

TREASURE COAST HIGH SCHOOL



STUDENT HANDBOOK

2020-2021

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.



Established 2006

Home of the
TITANS

Administration

Mr. Todd Smith, Principal

Mrs. Jean Emerson Assistant Principal

Mr. Jason Monroe Assistant Principal

Mr. Alex Oge, Assistant Principal

Ms. Regina Roberts, Assistant Principal

**1000 S.W. Darwin Blvd.
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**722-807-4300
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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.

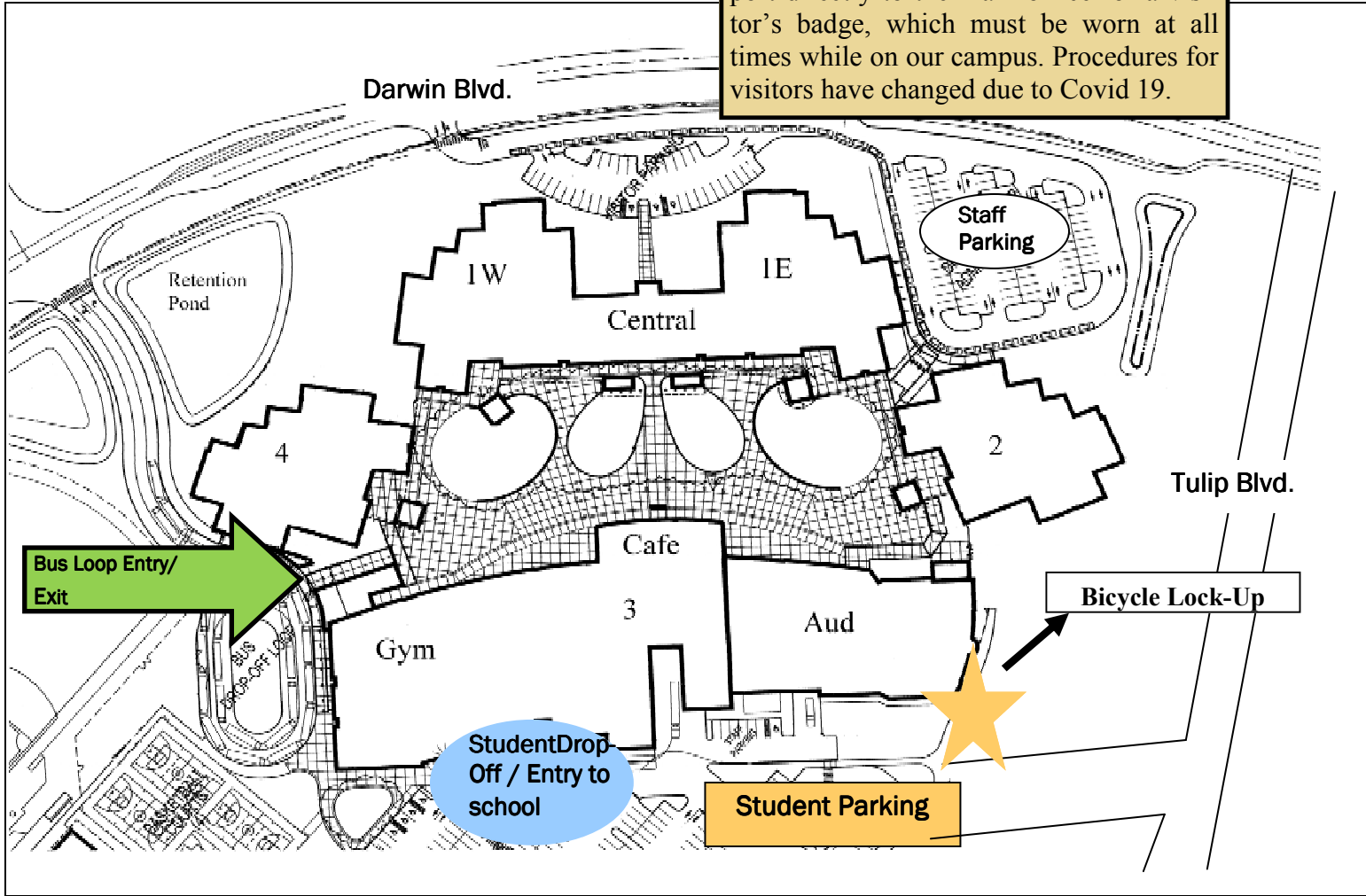
As an instructional leader, the Principal has an obligation to ensure working conditions that confirm the professional status of all educators and the importance of the tasks assigned to all who work in and around our school.

