

# **Dan McCarty School**

**A School of Promise  
A Learning Community of Excellence**



**2014-2015  
1201 Mississippi Avenue  
Fort Pierce, FL 34950  
(772) 468-5700  
Fax (772) 468 - 5737**

**School Hours:  
Student Hours 9:00 a.m. - 3:50 p.m.**

**Name** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_ **Room** \_\_\_\_\_

# **Home of the Eagles!**

## **Dan McCarty**

**Felicia Nixon  
Principal**

**Heather Clark**

**Marcy Luckey**



**Florida Governor  
Daniel Thomas McCarty  
Florida's 31st Governor  
Born in Fort Pierce, Florida  
January 18, 1912 – September 25, 1955**

### **Dan McCarty School Mission Statement**

Dan McCarty is preparing each child to be a valued member of society by providing the social and academic skills to succeed.

### **Dan McCarty School Vision Statement**

Social and academic lessons that are challenging, engaging, and relevant will be provided to each child, every day.



**OUR PLEDGE TO YOU:** As an adult and a Treasure Hunter, I am committed to search for all the talents, skills and intelligence that exist in all children and youth. I believe that all children are capable of success...**NO EXCEPTIONS!!!**

**YOUR PLEDGE:** I am a Kid at Hope. I am talented, smart, and capable of success. I have dreams for the future and I will climb to reach these goals and dreams every day.

### **My Strengths/Talents**

**School** \_\_\_\_\_

**Home** \_\_\_\_\_

**Talents** \_\_\_\_\_

### **Setting SMART Goals**

Specific  
Measurable  
Attainable  
Realistic  
Timely

### **Personal Goals**

1. \_\_\_\_\_

Plan to meet Goal \_\_\_\_\_

Measured using \_\_\_\_\_

By (date) \_\_\_\_\_

2. \_\_\_\_\_

Plan to meet Goal \_\_\_\_\_

Measured using \_\_\_\_\_

By (date) \_\_\_\_\_

3. \_\_\_\_\_

Plan to meet Goal \_\_\_\_\_

Measured using \_\_\_\_\_

By (date) \_\_\_\_\_

# Student Planners

Student Planners are issued to each student at Dan McCarty. The purpose of this planner is to:

1. Record classwork/homework assignments each day
2. Provide a means of communication between home and school
  3. Set goals and monitor progress
  4. Serve as a Hall Pass
5. Provide information about School/District procedures and Expectations

It is the student's responsibility to have the planner in class daily and to enter the information  
Replacement planners will be available for \$5.00 from the Guidance Department.



## Dan McCarty Compact

### As a Teacher, I will

- Believe that each child can learn
- Show respect for each child and his/her family
  - Come to class prepared to teach
- Provide an environment conducive to learning
- Help each child grow to his/her fullest potential
- Provide meaningful and appropriate learning activities
- Enforce school and classroom rules fairly and consistently
- Maintain open lines of communication with student and his/her parents
  - Seek ways to involve parents in the school program
  - Demonstrate professional behavior

### As a Student, I

- Always try to do my best in my work and in my behavior
  - Work cooperatively with my classmates
- Show respect and pride for myself, my school and others
  - Obey the school and bus rules
  - Come to school prepared to learn
  - Believe that I can and will learn
  - Abide by the EAGLE Expectations

### As a Parent/Guardian, I

- See that my child attends school regularly and on time
- Provide a home environment that encourages my child to learn
  - Insist that all homework assignments are completed
  - Communicate regularly with my child's teachers
  - Support the school in developing positive behaviors
  - Talk with my child about his/her school activities every day
- Encourage my child to read at home and monitor his/her TV viewing and use of electronics
  - Monitor my child's involvement in social media sites
- Attend at least one (1) extracurricular school event (during school day or after)
  - Will explore volunteer opportunities at my child's school
  - Show respect and support for my child, the teacher, and the school

# EAGLE EXPECTATIONS

## EAGLE EXPECTATIONS

**A**CT RESPONSIBLY

**G**IVE RESPECT

**R**EADY TO **L**EARN

**E**VERYONE IS SAFE

### **Classroom Rules**

- Keep hands, feet and objects to yourself
- Raise your hand to be recognized
- Follow staff directions
- Complete tasks
- Arrive in classroom and be in your seat on time

### **Hallway Rules**

- Have a signed corridor pass or planner
- Keep hands and feet to yourself
- Walk facing forward at all times
- Keep to the right of the yellow line

### **Cafeteria Rules**

- Go through line one time only
- Remain seated until directed otherwise
- Limit conversation to shoulder and face partners
- Leave all food and drinks in the cafeteria

### **Zero Tolerance**

Dan McCarty has a Zero Tolerance Policy for students making poor choices concerning alcohol, drugs, tobacco, and/or weapons. None of the above items are ever allowed on campus for any reason, by any person, including adults. Dan McCarty, as all other Public schools, is a Drug Free Zone and carries all legal protection of that designation.

**Administration reserves the right to make final decisions on appropriate/inappropriate dress for the student of Dan McCarty.**

### **EAGLES DRESS FOR SUCCESS**

We are very proud of our well-dressed student body! Cleanliness, good grooming, neatness, and modesty enhance a better climate for learning. Some of the clothing you wear in other settings may not be appropriate to wear to school. At Dan McCarty, we strictly enforce our school dress code.

