

# Fairlawn Elementary School

St. Lucie County's  
First Academic  
Elementary Magnet  
School



A Five Star  
School

## **Parent – Student Handbook 2014-2015**

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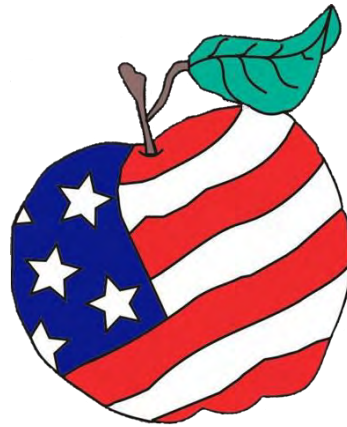
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# Fairlawn Elementary Magnet School

## VISION STATEMENT

Fairlawn Elementary School will be a high-achieving learning community where all stakeholders work collaboratively to design experiences that will challenge and equip students with the skills needed to be successful in college and/or their chosen career in a globally competitive society.



## MISSION STATEMENT

Fairlawn Elementary School will empower students to become life-long learners by giving them ownership of their learning. Students will utilize problem solving skills and effective communication to solve authentic tasks every day.

# Fairlawn Elementary Magnet School

## Belief Statements

- Fairlawn Elementary Magnet School is a school designed to provide students with an academically focused educational environment within the St. Lucie County School System.
- The core business of Fairlawn Elementary Magnet School is to create challenging, engaging and satisfying work for each student, every day.
- Students are our foremost concern. We believe each child can learn. Children learn at different rates and through multiple modalities. Varied experiences will be provided to teach, monitor, and evaluate student progress. Fairlawn is organized to provide a structured and stimulating learning environment.
- All personnel share the responsibility for student success. Students are challenged to enhance and extend their development with assistance and support provided by trained personnel utilizing professional observations, assessments and engaging lessons.
- Fairlawn faculty and staff are committed to creating a welcoming friendly, family-centered environment. This partnership connects the school, family and community through ongoing needs-based workshops and other community outreach programs. A variety of activities and celebrations are on-going to encourage involvement.
- Lessons are designed to encourage students to use knowledge to solve problems rather than passively absorbing information. Classroom activities prepare students for success in an information-based society.
- The focus of school activity is on each student and their work. Assessment is to be focused on individual learning gains and that such gains are best achieved through “minds-on” collaborative work that produces an individual product.
- All faculty and staff must be advocates for each student by providing authentic and novel experiences. The primary role of the teacher is to promote a level of affiliation that would so engage students that they will move into their futures well-equipped to face its challenges.
- Families, schools, community agencies, and the school district must work as a team in a collegial and collaborative atmosphere to provide the emotional, intellectual, physical, and psychological needs of each child. All team members are expected to follow existing policies.
- The school philosophy can be stated as follows: “It is the school’s responsibility to teach academic curriculum and skills and to educate students for responsible citizenship. It is the parent’s responsibility to support the school philosophy and goals, to teach children to respect school authority and to behave properly at school.”
- Learning is valued and students gradually gain the responsibility for their own learning.

## St. Lucie County Public Schools Mission, Beliefs, Vision

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

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

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

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

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

### **Quality schools are the responsibility of the entire community.**

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

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

- Quality schools develop productive, contributing citizens.
- Quality schools improve the quality of community life.
- We strengthen relationships and broaden perspectives by embracing diversity.

- We model principles of representative democracy both in our schools and throughout the district.
- Systems of checks and balances contribute to quality decisions.
- We share a fundamental common commitment to the common good.
- Leaders are responsible both to constituents and for shaping the future.

**The district and its employees have mutual obligations for support and development toward continuous improvement.**

- Our core values are fairness, respect, trust, integrity, and commitment to improvement.
- We develop leaders committed to our common vision at all levels in the system.
- Collegiality and collaboration are key to our success.
- All district employees have the absolute right to a safe, trusting, and drug-free environment.
- All district employees provide prompt and courteous attention to their customers.
- We are a school system, not a system of schools.
- We are a learning organization, in which all roles serve the common purpose of pursuing continuous improvement in quality learning experiences for all.

**Therefore, we promise continuous improvement in student achievement and in the success of each individual.**

- We are committed to a common vision.
- We use our beliefs and vision as the key criteria for making decisions.
- We lead and manage by results.
- We hold ourselves mutually accountable for quality effort.
- We assess progress toward agreed-upon goals on a regular basis.
- We expect and we work to bring out the best in every employee.
- We accept change as inevitable and shape it into opportunity.
- We exercise flexibility and we encourage innovation in pursuit of our goals.

# I.ARRIVAL AND DISMISSAL FOR STUDENTS

## **BELL SCHEDULE**

	8:00 a.m.	Student may be on campus
First Bell	8:15 a.m.	Students report to class
Second Bell (Tardy Bell)	8:30 a.m.	Classes begin
Dismissal Bell	3:00 p.m.	All students dismissed (Bus & Day Care Riders, Pick Up Students). Walkers will be dismissed at 2:55

Students may arrive on campus beginning at 8:00 a.m. There is NO SUPERVISION for students before 8:00 a.m.

