in the parking lot without permission may have their driving/parking privileges revoked for the year. Parking fees are non-refundable when driving/parking privileges are revoked

TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES IN STATEWIDE ASSESSMENT:

Rule 6A-1.0943, FAC, provides the basis for modification to St. Lucie County's and State assessment system for students with disabilities. In addition, the test administrator's manual for each statewide assessment provides a listing of allowable accommodations that can be used for students with disabilities. Such accommodations include:

Accommodations are defined as adjustments to the presentation of the assessment questions, methods of recording examinee responses to the questions, schedule for administration of the assessment, or use of assistive devices to facilitate administration of the assessment. Statewide assessment accommodations may be used only if they do not alter the underlying content that is being measured by the assessment or negatively affect the assessment's reliability or validity. Accommodations shall be identified for each eligible student and recorded on the student's IEP or plan developed under Section 504 of the Rehabilitation Act. Allowable accommodations are those that have been used by the student in classroom instruction as long as the accommodations are within the limits specified in this rule. Such accommodations may include:

a. PRESENTATION:

(1) VISUAL ACCOMMODATIONS

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

(2) AUDITORY ACCOMMODATIONS

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

b. RESPONDING:

(1) ACCOMMODATIONS TO RESPONSE INPUT

- (a) The student may use varied methods to respond to the test, including written, signed and verbal response. Written responses may include the use of mechanical and electronic devices. A test administrator or proctor may transcribe student responses to the format required by the test. Transcribed responses must accurately reflect the response of the student, without addition or edification by the test administrator or proctor.
- (b) Dictate responses to proctor.
- (c) Use of speech-to-text technology to indicate answers.
- (d) Use of computer switch to indicate answers.
- (e) Use of computer/alternative keyboard to indicate answers.
- (f) Use of pointing device to indicate answers.
- (g) Use of other communication devices to indicate answers.
- (h) Enter answers directly into test booklet.
- (i) Signing responses to interpreter.

- (j) Dictate responses into a tape recorder.
- (k) Use of special paper such as raised, line, shaded line, or color- decoded for long or short response (would require that responses are then transcribed).
- (l) Use of math guides to organize mathematical computation.
- (m) Use of writing guides (grids) to produce legible answers.
- (n) Check periodically to be sure student is marking in correct spaces.

(2) ACCOMMODATIONS TO RESPONSE PREPARATION

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

c. SCHEDULING:

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

d. SETTING:

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

e. ASSISTIVE DEVICES: The student may use the following assistive devices typically used in classroom instruction:

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

In accordance with Rule 6A-1.0943, FAC, school districts may request unique accommodations for individual students. Unique accommodations usually involve alterations of existing test materials, must be regularly used by the student for classroom instruction, and must not alter the underlying content of the assessment. Each unique accommodation must be approved by the Commissioner of Education prior to its use. Examples of unique accommodations are identified by an asterisk (*).

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

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including

health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

* * *

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

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

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

* * *

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

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

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

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

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

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

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

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

- (a) Protected information surveys of students;
- (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- (c) Instructional material used as part of the educational curriculum.

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

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

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

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

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

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

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, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has/have been designated to handle inquiries regarding the School Board's non-discrimination policies:

Inquiries and Complaints by Students, Parents, Applicants for Admission to School, and all others except Employees and Applicants for Employment:

DIRECTOR OF STUDENT SERVICES
School Board of St. Lucie County, Florida
9461 Brandywine Lane
Port Saint Lucie, FL 34986
Telephone: (772) 429-4577
Facsimile: (772) 429-4584

Inquiries and Complaints by Employees and Applicants for Employment:

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES
School Board of St. Lucie County, Florida
9461 Brandywine Lane
Port Saint Lucie, FL 34986
Telephone: (772) 429-3900
Facsimile: (772) 429-3907

Dear Parents/Guardians:

The St. Lucie West Centennial High School 2014-2015 Student Handbook has been made available for you at www.stlucie.k12.fl.us/slwch/. Further, a hard copy of the 2014-2015 Student Handbook(s) has also been made available for you at the school site for a cost of \$5.00. Therefore, parents/guardians that would like the option of retrieving a hard copy of the student handbook can do so by visiting us at SLWCH. Lastly, the administration of SLWCHS encourages you to read, discuss and review the 2014-2015 Student Handbooks(s) with your son(s)/daughter(s). Upon review, please sign the necessary areas below and return this form to us on or before August 29, 2014.

SLWCHS Administration

Thank you.

PARENT AND STUDENT ACKNOWLEDGEMENT LETTER

Public school campuses are the School Board property and no one using School Board property, whether as a student or in any other capacity, has the expectation of privacy in or around said property.

Student's Name (Please Print)

Grade

This Student Handbook has been drawn up and published to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians have the responsibility for the actions of their children and should be involved in the education of their children.

The school is in need of your help and cooperation. When you have read and discussed this document with you son/daughter it is requested that you sign this sheet and return it to school. This form will be kept in your son's/daughter's discipline folder. This form will also be filed in your son(s)/daughter(s) cumulative folder at the end of the school year. Parents/guardians should take special note of the attendance and tardy sections of this Student Handbook as well as the suspension and expulsion provisions. Parents/Guardians that need more information on attendance, tardy, suspension and expulsion should refer to the St. Lucie County Code of Student Conduct which will also be available.

FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT OR THE PARENT(S)/GUARDIAN(S) OF THE STUDENT FROM RESPONSIBILITY FOR KNOWLEDGE OF THE CONTENTS OF THIS STUDENT HANDBOOK AND WILL NOT EXCUSE NON- COMPLIANCE BY THE STUDENT WITH THIS STUDENT HANDBOOK AND THE CODE OF STUDENT CONDUCT.

Student's Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Email Address

Date