#### **Dress for Success the Dan McCarty Eagle Way!**

Parents/guardians will be notified of dress code violations in a timely manner in order to support the effort to adhere with dress code standards. Failure to abide by the dress code and/or chronic violations will result in disciplinary consequences.

#### **Shirts**

Students are required to wear DM spirit t-shirts every day. This can include any Dan McCarty related shirt - Kids at Hope, Step Team, NJHS, Band, Chorus, etc. Shirts are sold in the Cafeteria during arrival for a range of prices. T-shirts must be tucked in. PE shirts are only allowed to be worn during PE Classes or for an after-school activity.

#### **Belts**

Belts must be worn if there are belt loops in pants, shorts, or skirts. Belt buckles are to be less than two inches.

#### **Shorts/Skirts**

Students may wear shorts (except gym shorts) and/or skirts that extend beyond the fingertips. PE shorts can only be worn during PE classes or for an after-school practice.

#### **Shoes**

Students must wear shoes with back or back strap. All straps/laces must be properly fastened. Students may not wear bedroom slippers or flip-flops.

#### **Jewelry**

Students may wear earrings in ears only. (Excessive, distracting, or hazardous jewelry or accessories including dog collars, grills, chains, long beaded necklaces, or body piercings other than the ears are not to be worn.)

#### **NOT Allowed**

- Clothing with : profanity, sexual references, alcohol/tobacco/drug reference, or messages or symbols of intimidation/violence, or hooded pull over jackets
- Tube tops, tank tops, spaghetti straps, bare midriff, muscle shirts, halters, backless, sleeveless, see through or suggestive clothing
- Hats, caps, visors; wearing hoods of jackets, sweaters, shirts, etc. on the head indoors
- Clothing with rips, tears, frays
- Pants, shorts, skirts worn below the hips; Skin tight/spandex clothing; Exposed undergarments
- Distracting or unnatural hair colors and extreme haircuts or designs
- Sunglasses
- Tag rags, bandannas, sweat bands or any gang related apparel
- Picks

# DAN McCARTY SCHOOL

## POLICIES AND PROCEDURES

### AM ARRIVAL/DISMISSAL

Arrival - School begins at 9:30. Students may arrive on campus at 9:00 a.m. There is no supervision before 9:00 a.m.

**Parent Drop Off** – Use the designated loop on 11<sup>th</sup> Street. Staff members will assist arriving students. Encourage your child to be ready with bookbag, books, money, jacket etc. to exit the car quickly.

**Bus** – All unload outside the Cafeteria.

**Bikes** – Racks are located inside the gated area. Student are encouraged to lock their bikes

**Walkers** – Enter campus using 11<sup>th</sup> Street by the Cafeteria

**Tardy Students** – come to the Office through the front door to sign in and receive a pass. Students must have a note or parent/guardian sign them in or tardy will be considered unexcused. Tardies will be marked on the Report Card and will be counted against Perfect Attendance.

**Dismissal** – School ends at 4:00. (Early Release days – School ends at 2:00)

Students are required to leave campus within fifteen minutes of being dismissed unless they are participating in an *authorized* extracurricular activity

**Parent Pick Up** – Use designated loop on 11<sup>th</sup> Street. Parents should remain in vehicles, students are expected to watch and listen for their ride/name and to enter the vehicle safely.

**Bus** – Bus Riders will be released to designated areas either by the cafeteria or the gym – based on bus route/number.

**Bikers/Walkers** – Exit campus on 11<sup>th</sup> Street.

**Change in Transportation Routine** – If there is a change in a student's daily routine, send written notification to the school. St. Lucie County Transportation must approve any bus change. If there is a last minute change, students will be notified at the end of the day. Be sure to make arrangements in advance

**Picking Up Students Early** – If it is necessary to pick your child up during the school day, you must report to the Main Office and show proper identification. Only persons listed on the Parent Information forms will be allowed to take students from school. The student will be sent to the Main Office once he/she has been signed out. Students lose valuable instructional time when picked up early and it does count against attendance. ***Students cannot be signed out after 3:15 (1:15 on Early Dismissal days).***

### ANNOUNCEMENTS

Announcements are made each day. All students are encouraged to listen to the announcements in order to learn about special programs, extracurricular activities, and other school wide events.



### BICYCLES

Bicycles must be parked in the racks provided and riders must utilize locks and helmets. The school is not responsible for damage or theft while bicycles are parked in the racks. Students may not ride bicycles through campus and must enter and leave the bicycle area directly to and from the street.

## CAFETERIA BEHAVIOR

Please refer to our Eagle Expectations for Cafeteria Rules. Students are to eat and drink only in the cafeteria and no candy or gum is to be brought to school with a student's lunch. Breakfast is served for students who arrive at school by 9:20. All Dan McCarty students are eligible for a **FREE breakfast**. A hot lunch/salad bar is available at lunchtime. Students are not permitted to accept fast food meals delivered to campus.

## CARE OF SCHOOL FACILITIES

The school staff takes pride in establishing and maintaining a facility that is clean, well equipped and attractive. Students are expected to cooperate in maintaining the grounds, supplies, facilities and materials. Vandalism and misuse of school property is a violation of Student Code of Conduct.

## CLINIC

The Clinic is located in the Main Office and can be reached at 468-5718. The Clinic is a *temporary* holding place for children that become ill or need first aid. Parents will be contacted to pick up their child. If a child is seriously injured or ill and a parent can't be reached, 911 Emergency Assistance may be used. For this reason, it is very important to have current phone numbers on file. Students who become ill during the course of the day should inform the school health paraprofessional in the clinic. Students may not take it upon themselves to leave the campus without permission. Parents will be contacted to pick up students.



