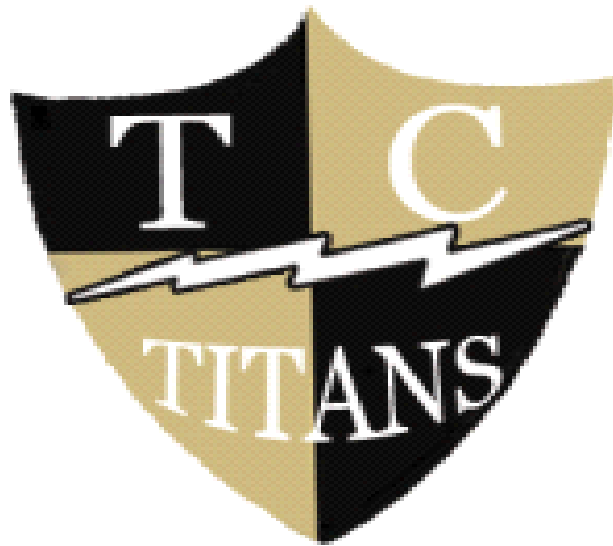


# TREASURE COAST HIGH SCHOOL



## STUDENT HANDBOOK

2013-2014

**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.**



*Established 2006*

*Home of the*  
**TITANS**

**Administration**

Mrs. Denise Rodriguez, Principal  
Mr. Eric Evans, Assistant Principal  
Mr. Eldrique Gardner, Assistant Principal  
Mrs. Nikki Poole, Assistant Principal  
Mr. Henry Sanabria, Assistant Principal

**1000 S.W. Darwin Blvd.  
Port St. Lucie, Florida 34953**

**722-807-4300**

**Fax: 772-807-4320**



## **Welcome to Treasure Coast High School!**

I am pleased that you have selected to attend Treasure Coast High School. The vision for this school is grounded in the belief that all students can be successful in high school when immersed in a caring, challenging, relevant learning environment.

The facility, organizational structure and curricular and extra-curricular opportunities available at TCHS have been thoughtfully researched and developed based on best practices, model schools and a passion for students. The faculty and staff have been selected due to their expertise and desire to help students succeed. It is our pledge that your education at TCHS will be personalized and you will feel a lifelong connection to Titan Territory. Student voices have been heard in the planning of our school as well and will continue to be a central focus for decision-making.

Please review the school and district policies and procedures. As a high school student, you are responsible for the content of this handbook as well as the District Code of Conduct. We know you will have a great year at Treasure Coast High School.

**Mrs. Denise Rodriguez,**

Principal

*"No significant learning occurs without significant relationships of mutual respect."*

*James P. Cormier*

**The mission of Treasure Coast High School is to ensure that all students are successful in high school and immersed in a caring, challenging, relevant learning environment.**

*At Treasure Coast High School*

*We Believe*

**Every student can learn; and every student will learn.**

It is our responsibility to ensure that students are provided with schoolwork and experiences in which they experience success and from which they learn those things of most value to them, to the community, and to the society at large.

All school activity will be focused on the creation and delivery of schoolwork and experiences from which they gain skills and develop understanding that will equip them to participate fully in an information-based, knowledge-work society.

Teachers are leaders. Principals are Leaders of Leaders.

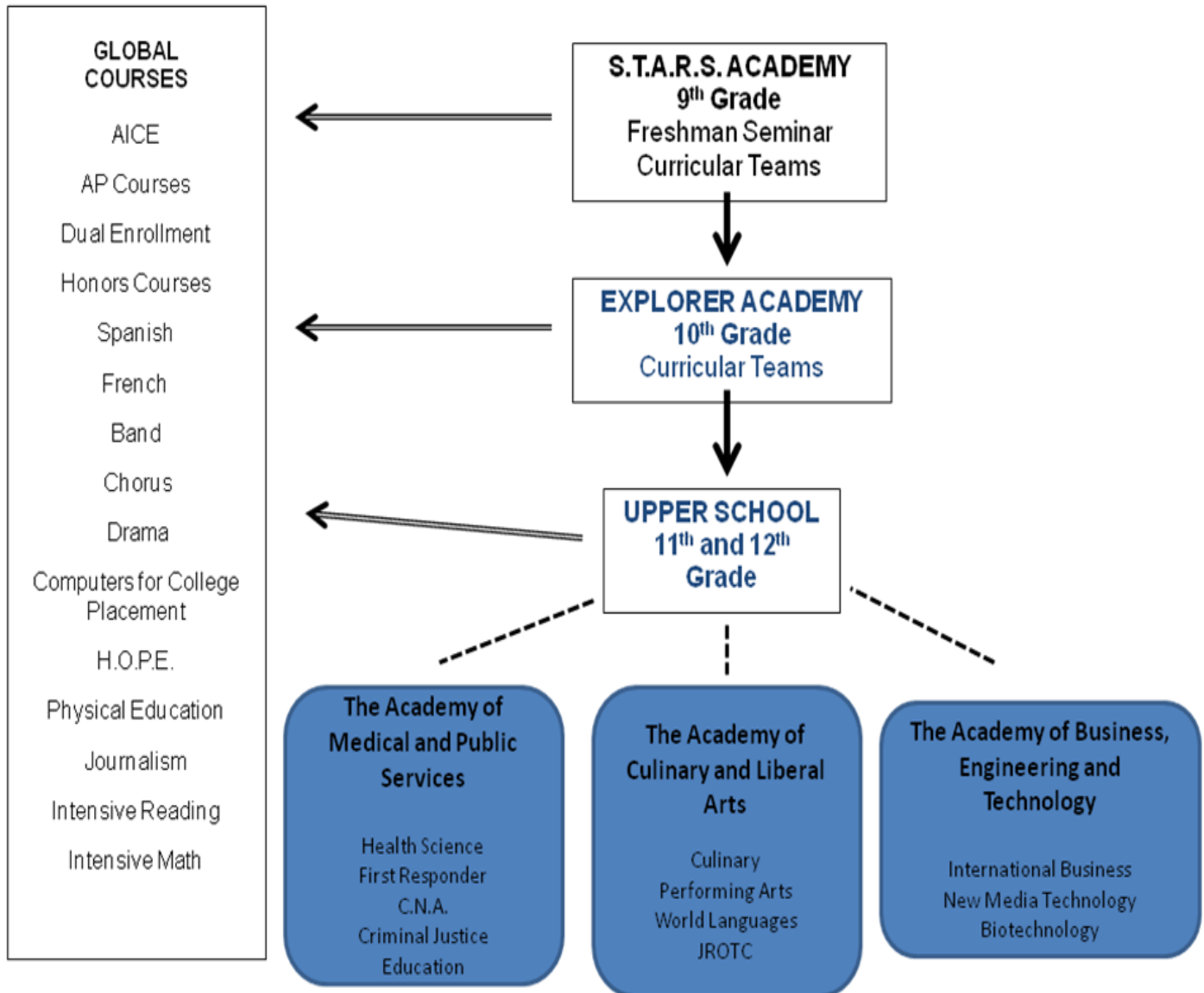
Every student counts in our hearts and in our classrooms. We value student voice.