**For everyone's safety**, parents, please remember not to park in the north (main) parking lot or to cross through the traffic during morning drop off and afternoon pick up. If you should need to enter the school building, please park in the Parent/Visitor parking lot and walk on the sidewalk to the office.

Please be thoughtful of our neighbors and their property. Do not park on anyone's lawn or driveway, especially on Rhode Island Avenue in front of the school. Parking vehicles in the neighborhood and walking to the school to pick up children adds to traffic congestion and improper traffic patterns. Parents may also run the risk of being ticketed by the police department for illegal parking.

## **BUS TRANSPORTATION**

Regular bus students are to report to the designated bus loading zones. Please teach your child his/her bus numbers. It is the policy of the Transportation Department that children may not ride any bus other than their own. If a student is to ride a different bus, parents must contact the Transportation Department for approval and then supply the school with a written note informing us of the length of time involved. If a student is not to ride the bus on any one afternoon, the teacher **MUST receive written notice** specifying how the student will be going home. Please do not fax a notice to the school, the machine is only monitored twice a day and a notice could be missed. If a notice is not received, the child will be placed on the bus as designated for the regular dismissal routine.

The St. Lucie County School System provides bus transportation for students living more than two (2) miles from school. However, if the student's behavior creates a safety hazard on the bus, it will become the administration's duty to deprive the student of bus riding privileges for several days. This in no way excuses the student's absence from school. Parents are expected to transport their child to school if bus suspension occurs. When the administration receives a complaint (referral) from the bus driver regarding the inappropriate behavior of a student, the parent will be notified of the incident and counsel with the student to encourage appropriate behavior. After the second referral a parent will be contacted by telephone and students may be



suspended from riding the bus for several days. The driver's main responsibility is to transport the students safely to and from school. The driver needs the cooperation of the students, teachers, and parents if he/she is to accomplish this task. In order to minimize problems resulting from bus transportation, students are asked to comply with the following:

1. Arrive at the bus stop five (5) minutes ahead of scheduled time. Arriving too far ahead of the scheduled time may result in boredom causing children to get into mischief.
2. While waiting for the bus, remain in the loading area, not in the street.
3. Wait until the bus stops before advancing to board the bus.
4. Board the bus quietly and be seated.
5. Speak quietly with your neighbor.
6. Maintain silence when the bus approaches and crosses railroad tracks.
7. Keep the aisle of the bus clear of books, feet, backpacks, etc.
8. Keep head, hands, and arms inside the bus at all times.
9. Remain seated when the bus is moving.
10. Older students should assist younger students when getting on and off the bus.
11. Never run while boarding or leaving the bus.
12. Cooperate with the driver at all times.
13. No eating or drinking on the bus.
14. Keep hands, feet and objects to yourself on the bus.
15. Never throw any objects out of the bus window.
16. Respect the bus property by not coloring, writing, or ripping the seats.
17. No glass containers are allowed on the bus.
18. Do not bring reptiles, snakes, insects, animals, or marine life (dead or alive) on the bus.
19. Do not ride a bus other than the one to which you are assigned, without authorization from the Principal or SLC Transportation Department.

### **CHANGES IN TRANSPORTATION ROUTINE**

*Be certain your child understands transportation arrangements before leaving home in the morning.* IF THERE IS ANY VARIATION IN THE REGULAR ROUTINE, PLEASE SEND A WRITTEN NOTE TO THE SCHOOL. If we do not have notice from the parent/guardian the student will go home according to the regular routine.

### **CUSTODY OF STUDENTS**

School personnel will release pupils only to natural parents, guardians, or their designees unless there is on file in the school office, a copy of a Florida Court Order which grants or denies access for release to one parent or the other, or a third party. **Proper identification for release of pupils will be required.**

### **EARLY STUDENT PICK UP**

During the school day, students must be picked up from the office. Students will not be called to the office until the adult arrives to pick them up. A parent, legal guardian, or person

designated by the parent must show proper identification before signing the student out in the main office. Students **will not be dismissed** between 2:45 p.m. and 3:00 p.m. Early pickups from school also, in most circumstances, constitute a tardy.

The State of Florida has laws governing school attendance and the School Board has policies that are in compliance with those laws. Every absence must be determined to be excused or unexcused. Students who have five unexcused absences in a calendar month or 10 unexcused absences in 90 calendar days may have a Truancy Petition filed in the Circuit Court of St. Lucie County. This Petition will name the parent(s) or guardians as the persons responsible under the law for ensuring that their child attends school. Furthermore, students must have tardies excused or unexcused as well. Just as with absences, tardies, in most instances, require a written explanation from parents before they can be excused. **Students in kindergarten through fifth grade will receive an unexcused absence for every 5<sup>th</sup> unexcused tardy that is accumulated.**

Remember...every time you pick your child 20 minutes early, he/she loses that much instruction time. If this is a daily occurrence, he/she misses 100 minutes per week and in a nine week period that adds up to 900 minutes (15 hours or 2 ½ days). Please pick up your child early only in case of an emergency or an appointment.