**Health Screenings** – Florida Statute requires SLC Schools to conduct health screenings at various grade levels. All are required for students new to Florida and ESE Referrals.

Vision – 6<sup>th</sup>

Hearing – 6<sup>th</sup>

Weight – 6<sup>th</sup>

Scoliosis – 6<sup>th</sup>

Parents can opt out of screenings/health services by sending in a letter to the health clinic at DMS.

If any medication is to be taken at school, it must be brought to the Clinic in the original container immediately upon arrival to school. Students are not to have medication in their possession. This includes over the counter medication. Parents must bring a ***Physicians Authorization for Medications Form*** from the doctor indicating time and amount of dosage. It is the student's responsibility to come to the Clinic to take the medicine and to remember to take the medication home.

## CODE OF CONDUCT

In order to reduce cost and save our environment, Dan McCarty will not provide copies of the St. Lucie County Code of Conduct. Be sure to log on the [www.stlucie.k12.fl.us/pdf/code\\_of\\_conduct.pdf](http://www.stlucie.k12.fl.us/pdf/code_of_conduct.pdf) to review the code of conduct. The SLC Code of Conduct has been adopted to help all students gain the greatest possible benefit from the learning environment. Failure to read the code will not relieve students from responsibility for knowledge of the contents of the code of conduct and will not excuse the student from compliance with the provisions of the Code of Conduct.

## ELECTRONICS/UNAUTHORIZED ITEMS

Students may not bring toys and/or electronic devices to school, including but not limited to: video game systems, DVD players, IPODs, MP3s, CD players, DVDs, CDs, game cartridges, radios, video game disks, collectible cards, nonessential money, and laser pointers. These items are disruptive to the classroom and will be confiscated by the Administration. Any confiscated item will only be released to a parent/guardian. Dan McCarty is not responsible for any unauthorized item that is stolen or lost. Neither the Administration nor the SRO will conduct a search or investigation if this occurs. This includes incidents on the bus.



## **FAMILY EMERGENCIES**

Emergency situations may develop in the course of a school day, some more serious than others. Common sense and a calm manner are the best responses to such situations. Use only the school number to contact your child during the school day. Contacting your child by cell phone during school time is a violation of conduct and will result in consequences for your child.

## **FIRE DRILLS/EMERGENCY EVACUATIONS**

Emergency evacuations and fire drills are held throughout the year. They serve to inform students of precautionary evacuation procedures to be followed should the situation arise. Students are expected to recognize that all drills are serious and essential to health and safety. Adult directions must be carefully followed throughout all evacuations.

## **FIELD TRIPS**

Students may participate in a field trip only when a signed parent permission form has been returned to the school prior to the trip. Students generating a referral between trip notification and the day of the trip will not be permitted to attend. *Payments will not be refunded.*

## **GUIDANCE**

The services offered by the Guidance Department provide support to parents, staff, and students. The major goal is to help students make responsible decisions and become self-directed persons, capable of achieving personal goals while serving the good of society. The department administers individual and group counseling; consultations with parents, staff, students, community and school-based agencies; communication with staff, parents, and students; and interpretation of standardized tests. Parent conferences with Guidance personnel and teachers may be arranged through Guidance by calling 468-5701.

## **HOME ADDRESS AND TELEPHONE NUMBERS**

Students spend a minimum of six and one-half hours a day at school. Situations occur which require immediate telephone contact with parents. Likewise, important school information is relayed to parents by mail throughout the year. It is the responsibility of the PARENTS/GUARDIANS to immediately contact the Attendance Office when there is a change in home address, home telephone number, or work telephone number. Change of address requires proof of residence in the form of utilities bill, lease, etc. This applies not only to phone numbers, but the business and emergency number of parents and persons to notify previously registered with the school. The safety of each student can only be maintained with current information.

## **HOMEWORK REQUESTS**

Students who will be absent for more than two days can request homework. Parents may call the Guidance Office to request make-up work. Teachers must be given 24 hours to provide the assignments.

## **HONOR ROLL**

*Principals Honor Roll* = All As; no more than 1 N in Conduct; no Us in Conduct

*Honor Roll* = As and/or Bs; only 1 C allowed; no more than 1 N in Conduct; no Us in Conduct

Ceremonies are held each 9 Weeks in the Cafeteria. Invitations are sent home with Report Cards.

## **INSURANCE**

Dan McCarty does NOT have insurance to cover student accidents. School Child Insurance Program forms are sent home annually.

## **INTERIM PROGRESS REPORTS**

Students at Dan McCarty are issued progress reports throughout each nine week grading period. Parents can monitor their child's grades daily on the Parent Portal/Skyward.

## **LUNCH**

All applications for free and reduced must be made by the parent/guardian through the cafeteria manager's office. These applications must be approved by the cafeteria manager's office before a student can receive a free or reduced lunch. Students are not allowed to leave for lunch. Students who bring their lunch are not permitted to bring glass containers.

Lunch:

Full Paid 6 – 12	\$2.25
Reduced	\$ .40
Adult Breakfast	\$2.00
Adult Lunch	\$3.00

## **MAKE-UP WORK**

Allow for all absences, excused or unexcused.

Student had 1 day (2 days if on an alternating block) 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 the 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 (see grade provision for students in grades 9-12 below).