Teachers and principals are accountable for results.

As an instructional leader, the Principal has an obligation to ensure working conditions that confirm the professional status of all educators and the importance of the tasks assigned to all who work in and around our school.

Continuous improvement, persistent innovation, and a commitment to continuing growth are expected of all. Failure is not an option.

## TCHS SMALLER LEARNING COMMUNITIES



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**The rules, policies and procedures outlined in this Titan Student Handbook provide an overview and are not meant to be inclusive. For further clarification, refer to the Student Progression Plan posted on the St. Lucie County Schools website and the Code of Student Conduct.**

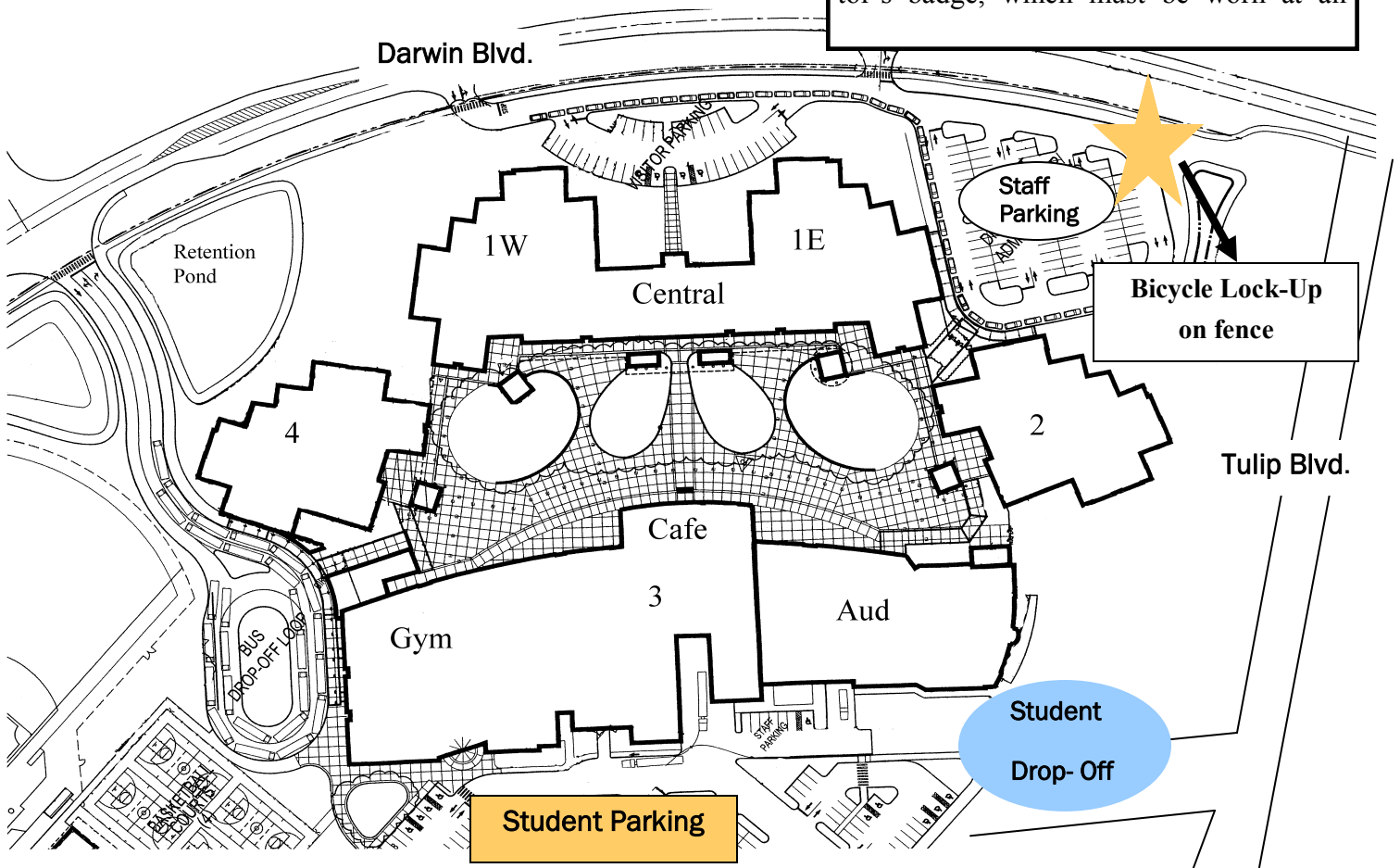
**<http://www.stlucie.k12.fl.us/index.aspx>**

**<http://www.stlucie.k12.fl.us/pdf/Public-Progression-Plan-0708.doc>**

# MAP AND LUNCH PRICES

## MAP OF TREASURE COAST HIGH SCHOOL

**VISITORS**  
 Upon arrival, visitors to TCHS are to report directly to the main office for a visitor's badge, which must be worn at all



LUNCH PRICES	
REGULAR Price Meals	REDUCED Price Meals
<u>Breakfast</u>	<u>Breakfast</u>
\$1.00	\$0.30
<u>Lunch</u>	<u>Lunch</u>
\$2.25	\$0.40
<p><i>Free and Reduced Lunch applications are available on the St. Lucie County School Board website            Applications are always available in the Cafeteria.</i></p> <p>Meal Prices are subject to change anytime throughout the year based on review and board approval.</p>	