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

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 times while on our campus. Procedures for visitors have changed due to Covid 19.



LUNCH BREAKFAST PRICES

REGULAR Price Meals	REDUCED Price Meals
<u>Breakfast</u>	<u>Breakfast</u>
Free	Free
<u>Lunch</u>	<u>Lunch</u>
Free	Free

All St. Lucie Public School students will receive meals at no cost for both breakfast and lunch for the 2020-2021 school year. Meals will be served according to USDA guidelines so that both students and staff remain safe. Specific meal service procedures are located on our district website at www.stlucieschools.org under the parent/student tab."

Meal Prices are subject to change anytime throughout the year based on review and board approval

BELL SCHEDULE—REGULAR DAY

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

Description	Periods	Time	Minutes
Advisory/SEL		7:15-7:33	18
1 st Block	1 st or 2 nd	7:33-9:03	90
2 nd Block	3 rd or 4 th	9:08-10:38	90
3 rd Block "A"		A - Lunch (10:38-11:08)	30
		11:13-12:45	92
3 rd Block "B"	5 th or 6 th	10:43-11:27	44
		B - Lunch (11:27-11:57)	30
		12:01-12:45	44
3 rd Block "C"		10:43-12:15	92
		C - Lunch (12:15-12:45)	30
4 th Block	7 th	12:50-1:41	51

Students are expected to leave campus immediately after school ends unless they have been notified to remain for disciplinary action. All student athletes and club members MUST be under immediate supervision of coach or sponsor

BELL SCHEDULE—EARLY OUT



Description	Periods	Time	Minutes
Advisory/SEL		7:15-7:33	18
1 st Block	1 st or 2 nd	7:33-8:23	50
2 nd Block	3 rd or 4 th	8:28-9:11	50
3 rd Block "A"		A - Lunch (9:11-9:41)	30
		Class 9:46-10:53	67
3 rd Block "B"	5 th or 6 th	Class 9:16-9:51	35
		B - Lunch (9:51-10:21)	30
		Class 10:25-10:53	35
3 rd Block "C"		Class 9:16-10:23	65
		C - Lunch (10:23-10:53)	30
4 th Block	7 th	10:58-11:41	43

WHERE TO GO ON CAMPUS

FRONT OFFICE

ATTENDANCE OFFICE:

Permission to leave campus, admission to class/tardy to school, 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.

SMALL LEARNING COMMUNITY OFFICES

These offices include the Assistant Principal and School Counselors that serve the identified learning community.

DEANS' OFFICE:

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

SCHOOL 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 Buildings #2 and #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

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

extracurricular/co-curricular program or activity.

All athletic programs require a physical/waiver packet to be complete two weeks prior to participation. There is a **\$100.00 insurance/liability due fee before student can play.** 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 (Building #3).

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

ATHLETICS AND ANNOUNCEMENTS

- A student may be readmitted to participation in the extracurricular/co-curricula program or activity at any time upon the recommendation of the teacher/sponsor with the final decision by the principal.

GENERAL ATHLETIC REGULATIONS

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.
- Participation in athletics is a privilege. Please note, the principal or designee has the discretion to withdraw a student's eligibility at any time due to unbecoming behavior occurring on or off campus.
- 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

ATTENDANCE

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

<p>Excused Absences - Absences are excused when an appropriate explanation is provided by the parent within 3-days of the student's return or by the parent's physician, when the physician authorization threshold has been reached. The written explanation must include the name of student, student ID number, dates of the absences which are sought to be excused, and the reason for the absence. (F.S. 1003.26).</p>	<p>Unexcused Absences - 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"> • Illness of the student • Major illness in the student's immediate family • Medical appointment of the student • Death of family member or friend • Required Court Appearance • Religious holiday of the student or student's family's faith • Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required • Major disaster that justifies the absence that has been approved by the principal • Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester • 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 • Other planned absences approved in advance by the principal • 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 cannot exceed 5 days annually. Schools have the authority to withdraw students whose absences for this reason exceed this provision. Such students will be withdrawn for non-attendance. • Out of school suspensions 	<ul style="list-style-type: none"> • Truancy • 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. • Take Your Son or Daughter to Work Day • 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). • Failure to provide a Physician's Authorization when required • Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late • Immunization non-compliance • 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

ATTENDANCE—SUPPORT TEAM

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.