Incomplete grades become "F" or "O" if not replaced with the grade for the makeup work that was turned in on time.

Students will take announced tests on the first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence.

### **6-8 Provision**

Teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignment.

## **MERCHANDISE/GIFTS**

In order to maintain an academic focus, flowers, balloons, cookies, cakes, fast foods, etc. may not be sent to the student at school. These types of items will not be accepted or given to students. These items are not allowed to be transported on school busses.

## **PARENT/TEACHER CONFERENCES**

Parents may request a meeting with teachers to discuss their child's performance. Please call the Main Office or email the teacher directly to request a conference. Teachers are available during their scheduled planning periods. At least one day's notice gives time to plan for the conference and avoids schedule conflicts. Teachers may contact parents/guardians regarding academics and/or behavior to schedule a conference.

## **SCHOOL ADVISORY COUNCIL (SAC)**

One of the ways in which parents and interested citizens can take an active role in guiding our students is by joining the Dan McCarty Advisory Council. The Advisory Council serves the school by discussing concerns and seeking solutions to improve all aspects of education for students at Dan McCarty.

## **SCHOOL CLOSING**

Unusual weather conditions may cause school to be closed. Announcements of closing will be broadcast via local news media or the Connect Ed system.

## **SEXUAL HARASSMENT POLICY**

We are committed to having a positive learning and working environment that is free of harassment on the basis of race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap. School Personnel will comply with Florida Statute Equity Act and Federal Law – Title VII and IX.

## **SKYWARD**

Viewing your child's academic information is available to every parent for all public schools in St. Lucie County. This website currently provides a variety of information about your children such as attendance, report card grades, assignment history, discipline history, transcript grades and demographic information. Gradebook assignments can be viewed for grades 3 and above. To register for this program, go to our website: <http://www.stlucie.k12.fl.us> . After registering yourself and adding your child to the list of your students for you to access, you must come to your child's school to have your account activated by showing a picture ID for verification.

## **SUSPENSION FROM SCHOOL**

In the event that you are suspended, you may not attend any after school activities on the day(s) of suspension. This includes all extra-curricular or co-curricular activities on any St. Lucie County Public School campus.

## **TELEPHONE USE BY STUDENTS**

In cases of emergency, students may contact a teacher to obtain permission to place a call from the teacher's classroom.

## **CELL PHONES**

A student may possess a cell phone while on school property or attending a school function but such device must be inactivated or "off" while on campus. Cell phones should remain out of sight during the school day. If a student has a cell phone turned "on" while on campus, it will be confiscated and will only be returned to a parent/guardian. Dan McCarty is not responsible for any lost or stolen phone and the school/SRO will not investigate if this occurs. Any disruptive, harassing, or other inappropriate use of a wireless communications device shall be cause for disciplinary action under this heading, including confiscation of the device. The use of a wireless communications device shall be cause for disciplinary action and/or criminal penalties if the device is used in a criminal act.

## **TRANSPORTATION**

Inquiries regarding school buses, routes, arrival times, etc. should be made directly to the Transportation Office at 340-7120 or the District's website. In order for your child to ride another bus, you must call transportation for permission. This is not a school based decision.

## **VISITORS**

All visitors must enter the campus through the Main Office, sign in and receive a visitor's pass. The visitor's badge must be worn and visible at all time while on campus. For special occasions, such as Citizen of the Month, sign-in will be available in the Cafeteria.

## **VOLUNTEERS**

Dan McCarty School has many devoted volunteers who serve as a rich resource to students, instructional professional and support staff members. Support with academics and special events is greatly appreciated. Persons wishing to volunteer time or talents at our school are asked to contact the school volunteer coordinator at 772-468-5700.

## **WEBSITE**

For the most current school information, please check the school's website at <http://www.stlucie.k12.fl.us/DMM>

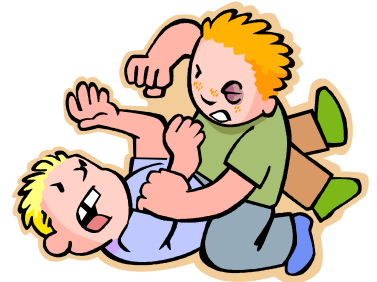
## BULLYING AND HARASSMENT

(1) **Bullying and harassment prohibited.** It is the policy of the St. Lucie County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in this policy, is prohibited.

(2) **Definitions.**

(a) **Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. This definition includes unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- (i) Teasing
- (ii) Social exclusion
- (iii) Threat
- (iv) Intimidation
- (v) Stalking
- (vi) Physical violence
- (vii) Theft
- (viii) Sexual, religious, or racial/ethnic harassment
- (ix) Public humiliation
- (x) Destruction of property



(b) **Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- (i) Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property,
- (ii) Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or
- (iii) Has the effect of substantially disrupting the orderly operation of a school.

(c) **Bullying and harassment also encompass:**

(i) **Retaliation** against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

a. **Perpetuation of conduct** listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

- A. Incitement or coercion,
- B. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system, or
- C. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

(d) **Bullying and harassment** do not encompass student discipline by school staff that comports with sound educational practice.