## BELL SCHEDULE—REGULAR DAY

**\*\* Schedule will alternate days for  
the entire school year\*\***

Block		Time	Duration
BLACK DAY	GOLD DAY		
<b>1</b>	<b>2</b>	7:33 – 9:03 9:03 - 9:08	90 minutes 5 minute pass
<b>3</b>	<b>4</b>	9:08 - 10:38 10:38 - 10:43	90 minutes 5 minute pass
<b>LUNCH A</b>		10:43 - 11:13 11:13 - 11:18	30 minutes 5 minute pass
<b>5 A</b>		11:18 - 12:06 12:06 - 12:11	48 minutes 5 minute pass
<b>5 B</b>		10:43 - 11:31 11:31 - 11:36	48 minutes 5 minute pass
<b>LUNCH B</b>		11:36 - 12:06 12:06 - 12:11	30 minutes 5 minute pass
<b>7</b>	<b>6</b>	12:11 - 1:41	90 minutes

## BELL SCHEDULE—ADVISORY

Advisory schedule will be every Early dismissal Friday during 5th period.

Students will be assigned to a small group with a lead educator that serves as an advocate for student needs while teaching teamwork and cooperation skills. Students in grade 10-12 will also use this time to work on Culminating Project.

Block		Time	Duration
BLACK DAY	GOLD DAY		
1	2	7:33 - 8:26 8:26 - 8:31	53 minutes 5 minute pass
3	4	8:31 - 9:24 9:24 - 9:29	53 minutes 5 minute pass
LUNCH A		9:29 - 9:59 9:59 - 10:04	30 minutes 5 minute pass
5 A		10:04 - 10:43 10:43 - 10:48	39 minutes 5 minute pass
5 B		9:29 - 10:08 10:08 - 10:13	39 minutes 5 minute pass
LUNCH B		10:13 - 10:43 10:43 - 10:48	30 minutes 5 minute pass
7	6	10:48 - 11:41	53 minutes 5 minute pass

## BELL SCHEDULE—EARLY OUT



<b>Block</b>		<b>Time</b>	<b>Duration</b>
<b>BLACK DAY</b>	<b>GOLD DAY</b>		
<b>1</b>	<b>2</b>	7:33 - 8:26 8:26 - 8:31	53 minutes 5 minute pass
<b>3</b>	<b>4</b>	8:31 - 9:24 9:24 - 9:29	53 minutes 5 minute pass
<b>LUNCHA</b>		9:29 - 9:59 9:59 - 10:04	30 minutes 5 minute pass
<b>5 A</b>		10:04 - 10:43 10:43 - 10:48	39 minutes 5 minute pass
<b>5 B</b>		9:29 - 10:08 10:08 - 10:13	39 minutes 5 minute pass
<b>LUNCH B</b>		10:13 - 10:43 10:43 - 10:48	30 minutes 5 minute pass
<b>7</b>	<b>6</b>	10:48 - 11:41	53 minutes 5 minute pass

# IMPORTANT DATES

8/9-8/16	Pre School Week (Pre-Planning)
8/12	10-Month Employees Return to Work
8/19	Students Report
9/2	Labor Day - Holiday for All
9/13	Fall Holiday - Holiday for All
10/17	End of First Nine Weeks
11/8	Student Holiday - Professional Development Day
11/11	Veteran's Day - Holiday for All
11/27-11/29	Thanksgiving Break (12-Month Work 11/27)
12/23-01/02	Winter Break (12-Month Return 01/02)
1/2	12-Month Employees Return
1/3	Student Holiday - Teacher Work Day
1/6	Student Holiday - Professional Development Day
1/7	Students Return
1/8	End of Second Nine Weeks
1/20	Martin Luther King, Jr. - Holiday for All
2/17	Presidents Day Holiday (12-Month Work)
02/25-02/26	FCAT 2.0 Writing
3/21	End of Third Nine Weeks
03/24-03/28	Spring Break (12-Month Work)
3/31	Student Holiday - Teacher Work Day
4/18	Spring Holiday for All
4/22-5/7	FCAT
5/26	Memorial Day - Holiday for All
6/4	Last Day for Students
6/6	Last Day for 10-Month Employees
10/14-10/18	FTE Week
8/12	BLPT Choice - Return
9/12	Early Release Teacher Workday
10/18	Early Release Designated Record Keeping
11/7	Early Release Teacher Workday
12/19	Early Release Teacher Workday
12/20	Early Release Designated Record Keeping
1/17	Early Release Teacher Workday/Planning
2/21	Early Release Professional Development
3/21	Early Release Designated Record Keeping
4/17	Early Release Teacher Workday
6/3	Early Release Professional Development/Planning
6/4	Early Release Teacher Workday
6/6	Early Release Designated Record Keeping
6/6	BLPT Choice - Last Day

<p><b>July 13</b></p> <table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>August 13</b></p> <table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> 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## Treasure Coast High School 2013-2014 Calendar

RE-TAKE FCAT (Reading and Math) October 7-11, 2013

FCAT WRITES February 25-26, 2014

FCAT Reading April 22—May 7, 2014

EOC (Algebra, Biology  
Geometry and US History)  
April 28—May 23, 2014

<http://fcat.fldoe.org/fcatsmpl.asp>

**ACT INFORMATION**  
<http://www.actstudent.org>

TEST DATE	REGISTRATION DEADLINE	LATE FEE REQUIRED IF REGISTERING DURING THESE DATES
Test Date	Registration Deadline	(Late Fee Required)
September 21, 2013	August 23, 2013	August 24–September 6, 2013
October 26, 2013	September 27, 2013	September 28–October 11, 2013
December 14, 2013	November 8, 2013	November 9–22, 2013
February 8, 2014*	January 10, 2014	January 11–24, 2014
April 12, 2014	March 7, 2014	March 8–21, 2014
June 14, 2014	May 9, 2014	May 10–23, 2014

**SAT INFORMATION**

TEST DATE	TEST OFFERED	REGISTRATION DEADLINE (MUST BE POST MARKED/SUBMITTED BY DATE)	LATE REGISTRATION* (ADDITIONAL FEES)
October 5, 2013	SAT & Subject Tests	September 6, 2013	September 20, 2013
November 2, 2013	SAT & Subject Tests	October 3, 2013	October 18, 2013
December 7, 2013	SAT & Subject Tests	November 8, 2013	November 22, 2013
January 25, 2014	SAT & Subject Tests	December 27, 2013	January 10, 2014
March 8, 2014	SAT ONLY	February 7, 2014	February 21, 2014
May 3, 2014	SAT & Subject Tests	April 4, 2014	April 18, 2014
June 7, 2014	SAT & Subject Tests	May 9, 2014	May 23, 2014