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

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.** Parents may email absent notes to Diane.evans@stlucieschools.org

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.

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.

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

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-

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.

If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance,

ATTENDANCE—MAKE UP WORK AND TARDIES

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).

Attendance Referrals to Student Services:

Referrals to the Department of Student Services must be made prior to or upon the 10th 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.

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

**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.***

REGISTRATION

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.**

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

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

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:

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

RELEASE OF STUDENTS, BUS CONDUCT AND CLINIC

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

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.

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.

GUIDANCE AND GRADING POLICY

⇒ 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.

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.

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 2 (9th grade academy) 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.

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.

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

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

GRADING PROCEDURES

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

<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

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 teachers with academic concerns involving their mail is a very good way of communication teacher and parent. Please allow *24 hours notice* arrange for a meeting with the teachers.

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

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GRADING PROCEDURES

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

**** 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".**

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HONOR ROLL AND BENCHMARK TESTING

Grades are to this converted

Each (9) major quarter

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%

Term 1 / Term 2 Only

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

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.

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

teacher should have a minimum of nine grades per grading period to obtain the mathematical average.

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

High Honor	3.8 – 4.0
Honors	3.50– 3.79

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.

Honors Driver Education Insurance:

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

Progress Monitoring

Benchmark tests are given in core content subject areas three 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 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 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.

GENERAL RULES, TARDY AND DRESS CODE

STUDENT BEHAVIOR STANDARDS

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

Lunch Detention

Lunch detention is a possible consequence for students that choose to neglect school rules. Students assigned to lunch detention will report immediately to the detention (adjacent to the cafeteria) for the first 15 minutes of their assigned lunch break. Students will then be permitted to have lunch before the start of the next class

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.

2019-2020 TREASURE COAST HIGH SCHOOL DRESS CODE

Saturday School

All Students MUST:

Be covered from shoulders to knees. This includes any pants that have rips or frays. Clothing with any holes or tears above the knee must not show skin and must be covered by fabric.

Dress code violation consequences:

1st—Verbal Warning, BIR written

2nd—BIC until fixed, lunch detention, level 1 referral

3rd—BIC until fixed, 60 minute after school detention, parent contact, level 1 referral

4th—BIC until fixed, 60 minute after school detention, parent contact, level 1 referral

5th—BIC until fixed, 90 minute after school detention, parent contact, level 2 referral

6th—BIC until fixed, Saturday school, parent contact, level 2 referral

7th—BIC until fixed, out of school suspension, parent contact, level 3 referral



Students are not permitted to wear:

- ◇ Sunglasses or any head covering including, but not limited to hats, bandanas, wave caps, hair nets, or shower caps.
- ◇ Flags of any nationality or belief in student's possession are not permitted on campus or at any school event.
- ◇ Biking shorts, running shorts, leggings, jeggings, flared leggings, yoga pants, or pajamas; Clothing with writing below the waistline
- ◇ Backless shoes, slides, house shoes, or slippers; Jewelry considered unsafe (brass knuckle type rings, studded belts, chains on pants, etc.)
- ◇ Sheer (see-through) fabrics ; Undergarments must not be visible or outlined (through both loose or form- fitted clothing)
- ◇ Sleeveless shirts, tank or camisole tops or shirts that expose the midriff or cleavage, or shirts with cutouts
- ◇ Clothing that is offensive, promotes violence, alcohol, tobacco, drugs or has the potential to compromise campus safety
- ◇ Earbuds or headphones during the school day except for lunch times

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.

SPirit FRIDAY

The following items can be worn.

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

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

FIRE DRILL, FUNDRAISERS, INSURANCE AND MEDIA CENTER

Saturday School may be a possible consequence for students not complying with school expectations. This consequence will be scheduled once or twice monthly. Saturday School is always monitored by staff. Failure to complete the work detail may result in a suspension from school.