(e) **Cyber stalking**, as defined in Section 784.048(1)(d), Fla. Stat., means to engage

in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**(3) Behavior expected from each student and school employee of a public K-12 educational institution.**

- A. The St. Lucie County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- (b)** The School District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development and maintenance of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, parents, volunteers, and other campus visitors will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying.
- (c)** The School District reconfirms that bullying of any student or school employee is prohibited:
  - (i) During any education program or activity conducted by a public K-12 educational institution;
  - (ii) During any school-related or school-sponsored program or activity;
  - (iii) On a school bus of a public K-12 educational institution; or
- (c)** Consequences and appropriate remedial action for a parent, volunteer, or other visitor found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

**7) Consequences for a student or employee of a public K-12 educational institution who is found to have wrongfully and intentionally accused another of an act of bullying or harassment.**

- (a)** Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
- (b)** Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements.
- (c)** Consequences and appropriate remedial action for a parent, volunteer, or other visitor found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

**(8) Procedure for reporting an act of bullying or harassment, including provisions that permit a person to report such an act anonymously.**

- (a)** At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy.
  - (i) All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
  - (ii) In addition to reporting the incident to the principal or designee, if a school

employee has reasonable cause to suspect that an alleged violation of this policy:

- A. Might constitute a crime, the employee shall also immediately report the complaint to law enforcement.
- B. Might constitute an act of abuse, abandonment, or neglect of a child, the employee shall also immediately report the complaint both to the state-wide central abuse hotline established and maintained by the Florida Department of Children and Families (DCF) and to the appropriate law enforcement agency.

Any uncertainty regarding whether an alleged violation might constitute a crime or an act of abuse, abandonment, or neglect of a child must be resolved in favor of reporting the incident to law enforcement and DCF.

- (iii) All other members of the school community, including students, parents/legal guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.
- (b) The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. A school employee, school volunteer, student, parent/legal guardian, or other person who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- (c) Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

**(9) Procedure for determining whether a reported act of bullying or harassment is within the scope of the District school system, and if not, for referral of such an act to the appropriate jurisdiction. When a complaint alleging an act in violation of this policy is filed:**

- (a) If the alleged act:
  - (i) Might also constitute a crime and law enforcement has not yet been notified, the principal or designee shall do so immediately.
  - (ii) Might also constitute an act of abuse, abandonment, or neglect of a child and DCF and law enforcement have not yet been notified, the principal or designee shall do so immediately.

Any uncertainty regarding whether an alleged violation might constitute a crime or an act of abuse, abandonment, or neglect of a child must be resolved in favor of reporting the incident to law enforcement and DCF.

- (a) The principal or designee will assign a designee(s) who is trained in investigative procedures to review whether the alleged act of bullying or harassment is within the scope of the School District.
- (c) The trained designee(s) will report to the principal with a recommendation of whether the alleged act of bullying or harassment falls within the scope of the District. After receiving such report and recommendation, the principal or designee shall determine whether the alleged act is:
  - (i) Within scope of District, in which case the complaint shall be investigated in accordance with the Procedures for Investigating Bullying and/or

- (ii) Harassment set forth in subsection (10) of this policy; Outside scope of the District, and might constitute a criminal act or an act of abuse, abandonment, or neglect of a child, in which case the principal or designee shall re-verify that the matter has been referred to the appropriate law enforcement agency and DCF; or
- (iii) Outside scope of District, and there is no reasonable suspicion of a criminal act, in which case the principal or designee shall inform the parents/legal guardians of all students involved.

(10) **Procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation.** The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a complaint or other report of such an act filed as provided in subsection (8) of this policy. At each school in the District, the **Procedures for Investigating Bullying and/or Harassment** is as follows:

- (a) If the alleged act in violation of this policy is also the subject of an investigation by law enforcement, the investigation by the school shall proceed in full cooperation, and without any interference, with the criminal investigation.
- (b) The principal or designee shall select a designee(s), employed by the school and trained in investigative procedures, to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.
- (c) Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and confidentially. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- (d) The investigator shall collect and evaluate the facts including, but not limited to:
  - (i) Description of incident including nature of the behavior; context in which the alleged incident occurred, etc.;
  - (ii) How often the conduct occurred;
  - (iii) Whether there were past incidents or past continuing patterns of behavior;
  - (iv) The relationship between the parties involved;
  - (v) The characteristics of parties involved (i.e., grade, age, etc.);
  - (vi) The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to bullying or harassment;
  - (vii) The number of alleged bullies/harassers;
  - (viii) The age(s) of the alleged bullies/harassers;
  - (ix) Where the bullying and/or harassment occurred; and
  - (x) Whether the conduct adversely affected the student's education or educational environment.
- (e) Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
  - (i) Recommended remedial steps necessary to stop the bullying and/or harassing behavior, and
  - (ii) A written final report to the principal.
- (f) The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

(11) **Procedure for providing immediate notification to the parents/legal guardians of a victim of bullying or harassment and the parents/legal guardians of the perpetrator**

**of an act of bullying or harassment as well as, notification to all local agencies where criminal charges may be pursued against the perpetrator.**

(a) The principal, or designee, shall by telephone and in writing by first-class mail or electronic mail, report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

(b) If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "A student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or a student who becomes a victim of a violent

criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

(12) **Procedure to refer victims and perpetrators of bullying or harassment for counseling.** At each school in the district, the procedures to refer victims and perpetrators of bullying or harassment for counseling are as follows:

(a) Any teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist, etc.)

to determine the severity of concern and appropriate steps to address the concern (the involved students' parents or legal guardian may be included).

(b) Any school personnel or parent/legal guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services. (Parent or legal guardian involvement is required at this point.)

(c) If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. (Parent or legal guardian involvement is required at this point.)