**PERT/CPT INFORMATION (on campus)**

01/27/2014	02/20/2014
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<http://www.irsc.edu/admissions/assessmentservices/assessmentservices.aspx?>

<http://www.collegeboard.com/student/testing/psat/about.html>

**\*\* ALL 10th grade students will take the PSAT October 16, 2013.**

**\*\* JUNIORS need to take the Preliminary SAT® (PSAT) if they want to apply for the National Merit Scholarship.**

*For additional information about testing see Guidance.*

## WHERE TO GO ON CAMPUS

### FRONT OFFICE

#### **ATTENDANCE OFFICE:**

Permission to leave campus, admission to class/tardy to school, leave/receive messages, parent pick up during the school day, use of telephone (emergencies only).

#### **REGISTRAR'S OFFICE**

Request academic transcripts and review of grades and other student records.

#### **BOOKKEEPER'S OFFICE:**

Payment of fees for lost or damaged textbooks.

#### **DATA SPECIALIST'S OFFICE**

Report change in address or contact information.

#### **CLINIC:**

Report health problems or injury, health counseling, secure confidential information concerning health records, sign out of school because of illness or doctor's appointment, deposit **ALL** medications.

#### **CAREER CENTER and CAREER SPECIALIST**

Review job postings, review scholarship opportunities, acquire volunteer information.

### SMALL LEARNING COMMUNITY OFFICES

These offices include the Assistant Principal, Guidance Counselor, and Dean that serve the identified learning community.

#### **DEANS' OFFICE:**

Disciplinary action and related conferences; counseling for improved behavior; assistance with bullying or social issues.

#### **GUIDANCE COUNSELOR:**

Course counseling, information about available scholarships, transcripts, personal records and class ranking, request schedule changes, information on dual enrollment and post secondary education and personal/social counseling.

#### **SCHOOL RESOURCE OFFICER: Located in Building #4**

Report suspected criminal activity, technical information, classroom counseling presentations, report the loss of school and/or personal property.

# ACTIVITIES AND ATHLETICS

## ACTIVITIES AND EXTRACURRICULAR CLUBS

Membership in an organization is voluntary. Students taking part in activities at Treasure Coast High School assume responsibilities associated with these organizations. Whenever meetings and duties conflict with academic work, the student is responsible for contacting the teacher previous to the time of the activity and is responsible for the work missed. The St. Lucie School District Code of Conduct requirements and all school rules are enforced during extracurricular activities before/after school and on weekends, both on and off campus.

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

**Eligibility:** In order for a student to be scholastically eligible to participate in interscholastic athletic or non-athletic extracurricular activities the student must attain a 2.0 grade point average for the semester. A student absent from class or school for official school business (such as a band contest, athletic event, approved field trip) will be required to make-up the class work.

### **Procedure for Removal from club or activity:**

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

**Students participating in clubs or activities may not leave campus between school hours and the set club/activity meeting**

## GENERAL ATHLETIC REGULATIONS

**All athletic programs require a physical/waiver packet to be complete two weeks prior to participation.** The packet must be accompanied with a **\$50.00 processing fee before student can participate.** This is an annual fee and covers the participation in multiple sports. Upon completion of packet and payment of fee, an athletic pass will be presented to each student. This pass will allow student entrance to any regular scheduled event (except football and in-school events). Students are responsible for their passes and should report to the Athletic office any passes that are lost or stolen. Students cannot share passes for any reason.

**All forms can be obtained in the Athletic Office (beside the gym in Building #3)**

## ATHLETICS AND ANNOUNCEMENTS

Athletics is an integral part of the high school experience. We ensure that our athletes at Treasure Coast High School enjoy a healthy and positive experience in athletics.

- Academic work, conduct, and attendance must be satisfactory - Minimum 2.0 G.P.A.
- Athletes must be in attendance at school for a minimum of three periods, unless previously approved, on days of all practices and games.
- Athletes must abide by all of the rules and regulations as set up for the various sports by the FHSAA and by the coaching staff of each sport.
- Must be a registered student of Treasure Coast High School who has been assigned to attend this school by student assignment.
- Any student on the obligation list at the school must clear the obligation prior to participating on a school team.
- The limit of eligibility is four years. Each student has four years to participate in athletics from the day they first enroll in the ninth grade. In order to participate, all other requirements of eligibility must be met by the student-athlete and must be under 19 years 9 months of age.

*These athletic guidelines and regulations are general in nature and do not cover eligibility in its entirety.*

*For clarification & interpretations, please contact the **Athletic Office**.*

### **FHSAA Guidelines:**

Any ninth grader who loses eligibility during the first semester and then earns a 2.0 or higher grade point average for the second semester may be declared eligible at the beginning of the tenth grade. Eligibility will be restored to 10th graders who have earned a 2.0 during the second semester of the freshman year and who sign a contract of academic performance to maintain at least a 2.0 each semester. Student-athletes under this contract must raise their overall grade point average to a 2.0 by the 11th grade to remain eligible under this program. Academic Eligibility is based upon a cumulative grade point average of 2.0 or above since entering the ninth grade.

### **Conduct at School Sponsored Activities:**

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

## ANNOUNCEMENTS AND BULLETINS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are given during the morning broadcast, posted on the plasma TVs and read over intercom at the end of the day. Approval for student announcements must be received by administration 48 hours prior to the event. The appropriate Assistant Principal must approve announcements and posters that advertise school events. Students are also required to remove approved announcements or posters by the assigned expiration date. School Board Policy prohibits the production or distribution of petitions or other printed documents of any kind on school premises without specific approval of the Principal.