TARDY

Class is expected to begin promptly when the late bell rings. Teachers will lock their doors at that time. If a student arrives to class after the late bell rings the student must report to the nearest SLC office to obtain a tardy pass, with discipline consequences. The teacher will accept the student into class and mark the student "tardy" to class. Consequences are as follows:

1-3 tardies results in lunch detention only, tardy 4 includes 30 minute after school detention, tardy 5 includes 60 minutes of after school detention, tardy 6 includes 90 minutes after school detention, tardy 7 and above includes Saturday school. Tardy consequences will reset each quarter.

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

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, speakers, and other such items/accessories to school. **Students are not permitted to use or wear headphones/earbuds during the school day except for designated lunch times.**
- ⇒ Students must follow the school-wide cell phone policy which states that cell phones may be used before, and after school and during designated lunch times. Teachers may request students using phones for different activities. Phones must be off and put away during class time if they are not being used for a class activity or instructional aide.
- ⇒ Skateboards/hover boards are not permitted on campus. If a student rides a skateboard to school it must be placed in the locker in front of 1East or left in the SLC office.

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.

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.

TEXTBOOKS AND PARKING

- Students must remain in supervised areas during lunch period.
- Students are not permitted on the 2nd floor (except to go to the Media Center) or outside any of the exterior doors.

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, until obligations are cleared.

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:

- 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. No food or drinks are allowed in the Media Center. The Media Center will also be where students will receive textbooks.

PERSONAL PROPERTY AND VISITORS

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

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.

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 Senior Building 4 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 with abbreviated schedules or privilege must not be on campus at anytime when not in a scheduled class, during the school day.
- 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 3rd week of school may be towed at the owners' expense

NOTICE OF PROTECTION OF PUPIL

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 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,

NOTICE OF PROTECTION OF PUPIL—CONTINUED

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 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:

I. 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

NOTICE OF RIGHTS

- 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.
- 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 must immediately exit their vehicle upon arrival and report to a supervised area on campus.

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, book bags, 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.**

VISITORS TO CAMPUS

Safety and security for all of our students is a priority. All visitors to our campus are required to report directly to the front office. Photo identification must be presented and a visitor's pass will be issued. Any person on campus without a pass that is not a district employee, contractor, or student of record will be considered trespassing. Visitors must wear a face mask when they enter the front office. Before a visitor is allowed on campus, his/her temperature must be taken.

NOTICE OF RIGHTS—CONTINUED

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.

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.

Addendum to Student Handbook

Safety is Our Priority

Treasure Coast High School will be following CDC, St. Lucie County Department of Health and district guidelines on health and hygiene during the COVID-19 pandemic. These rules are subject to change as circumstances change.

On Your Bus

Your bus driver will be wearing PPE (personal protective equipment). You will sanitize your hands as you enter the bus. You must also be wearing a mask. If you forget your mask, the bus driver will provide you with a disposable mask. You must wear it while on the bus. You will be asked to sit apart, if feasible. The bus driver may choose to drive with the windows down.

Walk or Riding a Bike to School

You must wear a mask to enter school grounds and you will use hand sanitizer before entering the campus.

Who Wears a Mask?

All students, staff, visitors and vendors will be required to wear a mask or face covering unless an approved exemption applies or social distancing can be maintained. The following exemptions apply: people eating or drinking; people for whom a face covering would cause an impairment due to an existing health condition (requires a doctor's note); people observing social distancing in accordance with CDC guidelines; people who need to communicate with someone who is hearing impaired and needs to see the person's mouth to communicate; persons participating in recess and physical education classes while maintaining social distancing. For students with an IEP or a 504, appropriate accommodations may be made based on the individualized needs of the students.

Guidelines

Guidelines for Masks or Face Coverings:

- ◇ Must cover the nose and mouth to maintain effectiveness.
- ◇ Must be secured to minimize the need to adjust frequently.
- ◇ Must be school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. Logos, graphics, and designs must be professionally appropriate. School dress-code for t-shirts applies to any graphics, logos or designs on masks.
- ◇ Do not need to be medical grade.
- ◇ Should be worn prior to entering a building and in shared areas of the building when social distancing is not possible, *as directed by staff members*.
- ◇ Must be disposed of in trash can only

How to Remove a Mask or Face Coverings

- ◇ Clean your hands with soap and water or hand sanitizer before touching the mask.
- ◇ Avoid touching the front of the mask. Touch only the ear loops. The front of the mask is contaminated.
- ◇ Hold both ear loops and gently lift and remove the mask

Addendum to Student Handbook (Continued)

When Should I Wear My Mask?

