

TREASURE COAST HIGH SCHOOL

STUDENT HANDBOOK

2008-2009

Home of the
TITANS

Principal

Dr. Helen Roberts

Assistant Principals

Mrs. Bridgette Belasli
Mrs. Mallissa Hamilton
Mr. Andrew McIntosh
Mrs. Denise Rodriguez

**1000 S.W. Darwin Blvd.
Port St. Lucie, Florida
34953
722-807-4300**

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.

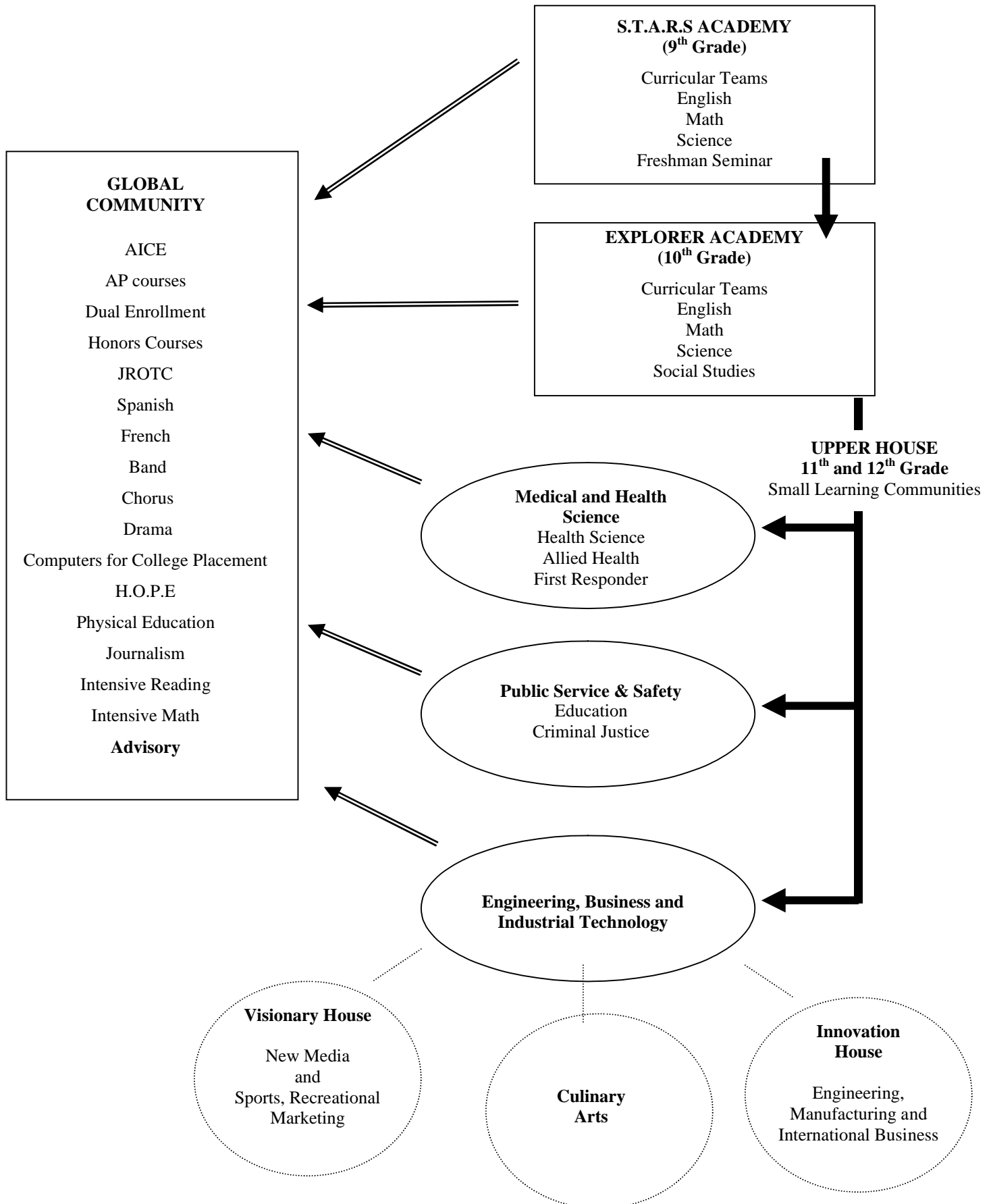
The facility, organizational structure and curricular and extra-curricular opportunities available at TCHS have been thoughtfully researched and developed based on best practices, model schools and a passion for students. The faculty and staff have been selected due to their expertise and desire to help 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.