## ATTENDANCE POLICIES

Each absence will be listed as **unexcused**, unless an excused note from a parent/guardian or physician is submitted. **All excuse notes must be received in the Attendance Office no later than the third (3rd) day after an absence or the absence will be considered unexcused, despite the reason for the absence.**

<p><b>Excused Absences</b> - Absences are excused when an appropriate explanation is provided by the parent within <b>3-days of the student's return</b> or by the parent's physician, when the physician authorization threshold has been reached. The written explanation must include the dates of the absences which are sought to be excused and the reason for the absence. (F.S. 1003.26)</p>	<p><b>Unexcused Absences</b> - Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees. (F.S. 1003.26)</p>
<ul style="list-style-type: none"> <li>• Illness of the student</li> <li>• Major illness in the student's immediate family</li> <li>• Medical appointment of the student</li> <li>• Death of family member or friend</li> <li>• Required Court Appearance</li> <li>• Religious holiday of the student or student's family's faith</li> <li>• Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required</li> <li>• Major disaster that justifies the absence that has been approved by the principal</li> <li>• Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester</li> <li>• Missing the school bus if the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route</li> <li>• Other planned absences approved in advance by the principal</li> <li>• Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. <u>The principal can excuse vacation travel that exceeds the threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.</u> Absences for this reason <b>cannot exceed 5 days annually</b>. Schools have the authority to withdraw students whose absences for this reason exceed this provision. Such students will be withdrawn for non-attendance.</li> <li>• Out of school suspensions</li> </ul>	<ul style="list-style-type: none"> <li>• Truancy</li> <li>• 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. Absences for this reason cannot exceed 5-days annually and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision. Such students will be withdrawn for non-attendance.</li> <li>• Take Your Son or Daughter to Work Day</li> <li>• Failure to provide an explanation of the absence to the school within 3 days of the student's return to school. Student Services staff can, after investigation advise the school to excuse absence documentation received after the expiration of the 3 day period. Physician explanations received after the 3 day period will also authorize the school to excuse the absence(s).</li> <li>• Failure to provide a Physician's Authorization when required</li> <li>• Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late</li> <li>• Immunization non-compliance</li> <li>• Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2-days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office /clinic will not be counted as "in-attendance" and will have the absence unexcused</li> </ul>

## ATTENDANCE—SUPPORT TEAM

Students having chronic illnesses that create excessive absences must submit medical documentation to the clinic at the beginning of each school year or at the time of illness. Absence patterns without prior medical documentation may be the basis for rejection of any attendance appeal.

### Reporting attendance cases to Problem Solving Team (PST)/Attendance Committee

If a student has accumulated at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's teacher or any staff with knowledge of the student's attendance shall report the case to the PST or attendance committee. The school social worker shall participate in the meeting. The team or committee will determine if early patterns of truancy are developing. If a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify remedies.

The team or committee shall implement any interventions that best address the problem. The interventions may include, but are not limited to

- ⇒ Frequent communication between school and the family
- ⇒ Mentoring
- ⇒ Counseling
- ⇒ Evaluation for Alternative Education Programs
- ⇒ Attendance Contracts
- ⇒ Referral to Other Agencies for Services

Other interventions, including but not limited to a truancy petition .

If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, or the superintendent or his or her designee may refer the case to the case staffing committee pursuant to (F.S. 984.12), and the superintendent or his or her designee may file a truancy petition pursuant to (F.S. 984.151).

**An automated phone call will be placed on a daily basis notifying parents of missed classes.**

**A written notice will be sent home after the 5th unexcused day and 10th unexcused day.**

Students who accumulate fifteen (15) unexcused absences in a period of ninety (90) calendar days will be reported to the Department of Highway Safety and Motor Vehicles. These students may have their driving privilege de-

### Attendance Referrals to Student Services:

Referrals to the Department of Student Services must be made prior to or upon the 10<sup>th</sup> unexcused absence in any 90-day period. Schools will provide to the Department of Student Services documentation of their efforts to contact the parent and resolve the truancy issue.

### Homebound Students:

Students who will be out of school a minimum of three (3) weeks due to illness will be provided a Homebound Teacher upon approval. This service will be provided based on a physician's statement in writing. Parents/Guardians should contact the appropriate Guidance Counselor to review procedures and required documentation to initiate services.

## ATTENDANCE—MAKE UP WORK AND TARDIES

### Class Attendance:

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 will be initiated by the teacher.

### MAKE UP WORK

**While it is possible to make up written assignments due to absences, the actual classroom experience can never be duplicated. Therefore, students should conscientiously establish good attendance patterns. When absences occur, the following shall govern the make up of work.**

- 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 whose work is turned in after the end of the grading period for quarters one through three, will receive an “I” or incomplete. If the work is turned in on-time, the student will receive the grade for the work.
- Incomplete grades become “F” or “0”, if not replaced with the grade for the makeup work that was turned in on time.
- Students will take announced tests on first day of return to school. Student will be allowed **2 days to prepare for tests assigned during the absence.**

### 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.
- Makeup work for **unexcused absences (U) will receive a maximum grade of 59%.**
- Upon student’s request, the teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments.

*It is required that all makeup work, regardless of the number of days absent, be submitted prior to the end of any grading period.*

**All students out of class during the school day must have the hall pass with a signature from the assigned teacher. No students should be out of class during the first or last 10 minutes of class. No passes will be written during Advisory period.**

# TARDIES AND REGISTRATION

## TARDIES

If a student is late to class, the teacher will accept the student into class and mark the student “tardy” to class. If a student has a pass excusing the tardy, the student needs to give the pass to the teachers upon entrance into class. Teachers will notify students each time that their tardiness is unexcused, and a discipline referral will be generated by SLC office staff for students with **four or more** unexcused tardies accumulated from any class. Students with **four or more** unexcused tardies per nine weeks will be assigned a discipline consequence as prescribed by the progressive discipline options available to the dean.

Failure to serve a detention will result in additional discipline consequences as prescribed by the dean. A tardy sweep policy may be implemented if needed. Tardy sweeps result in an immediate lunch detention or after school detention.

## REQUIREMENTS FOR REGISTRATION

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

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

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

Treasure Coast High School serves students residing in the Red Zone. Only students residing in this attendance zone are permitted to attend Treasure Coast High School. Any student whose legal residence changes from Treasure Coast High School’s attendance zone to that of another school zone during the school year must contact the office of the Registrar.

### **Address Change:**

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

### **Immunizations:**

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

### **Physical Examinations:**

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

# RELEASE OF STUDENTS, BUS CONDUCT AND CLINIC

## RELEASE OF STUDENTS

Treasure Coast High School has a closed campus. Students who ride a school bus are considered to be on campus as soon as they step off the bus. After arriving on campus, a student may not leave the campus until after her/his last class.