(d) The intervention team shall determine the appropriate intervention and assistance that may include the following:

(i) Counseling and support to address the needs of the victims of bullying or harassment

(ii) Interventions to address the behavior of the students who bully and harass others (e.g., empathy training, anger management)

(iii) Intervention which includes assistance and support provided to parents/legal guardians, if deemed necessary or appropriate

(13) **Procedure for including incidents of bullying or harassment in the school's report of data concerning school safety and discipline data required under s. 1006.09(6).**

(a) The report must include each incident of bullying or harassment and the resulting consequences, including discipline and referrals.

(b) The report must include, in a separate section, each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this section



with recommendations regarding such incidents.

- (c) The School District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying-related as a related element code. The SESIR definition of bullying/harassment is unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing gesture, by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.
- (d) If a bullying and/or harassment incident occurs then it will be reported in SESIR with the bullying/harassment code. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code AND the related element code entitled bullying-related code. Those incidents are:
  - (i) Arson
  - (ii) Battery
  - (iii) Breaking and Entering
  - (iv) Disruption on Campus
  - (v) Major Fighting
  - (vi) Homicide
  - (vii) Kidnapping
  - (viii) Larceny/Theft
  - (ix) Robbery
  - (x) Sexual Battery
  - (xi) Sexual Harassment
  - (xii) Sexual Offenses
  - (xiii) Threat/Intimidation
  - (xiv) Vandalism
  - (xv) Weapons Possession
  - (xvi) Other Major (Other major incidents that do not fit within the other definitions)
- (e) Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- (f) The District will provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

**(14) Procedure for providing instruction to students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying or harassment.**

- (a) The District ensures that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses other non-teaching staff (such as bus drivers, custodians, cafeteria workers, and/or school librarians), parents/legal guardians, and students.
- (b) Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to identify and respond effectively to bullying in schools.

- (15) **Procedure for regularly reporting to a victim's parents/legal guardians the actions taken to protect the victim.** The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- (16) **Rights of each student of a public K-12 educational institution.** The principal or designee shall assume administrative responsibility and instructional leadership under the supervision of the Superintendent, in accordance with Rules and Regulations of the School Board, for operation of the school to which he/she is assigned. The faculty and staff shall assist in an orderly operation of the school and ensure the rights of students. Student rights are outlined in the Code of Student Conduct.
- (17) **Disciplinary sanctions and due process for students of a public K-12 educational institution.** In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation. Disciplinary sanctions due process protections are outlined in the Code of Student Conduct.
- (18) **Procedure for publicizing the policy which must include its publication in the Code of Student Conduct required under Section 1006.07(2), Fla. Stat., and in all employee handbooks.**
- (a) At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
  - (b) Each District school shall provide notice to students and staff of this policy through appropriate references in the student code of conduct and employee handbooks, and/or through other reasonable means. The Superintendent shall also make all contractors contracting with the District aware of this policy.
  - (c) Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

**STATUTORY AUTHORITY:**  
**LAWS IMPLEMENTED:**  
**F.S.**

**1001.41, 1001.42, F.S.**  
**1006.147,**

# Reading Goals for 2014 – 2015

## 100 Book Challenge

	Color Level	Goal	# of Steps	Met Goal – Yes/No
<b>1<sup>st</sup> 9 Weeks</b>		<b>100 steps</b>		
<b>2<sup>nd</sup> 9 Weeks</b>		<b>200 steps</b>		
<b>3<sup>rd</sup> 9 Weeks</b>		<b>300 steps</b>		
<b>4<sup>th</sup> 9 Weeks</b>		<b>400 steps</b>		

**Total for Year = \_\_\_\_\_**

## Reading Counts

	Lexile	Goal (# of points)	Actual Points	Met Goal – Yes/No
<b>1<sup>st</sup> 9 Weeks</b>				
<b>2<sup>nd</sup> 9 Weeks</b>				
<b>3<sup>rd</sup> 9 Weeks</b>				
<b>4<sup>th</sup> 9 Weeks</b>				

**Total for Year = \_\_\_\_\_**

Grade	Lexile Range
<b>6<sup>th</sup></b>	<b>665 – 1000</b>
<b>7<sup>th</sup></b>	<b>735 – 1065</b>
<b>8<sup>th</sup></b>	<b>805 - 1100</b>

### Oral Reading Fluency (ORF)

Fall WCPM = \_\_\_\_\_

*Winter Goal* = \_\_\_\_\_

Winter WCPM = \_\_\_\_\_

*Spring Goal* = \_\_\_\_\_

Spring WCPM = \_\_\_\_\_

### FAIR Scores

	RC Percentile	MAZE Percentile	Word Analysis %ile
<b>AP 1</b>			
<b>AP 2</b>			
<b>+/-</b>			
<b>AP 3</b>			
<b>+/-</b>			

### Dan McCarty Writes

Sept. \_\_\_\_\_      Nov. \_\_\_\_\_      Jan. \_\_\_\_\_      Mar. \_\_\_\_\_  
 Oct. \_\_\_\_\_      Dec. \_\_\_\_\_      Feb. \_\_\_\_\_      May \_\_\_\_\_

### 2014 FCAT Scores Level/Developmental Scale Score

Reading \_\_\_\_\_ / \_\_\_\_\_      Math \_\_\_\_\_ / \_\_\_\_\_

### 2015 FCAT Goal

Reading \_\_\_\_\_ / \_\_\_\_\_      Math \_\_\_\_\_ / \_\_\_\_\_  
 Science \_\_\_\_\_ / \_\_\_\_\_      Writing \_\_\_\_\_