Dr. Helen Roberts
Principal

“No significant learning occurs without significant relationships of mutual respect.”
– James P. Comer

TCHS SMALLER LEARNING COMMUNITIES



BELL SCHEDULE

Period	Time	Duration
1	7:00 – 7:50 7:50 – 7:55	50 minutes 5 minute pass
2	7:55 – 8:45 8:45 – 8:50	50 minutes 5 minute pass
3	8:50 – 9:45 9:45 – 9:50	50 minutes + 5 minutes announcements 5 minute pass
4	9:50 – 10:40 10:40 – 10:45	50 minutes 5 minute pass
LUNCH A	10:45 – 11:15 11:15 – 11:20	30 minutes 5 minute pass
5 A	11:20 – 12:10 12:10 – 12:15	50 minutes 5 minute pass
5 B	10:45 – 11:35 11:35 – 11:40	50 minutes 5 minute pass
LUNCH B	11:40 – 12:10 12:10 – 12:15	30 minutes 5 minute pass
6	12:15 – 1:05 1:05 – 1:10	50 minutes 5 minute pass
7	1:10 – 2:00	50 minutes

ADVISORY SCHEDULE

Period	Time	Duration
1	7:00 – 7:47 7:47 – 7:52	47 minutes 5 minute pass
2	7:52 – 8:39 8:39 – 8:44	47 minutes 5 minute pass
Activity/Advisory	8:44 – 9:06 9:06 – 9:11	22 minutes 5 minute pass
3	9:11 – 9:58 9:58 – 10:03	47 minutes 5 minute pass + Announcements
4	10:03 – 10:50 10:50 – 10:55	47 minutes 5 minute pass
LUNCH A	10:55 – 11:25 11:25 – 11:30	30 minutes 5 minute pass
5 A	11:30 – 12:17 12:17 – 12:22	47 minutes 5 minute pass
5 B	10:55 – 11:42 11:42 – 11:47	47 minutes 5 minute pass
LUNCH B	11:47 – 12:17 12:17 – 12:22	30 minutes 5 minute pass
6	12:22 – 1:09 1:09 – 1:14	47 minutes 5 minute pass
7	1:14 – 2:00	46 minutes Dismissal

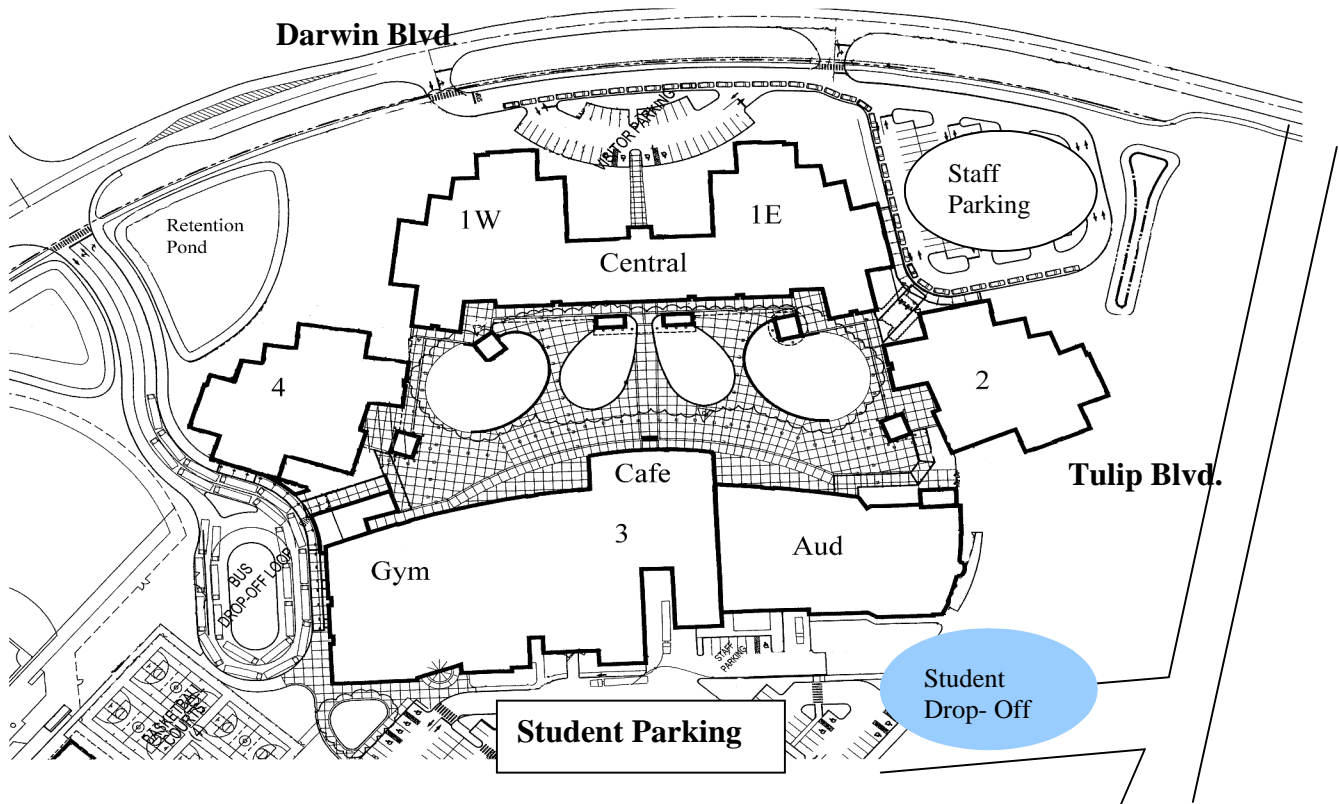
Advisory schedule will be every Tuesday and Thursday.