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

- ⇒ Students are to be checked out through the Attendance Office, where they will be issued an off-campus pass. Medical appointments must be documented and verified with the medical practitioner's office.
- ⇒ Early dismissal will be granted upon the Attendance Clerk's receipt of a written request from the parent/guardian for an excused absence 24 hours in advance. Parents will be called if deemed necessary to verify the note.
- ⇒ Students must be picked up by their parent/guardian or authorized by parent to drive themselves. Students will not be allowed to leave with other students.

## BUS CONDUCT AND PROCEDURES

**ONLY students riding the bus home are allowed to wait in the bus-loading zone.**

To ensure safety, students riding buses are expected to cooperate with the bus drivers and the adults on bus duty when loading and unloading. Students must stand on the sidewalk until buses have stopped. While riding the school bus, students are expected to follow the rules posted in each bus, and to abide by school standards for good citizenship. Students must adhere to the district electronic use policy when riding the bus.

Special permission is required for students to ride a bus other than their assigned bus. **The parent or guardian must send a written note explaining the reason for such a request to the SLC Office in Building #4 by the end of the first period.** The school must be able to contact the parent to verify the authenticity of the note, and the reason for riding another bus must be of an emergency nature. The capacity on the bus will be a factor in determining permission to ride.

### Lost and Found

A lost and found section for all articles is located in the Clinic. If items are not claimed by the last day of school, all items will be donated to a local charity.

## CLINIC

The clinic is for first aid and emergencies only. **Students are required to have a pass in order to report to the clinic.**

The Health Aide is authorized to administer medication (excluding injections) to students during school hours, in strict compliance with School Board Policy and Florida Statutes. Parents/guardians are required to complete a form signed by the caregiver overseeing student's medical needs, prior to the Health Aide administering medication. Students receiving medication must give all medicines (in original container with prescription information/label) to the Health Aide upon arrival to school.

**No other medications are allowed on campus. Students found in possession of unauthorized medicine will receive a discipline referral and appropriate consequence.**

## GUIDANCE AND GRADING POLICY

Permission to go home must be given by the administration and by the parent. Parents must provide transportation home. Fellow students may not provide such transportation.

Every effort will be made to contact the parent or guardian if school officials deem it necessary to call an ambulance. The call to 911 will be made prior to parent notification. Parents/guardians will have to assume the financial responsibility.

### GUIDANCE and COUNSELING

All student requests for class changes will be made through the assigned SLC Office beginning on the **second day of each semester**. A *Request for Schedule Change* form must be completed and submitted not later than **four (4) days** following the beginning of the semester.

Counseling services are provided through Guidance Counselors in a strictly confidential manner. This service is provided upon request or need for both individuals and groups. A student may request a conference with a counselor by filling out a request form which can be obtained from their assigned Small Learning Community (SLC) Office Suite during class changes, lunch, before or after school.

Our goal is to ensure that each student is appropriately scheduled for classes she/he needs in order to meet all the requirements for graduation. Student schedules will only be changed if a teacher makes a recommendation for an ability level change in class placement or if a parent makes an application for a change and the requested change meets all criteria. Schedule changes cannot be made to accommodate requests for specific teachers or for students to be with friends.

#### Make-Up Credits:

There are options available to students for credit recovery. Guidance Counselors are available to review options to make up credits using Florida Virtual School and Adult High School at Indian River State College (IRSC).

Guidance Counselors will be able to review upper level course options and help facilitate enrollment in Dual Enrollment classes at IRSC. If a student attempts a class at IRSC for Dual Enrollment and does not pass, it will be at the student's expense to make up the class.

#### Parent-Teacher Conferences:

Parent-teacher conferences may be arranged by contacting the Guidance Counselor or the appropriate SLC clerk. We encourage parents to contact teachers with academic concerns involving their child. E-mail is a very good way of communication between teacher and parent. Please allow *24 hours notice* to arrange for a meeting with the teachers.

### GRADING PROCEDURES

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

## GRADING PROCEDURES

Grades are based on a percentage value. According to this system grades are averaged and converted into letter grades equivalent to the corresponding letter values.

Each teacher should have a minimum of nine (9) major grades per grading period to obtain the quarter mathematical average.

<u>GRADE</u>	<u>PERCENT</u>	<u>GRADE POINT AVERAGE</u>	<u>DEFINITION</u>
A	90-100	4	outstanding progress
B	80-89	3	above average progress
C	70-79	2	average progress
D	60-69	1	lowest acceptable progress

Final comprehensive examinations shall be required for all courses; only the Principal may waive the requirements for justifiable academic reasons.

Teachers are required to provide in written notice of pending failure of a class giving parents sufficient time to meet with teachers.

### Grades Once Recorded:

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

### Calculation of High School Grades

#### Full Year

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

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

#### Term 1 / Term 2 Only

1st 9 weeks	= 40%
2nd 9 weeks	= 40%
semester exam	= 20%

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



## HONOR ROLL AND BENCHMARK TESTING

### Honor Roll

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

Students receiving a failing grade in any course will not participate in recognition ceremonies.

### Honors Driver Education Insurance:

Form provided by the student's private insurance carrier can be completed by the guidance counselor.

For graduation ceremonies honors calculations will be based on the weighted GPA at the end of the 1<sup>st</sup> semester.

High Honor	3.8 – 4.0
Honors	3.0 – 3.79

## BENCHMARK TESTING

Benchmark tests are given in core content subject areas four times per year. Benchmark tests allow teachers to measure student progress toward quarterly goals and refine instruction to increase student achievement. Points will be awarded to final quarter grades based on results of testing.

### 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 Administer'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 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.

See accommodations outlined in Appendix I.



# STUDENT BEHAVIOR STANDARDS

## STUDENT BEHAVIOR STANDARDS

### Philosophy

Our goal at Treasure Coast High School 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. Each student will be given a copy of the Student Code of Conduct to review.

### 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 Treasure Coast High School. 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.

## CONSEQUENCES

### After School Detention:

After School detention is a possible consequence for students who choose to neglect school rules. Students are to leave campus immediately following the end of detention. Parents and students will be notified 24 hours in advance of detention being assigned to arrange transportation. Transportation home from after-school detention is a family responsibility. There is no bus transportation provided for serving after-school detention. A missed detention will result in additional discipline consequences.