### Benchmark Scores

	Reading	Math	Science
<b>Pre Test</b>			
<b>1<sup>st</sup> 9 Weeks</b>			
<b>2<sup>nd</sup> 9 Weeks</b>			
<b>3<sup>rd</sup> 9 Weeks</b>			
<b>Mock FCAT</b>			

**Math Goals 2014 – 2015**

**Date Mastered**

\_\_\_\_\_ **Addition facts (0-10)**

\_\_\_\_\_ **Subtraction facts (0-10)**

\_\_\_\_\_ **Multiplication facts (0-12)**

\_\_\_\_\_ **Division facts (0-12)**

**Additional Math Goals**

**Goal –**

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\_\_\_\_\_ **Date Mastered** \_\_\_\_\_

**Goal -**

---

\_\_\_\_\_ **Date Mastered** \_\_\_\_\_

**Goal -**

---

\_\_\_\_\_ **Date Mastered** \_\_\_\_\_

**Goal -**

---

\_\_\_\_\_ **Date Mastered** \_\_\_\_\_

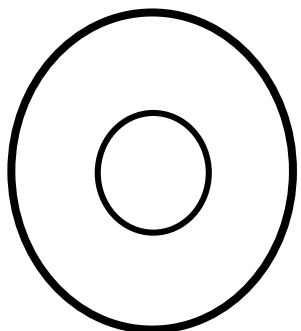
**Goal -**

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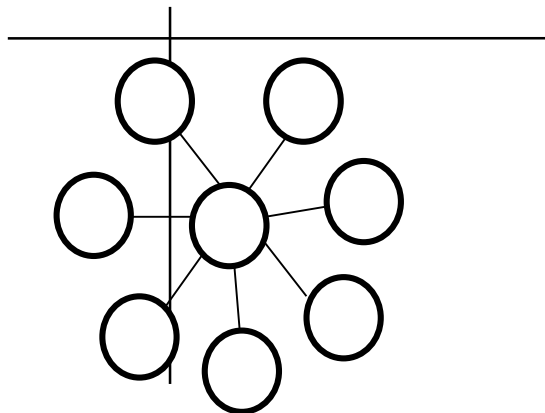
\_\_\_\_\_ **Date Mastered** \_\_\_\_\_

# Success Pages

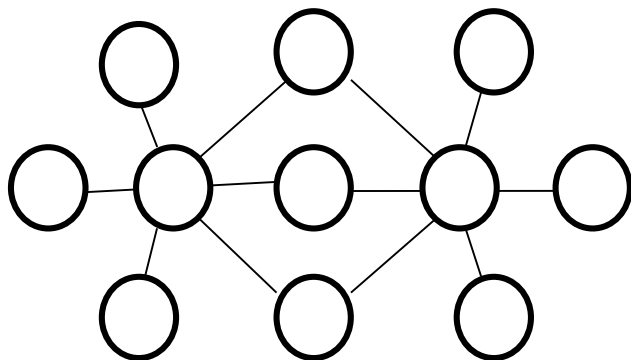
**Circle Map:** Defining in Context



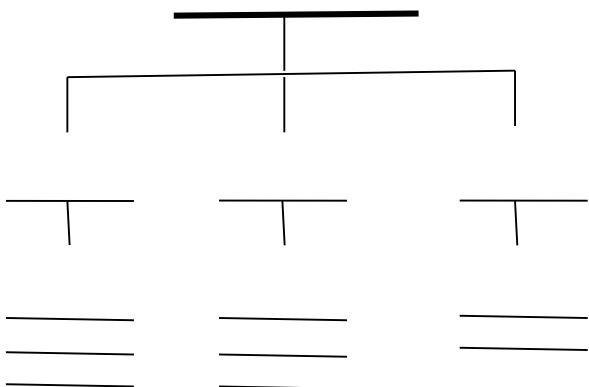
**Bubble Map:** Describing



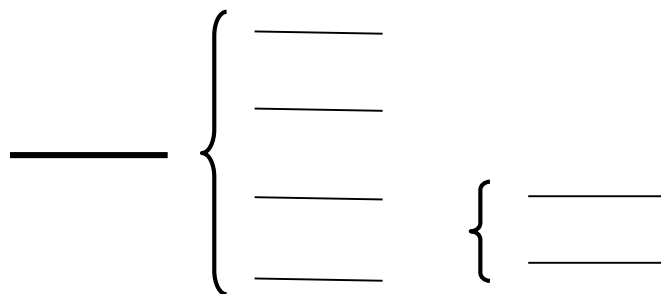
**Double Bubble Map:** Comparing and Contrasting