- ◇ You must wear a mask when on school grounds. You must wear your mask to enter and ride the school bus.
- ◇ You must wear your mask when transitioning between classes.
- ◇ You must wear your mask at school until a staff member has decided there enough social distance for students to remove the mask for a while.
- ◇ Under no circumstances may you leave a disposable mask on the ground or in any other place than a trash can after using the mask or if it breaks.
- ◇ You do not have to wear a mask when eating or drinking at breakfast or lunch.
- ◇ You do not have to wear a mask when receiving medical care or in a medical emergency.
- ◇ You do not have to wear a mask while playing a musical instrument, performing or rehearsing a choral or theatrical performance.
- ◇ You still must wear a mask when singing of the National Anthem, school alma maters, or songs performed by students, employees or visitors not engaged in a planned choral or theater class.
- ◇ You must wear a mask when staying for extra-curricular activities.

Am I allowed to Wear a Face Shield?

You must always wear a mask. You can choose to add a face shield and wear both mask and face shield. You must provide your own face shield.

Hand Sanitizer

You can carry personal hand sanitizer on you. Your teachers will also have hand sanitizer. Please sanitize your hands when entering a classroom and when leaving a classroom. Also, if you use any shared equipment (science lab tools, highlighters, etc.) make sure and sanitize your hands afterwards.

Classroom or Computer Lab Cleaning

Your teacher may ask you to wipe your own desk down after you use it, with a hand wipe. Also, if you are in a computer lab, the teacher will ask you to wipe down the keep board and mouse with a hand wipe when you are done using the devices.

Social Distancing

Social Distancing is keeping six feet apart when possible. When you are walking in hallways or in a court yard, you need to keep a 6-foot distance between you and the next person, when possible. There are going to be times at school when it is not possible to keep social distance. That is why it is very important to wear a mask to protect yourself and others.

Water Fountains

Water Fountains will not be available until further notice. You can bring a water bottle that must be kept in your backpack. Ask permission to bring it out for a drink. It must then be safely stowed back in your backpack.

Addendum to Student Handbook (Continued)

Breakfast and Lunch

Students will sanitize their hands as they enter the cafeteria. Breakfast and lunch will be prepackaged to prevent extra touching or contamination. You will not have to enter your 56-number as the cafeteria staff will do it for you. Cafeterias will require students to sit spaced out to promote social distancing. You may remove your mask to eat and drink. Sharing of food items or utensils is prohibited.

Dismissal

Students must leave campus per the staff directions. Walker and bikers must leave immediately and cannot remove their masks until they leave campus. Parent pick-up students must stay six feet apart while waiting for their rides.

Please see the St. Lucie County Schools' *Safe Return to School Plan 2020-2021* for more information:

<https://www.stlucie.k12.fl.us/wp-content/uploads/2020/07/Return-to-School-Plan.pdf>

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.

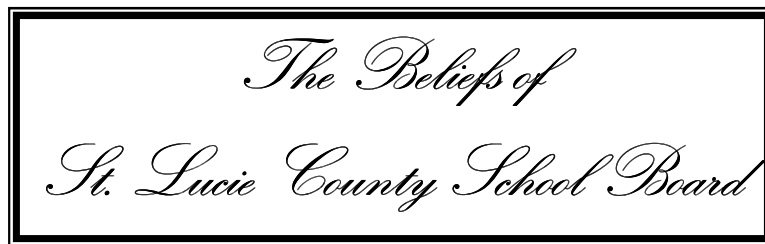
All district employees have the absolute right to a safe, trusting, and drug-free environment.

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.

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 as a condition of attendance, not necessary to protect the except for hearing, vision, or examination or screening



physical examination, or screening required administered by the school or its agent, and immediate health and safety of a student, scoliosis screenings, or any physical permitted or required under State law; and

c) Activities involving collection, obtained from students for information to others.

disclosure, or use of personal information marketing or to sell or otherwise distribute the

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.