### Behavior Intervention Class:

Behavior Intervention Class (BIC) is a possible consequence for students who choose to neglect school rules. BIC provides an alternative to suspension that will allow 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.

### Out of School Suspension:

Out of School Suspension (OSS) is a possible consequence for more severe student behavior or repeated patterns of behavior. Parents will be notified via telephone contact and written notice of the infraction and length of suspension. Students that attend Project Rock and file the appropriate paperwork with the Attendance clerk will have the OSS days changed to excused absences.

### Work Detail:

Work detail may be a possible consequence for students not complying with school expectations. This work detail will be scheduled before, during or after lunch. Work detail is always monitored by staff. Failure to complete the work detail may result in a suspension from school.

## GENERAL RULES AND DRESS CODE

### Electronic Devices/Unauthorized Items

*ALL electronic devices, hats, sunglasses or unauthorized items seen on campus will be confiscated and kept in the Front office until a parent/guardian or person from contact list can come in person to pick up the item. Items may only be picked up between 1:55pm and 2:25pm*

- ⇒ Students are not permitted to bring playing cards, beepers, IPODS, CD players, DVD players, electronic games and other such items/accessories to school.
- ⇒ Student cell phones and messaging devices are not to be seen and must be turned off upon entering campus until dismissal.

### Lunch and Cafeteria Policies:

**No food deliveries of any kind are to be made during school hours; this includes students that have Senior Privilege or arrive late to school.**

#### Additional Rules:

- 1) Students may not eat or drink in the classroom.
- 2) Public displays of affection will not be tolerated

Students will be issued an identification number for use in the cafeteria. Students who wish to apply for free or reduced lunches can complete an application on-line. The Cafeteria manager is available during lunches to assist students. *Violation of Cafeteria policies can result in a loss of snacks and/or detention.* Students observed skipping in line will have discipline consequences.

- Students should respect each other in line and while selecting seating options.
- Trash needs to be deposited in the proper receptacles.
- During the lunch period, students must remain on campus.
- Students will not be allowed to apply credit or charge for meals.
- Students must remain in supervised areas during lunch period.
- Students are not permitted on the stairs, 2<sup>nd</sup> floor (except to go to the Media Center) or in the bus loop.

Skateboards are not permitted on campus. Skateboards should not be used as form of transportation to school. Skateboards will be confiscated, and parent/guardian or person from student contact list will have to pick up.

### DRESS CODE

The school administration/designee shall be the final judge of wearing apparel/accessories. They will determine whether or not such is appropriate, disruptive, offensive, distracting, or in violation of health and safety rules. No clothing/accessories are permitted that promote drugs, tobacco, alcohol or violence. The following school dress code is in compliance with the District minimum standard.

## ACCEPTABLE DRESS CODE FOR STUDENTS (see appendix for updates)

### All students may wear:

- Collared shirts/collared blouses with sleeves; tucked-in and not see-through.
- Multiple shirts must all be tucked in.
- Shirts/blouses must have sleeves with necklines that do not reveal cleavage.
- Belts worn in pant/skirt loops at all times. Belts are required if pants have loops and must be visible.
- Pants worn above hip-bone.
- Dresses/shorts/skirts must be at knee length including slit.
- Clothing that does not reveal underwear.
- Jewelry that does not create safety concerns.
- Dress shoes, tennis shoes, boots or sandals with backs only. String cannot not be considered a back to strap. Shoes must be tied at all times.
- Jackets and/or sweatshirts with a hood (no obscene graphics).
- Turtle necks

Teachers may designate certain days for Professional Dress. The Professional Dress must adhere to school dress code standards, with the exception to scrubs worn by Medical Academy students and JROTC uniforms.

### Consequences for Dress Code Violations

*If the violation cannot be fixed, the student will have to complete work in BIC.*

**First Offense:** Student receives a written warning and are asked to call home to fix the problem with his/her attire.

**Second Offense:** Student calls home to fix the problem with his/her attire, receives a discipline referral and after school detention.

**Third Offense:** Student will review expectations in the Behavior Intervention Class with increasing consequences after that.

### All students may NOT wear: (Additional Clarification)

- Pants that are frayed, torn, or cut or include chains, even if pants or leggings are worn under pants to cover existing hole.
- Hats, bandanas, curlers, wave cap or sunglasses.
- Biking, “soffee”, running shorts, nylon athletic shorts. (No elastic waistband)
- T-Shirts or tank tops over collared shirts.
- Leggings under a skirt or dress that does not meet min. length.
- Shorts or pants with writing on the backside
- Jogging suits or sweat pants.
- Slippers or beach shoes.
- Jewelry that is considered unsafe. (ex. brass knuckle type rings, studded belts, chains on pants).
- Belts that are not store bought. (ex. shoe laces or paper clips).
- Collared jackets or vest over a t-shirt or tank top may not substitute for collared shirt.

### SPiRiT FRiDAY

#### The following items can be worn.

- School sponsored t-shirt (**unaltered**)
- School sponsored scrubs

\*\* No solid color T-shirts permitted without school logo.

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Inappropriate Dress

Each student is responsible for displaying respect for self and others through appropriate dress that maintains an orderly learning environment. Each student is prohibited from, while on school grounds during the regular school day, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. A student who violates this dress policy will be subject to the following progressive disciplinary actions:

1. For a first offense, the student shall receive a verbal warning, and the principal shall call the student's parent or guardian.
2. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of up to 5 days, and the principal shall meet with the student's parent or guardian.
3. For a third or subsequent offense, a student shall receive an in-school suspension for a period not to exceed 3 days, is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the principal shall call the student's parent or guardian and send a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities to the parent or guardian.

# **FIRE DRILL, FUNDRAISERS, INSURANCE AND MEDIA CENTER**

## **FIRE DRILL REGULATIONS**

Fire drills are conducted periodically to practice evacuating the buildings should it become necessary to do so during an actual emergency situation.

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

- Walk out of the building quickly and in an orderly fashion.
- Move clear of the buildings once outside.
- Do not return to the buildings once outside until the alarm sounds or you are notified by a teacher or administrator.
- **Students are not permitted to utilize cell phones during drill.**

For easy reference and in accordance with School Board Policy, a fire drill procedure chart and diagram is posted in each room. Other emergency drills will be conducted throughout the school year and students are to comply with teacher or staff directions in an orderly fashion.