Students will be assigned to a small multi-age group with a lead educator that serves as an advocate for student needs while teaching teamwork and cooperation skills.

EARLY OUT SCHEDULE

Period		Time	Duration
DAY A ODD	DAY B EVEN		
1	2	7:00 – 8:03 8:03 – 8:08	63 minutes 5 minute pass
3	4	8:08 – 9:11 9:11 – 9:16	63 minutes 5 minute pass + announcements
LUNCH A		9:16 – 9:46 9:46 – 9:51	30 minutes + 5 minute pass
5 A		9:51 – 10:55 10:55 – 11:00	64 minutes 5 minute pass
5 B		9:16 – 10:20 10:20 – 10:25	64 minutes 5 minute pass
LUNCH B		10:25 – 10:55 10:55 – 11:00	30 minutes 5 minute pass
7	6	11:00 – 12:00	60 minutes 5 minute pass

Map of Treasure Coast High School



LUNCH PRICES

REGULAR Price Meals

Breakfast
\$0.75

Lunch
\$1.75

REDUCED Price Meals

Breakfast
\$0.30

Lunch
\$0.40

*Free and Reduced Lunch applications will be given out during the first week of school.
Applications are always available in the Cafeteria.*

2008 - 2009 CALENDAR

July 2008

August 2008

August 18 - Students Return

September 2008

September 1 - Holiday for All
September 26 – Teacher P.D. Day (No School for Students)
September 29 – Teachers P.D. Day (No School for Students)
September 30 - Holiday for All

October 2008

October 9 - Holiday for All
October 10 – Teacher P.D. Day (No School for Students)
October 15 – 18 - PSAT
October 29 - End First Nine Weeks
October 31 - Teacher Work Day (No School for Students)

November 2008

November 10 – Teacher P.D. Day (No School for Students)
November 11 - Holiday for All
November 26 - 28 – Thanksgiving Holiday

December 2008

December 22-31 - Winter Break
December 22, 23 - **Weather Make-Up

January 2009

January 1, 2 - Winter Break

January 19 - Holiday for All
January 22 - End First Semester
January 26 - Teacher Work Day (No School for Students)

February 2009

February 10-13 - FCAT Writes
February 16 - Holiday for All

March 2009

March 10 – 23 - FCAT Testing
March 27 - End Third Nine Weeks
March 30 - Teacher Work Day (No School for Students)
March 30 - **Weather Make-Up

April 2009

April 10-17 - Spring Break

May 2009

May 25 - Holiday for All

June 2009

June 10 - Last Day for Students
June 11, 12 - **Weather Make-Up Days
June 15 – 17 – FCAT Re-Take

** Only if necessary

S.A.T. Test Dates

OCTOBER 4, 2008
NOVEMBER 1, 2008
DECEMBER 6, 2008
JANUARY 24, 2009
MARCH 14, 2009
MAY 2, 2009
JUNE 6, 2009

ACT Test Dates

SEPTEMBER 13, 2008
OCTOBER 25, 2008
DECEMBER 13, 2008
FEBRUARY 7, 2009
APRIL 4, 2009
JUNE 13, 2009

SAT INFORMATION:

<http://www.collegeboard.com/>

ACT INFORMATION:

<http://www.actstudent.org/>

FCAT INFORMATION:

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

WHERE TO GO

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.

SMALL LEARNING COMMUNITY OFFICES

These offices include the Assistant Principal, Guidance Counselor, and Dean or SRO (School Resource Officer) that serve the identified learning community.