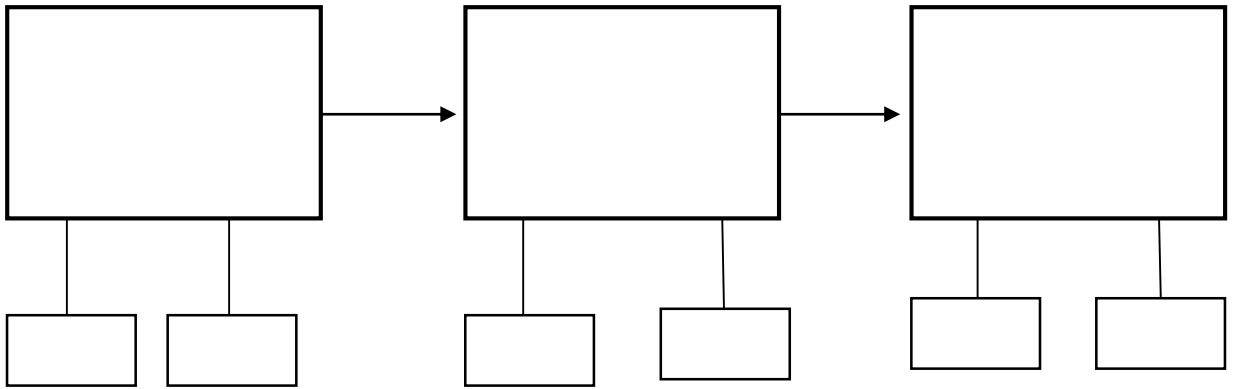
**Tree Map:** Classifying Relationship



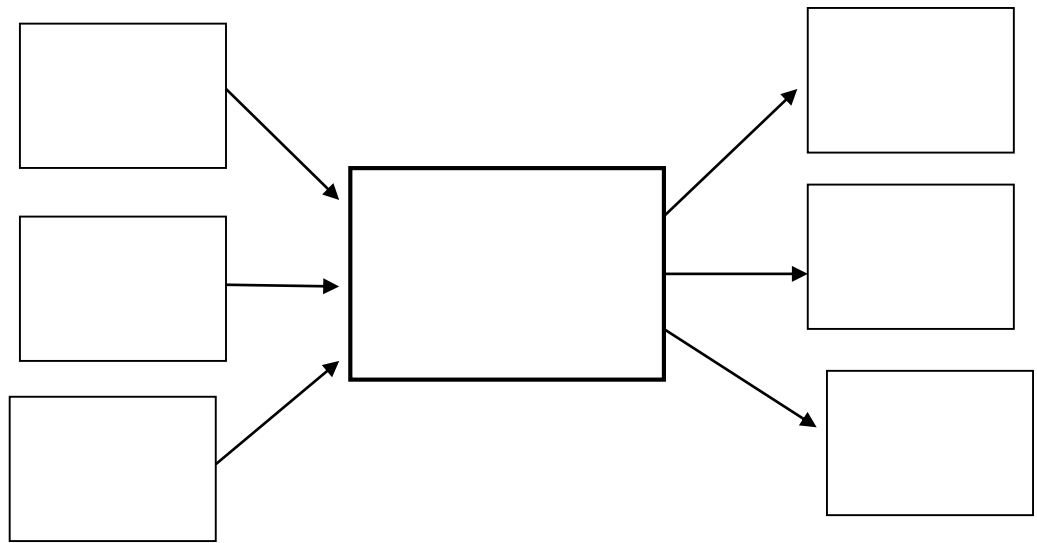
**Brace Map:** Whole-Part



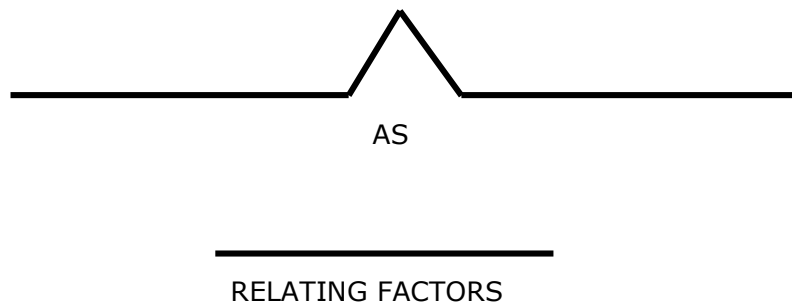
**Flow Map: Sequencing**



**Multi-Flow Map: Cause & Effect**



**Bridge Map: Seeing Analogies**



Week of: \_\_\_\_\_ PBS Word of the Week: \_\_\_\_\_

Monday		Tuesday	
Elective		Elective	
Wednesday		Thursday	
Elective		Elective	
Friday		Saturday/Sunday	
Elective		Elective	

**Parent/Teacher Feedback:**

Steps completed \_\_\_\_ Total for Year \_\_\_\_ Parent Signature \_\_\_\_\_



**NOTICE OF RIGHTS UNDER FAMILY  
EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\* \* \*

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

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

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

- (4)

\* \* \*

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

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

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

1. 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") –
2. (a) Political affiliations or beliefs of the student or student's parent;
3. (b) Mental or psychological problems of the student or student's family;
4. (c) Sex behavior or attitudes;
5. (d) Illegal, anti-social, self-incriminating, or demeaning behavior;
6. (e) Critical appraisals of others with whom respondents have close family relationships;
7. (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
8. (g) Religious practices, affiliations, or beliefs of the student or parents; or
9. (h) Income, other than as required by law to determine program eligibility.
10. 2. *Receive notice and an opportunity to opt a student out of –*
11. (b) Any other protected information survey, regardless of funding;
12. 13. (c) 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
14. (d) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
15. 3. *Inspect*, upon request and before administration or use –
16. (a) Protected information surveys of students;
17. 18. (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
19. (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.
- 20. • Administration of any protected information survey not funded in whole or in part by ED.
- 21. • 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**



***Dan McCarty School  
2014 – 2015  
School Planner***

***Please return to homeroom teacher by August 30, 2014***

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**Student Name (print)** \_\_\_\_\_

**I have read and understand the content of the Dan McCarty Student Planner.**

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