## **FUND RAISERS**

All fund raising activities must be approved by an administrator and placed on the Activities Calendar. The sale of any items on campus for personal profit is prohibited and will lead to a discipline referral. All fundraising activities must include sales or service. All advertising for fundraisers must be approved by administration. Seniors may not conduct fundraisers on campus as part of their Culminating Project.

## **INSURANCE**

Student insurance is offered to students during the first two weeks of school from the homeroom teacher. Those who wish to purchase school insurance after the deadline may secure forms from the Registrar in the front office.

## **MEDIA CENTER**

The media center is open before school, after school and during lunch periods for students' quiet study or leisure reading. Media Center hours will be posted. The Media Center will also be where students will receive textbooks.

### **Individual Student Work:**

Students must have a pass signed by their teachers to enter the media center during class periods. All students must have current TCHS student ID cards with access to use the Internet for research. Students must have current TCHS student ID cards to check out library materials. Students who owe overdue fines or have overdue books are prohibited from checking out books or materials.

### **Student Internet Acceptable Use Forms:**

All Internet applications for students should be sent to the Media Center. The Internet applications are necessary to produce the Student ID cards and for internet access. Forms will be dispensed when students are issued their textbooks.

# TEXTBOOKS AND PARKING

## TEXTBOOKS

Textbooks are issued to students and teachers by the Media Center. Textbooks are issued to students during the first two weeks of school. Students entering later in the school year will be sent to the Media Center for their textbooks and ID cards. Students are required to return their textbooks when their courses are completed.

### **Students are responsible for the books issued to them.**

Books are issued by the Media Center and must be returned upon completion of the course or withdrawal from the class. Responsibility for textbooks rests with the student to whom the book is issued. Students will be placed on an obligation list until all textbooks and books are returned. Students will not be able to participate in school sponsored activities until all obligations are cleared. Seniors will not receive their cap and gown or be allowed to attend the graduation ceremony, if obligations have not been cleared.

Charges will be assessed for lost or damaged books. If the textbook has been lost and the student paid for it and she/he later found the book at a later date, she/he can return the receipt and lost book to the bookkeeper for a refund. The media center staff will have judgment in evaluating wear or condition of the book. Payment will be made to the bookkeeper.

## PARKING LOT RULES AND REGULATIONS

**Parking decals and parking assignment will be issued by the 1 West SLC office. Each decal will be \$20.00 and proof of insurance and valid license is necessary.** Staff will be available before school, during the lunch periods, or after school.

*Students are not to return to the parking lot once they enter the campus, unless they have received authorization from an administrator.*

- Seniors and students enrolled in work experience and/or dual enrollment courses will be awarded parking privileges first.
- Students will not be allowed to bring cars on the campus without a parking decal. Decals must be openly displayed on the **interior of the windshield on the bottom left corner**. Cars on campus without decals after the 3<sup>rd</sup> week of school will be towed at the owners' expense.
- Students may park their vehicles on school property only in areas designated for student parking. If a car is parked in the student's assigned spot, students are to park in spots #450—#454. The student is to alert staff in the 1 West office immediately.
- The standard rules for the proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles will be denied the privilege of parking on campus and may have discipline consequences. Students are not to cut across open parking spots or use excessive speed.

## **PARKING AND PERSONAL PROPERTY**

- The student parking area is located on the southeast lot behind Building # 3. There will be **NO** student parking in the faculty parking lot or in the front parking area. Students who violate this parking policy will receive disciplinary consequences and may lose parking privileges.
- Once cars are on campus they will remain in the parking lot until the end of the day. Exceptions will be made for identified students only.
- Students arriving after 7:00am, will receive a formal warning for tardiness and may lose their driving privilege, along with their parking permit.
- Students must immediately exit their vehicle upon arrival and report to a supervised area on campus.
- Students that have after school events or activities and are assigned to parking spots on the band practice area, must move their vehicle by 2:15pm.

### **PERSONAL PROPERTY**

The school is not responsible for the damage to or theft of personal property. This includes vehicles parked in the student parking lot, bicycles, property kept in gym lockers, cell phones or other electronic devices. Students are encouraged to leave valuable property at home. **It is the student's responsibility to secure items in a locked locker during P.E classes.**

**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



## NOTICE OF RIGHTS—CONTINUED

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

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

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

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

\* \* \*

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

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

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

\* \* \*

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.

# NOTICE OF PROTECTION OF PUPIL

## 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.

## **NOTICE OF PROTECTION OF PUPIL—CONTINUED**

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**

**TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES****PRESENTATION:****(1) VISUAL ACCOMMODATIONS**

- (a) Regular print versions of the test may be enlarged through mechanical or electronic means.
- (b) The district test coordinator may request large print version
- (c) Braille versions may be requested for students who use Braille materials. Some test items may be altered in format for Braille versions of the test as authorized by the Department. Test items that have no application for the Braille reader will be deleted as authorized by the Department. Student performance standards that cannot be assessed in 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.

## APPENDIX 1—CONTINUED

### 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.

### 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.

**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*)

**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.

## 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 guidelines 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.

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

**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.

**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.

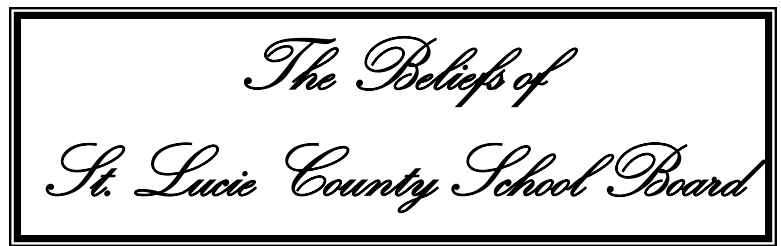
All district employees have the absolute right to a safe, trusting, and drug-free environment.

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.

We exercise flexibility and we encourage innovation in pursuit of our goals.



**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.

**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.

**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.



**St. Lucie County School Board**

Mrs. Kathryn Hensley  
Deborah Johnson Hawley, Chairman  
Mrs. Carol A. Hilson  
Mr. Troy Ingersoll  
Donna Mills, Vice Chairman

**Deputy Superintendent**

Genelle Yost