DEANS' OFFICE:

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

SCHOOL RESOURCE OFFICER:

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

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.

The rules, policies and procedures outlined in this Titan Student Planner 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>

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 TV's 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.

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. (Rule 9-Student Conduct Behavior Code).

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.
- 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.

FHSAA Guidelines: Grade 9

All ninth grade students who have been regularly promoted will be eligible for the fall semester. At the conclusion of the first semester, the student must have a 2.0 grade point average in order to remain eligible. A 2.0 grade point average must be maintained for the remainder of the students' high school years in order to be eligible for athletics. 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.

*** These athletic guidelines and regulations are general in nature and do not cover eligibility in its entirety. For clarification and interpretations, please contact the **Treasure Coast Athletic Office**.*

All athletic programs require a physical to be complete prior to participation. All forms can be obtained in the Athletic Office (Building #3).

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.

EXTRACURRICULAR CLUBS

Once a student leaves campus they cannot come back on campus to participate in any club or activity. If a student violates this policy a discipline referral will be written.

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:

1. 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.
2. 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.
3. Parent notification by the teacher/sponsor of temporary or permanent removal is mandatory.
4. 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.
5. 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.

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.**

Absences for the following reasons are **excused** when an explanation is provided by the parent or by the student's physician:

- Illness of the student
- Major illness in the immediate family of the student that requires the student to miss school
- Medical appointments of the student
- Death in the immediate family
- Required court appearance
- A religious holiday of the specific faith of the student or the student's immediate family
- 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 would justify the absence that has been approved by the principal
- Head lice (maximum of two excused days per incident with a maximum of two incidents per semester)
- Missing the school bus when the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route.
- Other planned absences approved in advance by the principal
- Vacation travel where the student has accumulated fewer than 10 excused absences or 5 unexcused absences in a semester. The principal can excuse vacation travel that exceeds this threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.

If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absence for which the reasons are unknown, within a 90-calendar-day period, the student's teacher shall report the case to the school's Attendance Clerk and/or Attendance Committee.

Students involved in school activities or placed on In-School Suspension (ISS) will be considered present and will not be counted absent. An out-of-school suspension will be counted as an unexcused absence, unless the student attends Project R.O.C.K. and provides the Attendance Office with proper documentation.

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:

- Students absent from class regardless of the reason are responsible for making up missed class work, homework, and tests. In accordance with school board policy, students will **receive full credit** for all make-up work regardless of reason for absence. Two (2) days for makeup are allowed for each day of absence up to a total of ten (10) days. However, a pre-announced test of which the student was aware, and for which no new material was missed, must be made up on the day of the student's return to class, unless other arrangements are made with the individual teacher.

- If a student plans to be out of school due to family or medical reasons, she/he must submit documentation (medical orders/travel arrangements, etc.) one (1) week prior to departure. The teacher will inform the student of the work to be covered during the student's absence, and the assignments that are to be completed. The teacher will be as specific as his/her existing plans will allow, but is not expected to develop any special series of plans or assignments for individual students as makeup work.

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.

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 denied or revoked.

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. Consequences could include parent notification and assignment to detention or In-School Suspension (ISS).

Tardies:

If a student is late to class, the teacher will mark student "tardy" to class. The teacher will warn students each time they are late up to two (2) tardies per class. **On the third (3rd) tardy, and for each tardy thereafter he/she will be assigned a detention.**

Failure to serve a detention will result in a one (1) day in-school suspension or Saturday School Assignment. A tardy sweep policy may be implemented if needed. Tardy sweeps result in an immediate assignment to a class period of detention in a quiet disciplined environment. Each student can have only three (3) tardy detentions **per semester**. After a student is assigned a 3rd tardy detention, all tardies will be assigned a discipline referral.

Passes:

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.

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 Telephone Bill
- Signed Lease Agreement
- Official Rent Receipt
- Current Mortgage Deed
- Mortgage Payment Coupon
- Sales/Builder's Contract

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

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.

Immunizations:

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

Physical Examinations:

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

Address 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.

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

1. To ensure safety, students riding buses are expected to cooperate with the bus drivers and the adults on bus duty when loading and unloading.
2. 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.
3. County policy requires special permission 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 Attendance Office 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.
4. Students must stand on the sidewalk until buses have stopped.
5. ONLY students riding the bus home are allowed in the bus-loading zone.

CLINIC

1. The clinic is for first aid and emergencies only.
2. Students must show a pass in order to report to the clinic.
3. 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. 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.
4. 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.
5. 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.

Lost and Found:

A lost and found section for all articles is located in the clinic.

GUIDANCE and COUNSELING

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

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.

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 Community College (IRCC).

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

GRADING PROCEDURE

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. Letter grades shall be issued each marking period based upon the following:

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

- 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.
- 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.

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. Contact your counselor for details.

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 receive any recognition.

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	3.0 – 3.79

Honors Driver Education Insurance:

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

BENCHMARK TESTING

Benchmark tests are given in core content subject areas for quarters 2, 3 and 4. 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.

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.

In School Suspension:

In-school Suspension (ISS) is a possible consequence for students who choose to neglect school rules. ISS is an approved excused absence.

ISS 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 ISS classroom may be subject to possible suspension from school.

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 a day of ISS.

General School Rules:

The rules outlined in this *Titan Student Planner* provide an overview and are not meant to be inclusive.

ALL electronic devices, hats, sunglasses seen on campus will be confiscated and kept in the Front office until a parent/guardian can come in person to pick up the electronic device, hat or sunglasses. The Front office will be closed by 2:45 pm daily.

1. Students are not permitted to bring playing cards, beepers, IPODS, CD players, electronic games and other such items/accessories to school.
2. Student cell phones and messaging devices are not to be seen and must be turned off from 6:45 a.m. until 2 p.m.
3. Students may not eat or drink in the classroom.
4. Public displays of affection will not be tolerated.

Lunch and Cafeteria Policies: No food deliveries of any kind are to be made during school hours. Students will be issued an identification number for use in the cafeteria. Students who wish to apply for free or reduced lunches will obtain an application from their first period teacher during the first week of school. *Violation of Cafeteria policies can result in a loss of snacks and/or detention.*

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

Student Dress Code Standards:

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.

If not listed below, the student is out of dress code. All students may wear:

<ul style="list-style-type: none">❖ Collared shirts/collared blouses with sleeves, tucked-in and not see-through. Students wearing multiple shirts must tuck in every shirt.❖ Shirts/blouses with necklines that do not reveal cleavage and must have sleeves. No graphics on any attire larger than a pocket size. Shirts without collar may not be worn over the collared shirt.❖ Belts worn in pant/skirt loops at all times. Belts are required and must be visible.❖ School sponsored clothes on designated days. (examples: club shirts, scrubs, athletic shirts)	<ul style="list-style-type: none">❖ Pants worn above hip-bone that are not frayed, torn, or cut or include chains.❖ Dresses/shorts/skirts or skirt slits at knee length. No jogging, biking, “soffee” or running shorts.❖ Clothing that does not reveal underwear.❖ Jewelry that does not create safety concerns. No hats, bandanas or sunglasses are permitted.❖ Dress shoes, tennis shoes, sandals or boots with backs only (must be store bought). No slippers or beach shoes. Shoes must be tied.❖ Jackets sweatshirts with a hood (no obscene graphics).
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Consequences for Dress Code Violations:

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 and receives an after school detention.

Third Offense: Student receives in-school suspension with increasing consequences after that.

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. 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.

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 that 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.

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.

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 will be issued by the Upper School. Each decal will be \$20.00 and proof of insurance and valid license is necessary.

1. Seniors and students enrolled in work experience and/or dual enrollment courses will be awarded parking privileges first.
2. All students who drive to school must obtain a parking decal from the Upper School SLC Office in Building # 1 west.
3. Students may park their vehicles on school property only in areas designated for student parking. 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 parking privilege.
4. 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 have their parking permit revoked for 90 days.
5. Students will not be allowed to bring cars on the campus without a parking decal. Decals must be openly displayed on the **back windshield** or as designated by the administration. Cars on campus without decals after the 3rd week of school will be towed.
6. Parking decals may be secured from the Upper School SLC office during the first two weeks of each semester. Upper School staff will be available before school, during the lunch periods, or after school. 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.
7. The school does not assume responsibility for vandalism or theft.
8. Students arriving after 7:00 A.M. will receive a formal warning for tardiness and may lose their driving privilege, along with their parking permit.
9. Students must immediately exit their vehicle upon arrival and report to a supervised area on campus. Students are not to return to the parking lot once they enter the campus unless they have received authorization from an administrator.

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. Please allow at least 24 hours notice to arrange for a meeting.

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.

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.

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 or misleading.

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

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

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

* * *

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

The School District may from time to time publish directory information relating to the student body in general or to a portion of the student body. Directory information includes the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous school attended. If directory information is published for release to the public in general, school administrators may disclose directory information about a student without the consent of either the student or his or her parent unless, within 10 days of enrolling in or beginning school, the student or parent notifies the school in writing that any or all directory information should not be released.

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:

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

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

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

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

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

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

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

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

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

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

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

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA



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