### **EARLY DISMISSAL**

School will be dismissed at 1:00p.m on Early Release Days. Please make arrangements to pick your child up on time.

### **PICK UP STUDENTS**

Student safety and security is our primary concern. All pick up students will be escorted by school personnel to the Pick Up area. Parents and older sibling are requested not to escort or pick up younger students from classrooms. All parents are encouraged to utilize the pick up traffic line.

Parents are to pick up students at the end of the day in the designated parent pick up area. Parents **MUST remain in their cars.** Parents must post their student's name in the front window of their car for quick recognition. Please remember to be patient. The line will move quickly as soon as routines are established (usually after the first 2 weeks of school). An adult supervisor will escort your child to the car. Please instruct your child to wait until your car approaches and he/she is called and escorted to the car. When pulling away, please check carefully for others leaving the campus.

**IMPORTANT – If you plan to enter the building near dismissal time for a conference or some other reason, please park in designated parent/visitor parking spaces. If you're attending a conference please proceed to the office and secure a pass to enter the classroom.**

Parents may park at the back of the school on Tennessee Ave and walk up to pick up their child at dismissal. These students will be dismissed to the basketball area at 2:55 p.m. After 3:05 p.m. they will proceed to the Parent Pick Up line at the front of the school. Your cooperation with these requests will help ensure the safety of all students.

## **II. ATTENDANCE and TARDIES**

School attendance is a prerequisite for student achievement. Students are expected to attend school daily, arrive on time and remain throughout the scheduled hours. Poor attendance or persistent tardiness will show itself in poor school progress. When a student is tardy (arrives at school after 8:30 a.m. or leaves before 3:00 p.m.) parents need to come into the building and sign their child's name on the Sign-In/Sign-Out Log. Excessive tardies could be referred to our school's social worker.

Tardies will either be either excused or unexcused. Acceptable documentation to excuse a tardy is the same as those under the Early Pick-Up Policy and for excused absences. Schools have the authority to develop a school-specific tardy response system, as approved by an administrative body comprised of representatives from varying district departments.

### **Excused Absences**

Absences for the following reasons are excused when an explanation is provided by the parent or by the student's physician, when the physician authorization policy threshold has been reached:

- 1) Illness of the student
- 2) Major illness in the immediate family of the student that requires the student to miss school
- 3) Medical appointments of the student
- 4) Death of family member or friend
- 5) Required court appearance
- 6) A religious holiday of the specific faith of the student or the student's immediate family
- 7) Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- 8) Major disaster that would justify the absence that has been approved by the principal
- 9) Head lice, maximum of two excused days per incident with a maximum of two incidents per semester.
- 10) Missing the school bus when the bus is more than 5 minutes early, or more than minutes late, or is not able to make the route.
- 11) Other planned absences approved in advance by the principal.
- 12) Vacation travel or family outing/activity 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.

### **Unexcused Absences**

- (1.) Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees.
- (2.) Truancy or out-of-school suspensions.
- (3.) Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.

- (4.) Failure to provide an explanation of the absence to the school. The Department of Student Services can, after investigation, can advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3 day period will also authorize the school to excuse the absence.
- (5.) Missing the school bus if the bus is less than 5 minutes early or 15 minutes late.
- (6.) Non-attendance for immunization non-compliance
- (7.) Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester. Students who return to school with lice or nits and who are sent home that same day or who remain in the clinic/office will not be counted as "in-attendance" and will have the absence unexcused.

Every effort should be made to schedule medical and dental appointments after school hours or during summer vacation. Every effort should be made to take vacations only during scheduled school breaks. WHEN STUDENTS ARE ABSENT FROM SCHOOL, THEY MUST BRING A WRITTEN EXCUSE FROM HOME TO THE TEACHER. Failure to bring such note within **three (3) days** shall result in an automatic unexcused absence.

### **MAKE-UP WORK**

K-12

- Allowed for all absences, excused or unexcused
- Student has 1 day to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student return at school.
- All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year. "Students whose work is turned in after the end of the grading period for quarters one through three, will receive an "I" or incomplete. If the work is turned in on-time, the student will receive the grade for the work
- Incomplete grades become "F" or "O" if not replaced with the grade for the makeup work that was turned in on time
- Students will take announced tests on first day of return to school. Student will be allowed 2- days to prepare for tests assigned during the absence.

K-5

- Teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments.
- Graded at full credit

### **III. CAFETERIA**

Breakfast and/or lunch are available to all students and guests. Both programs are designed to provide a wholesome, well-balanced meal. Milk or juice may be purchased by students who bring their lunch. Full price meals may be paid for in advance on the morning of the first day of the week in the cafeteria. You may find this procedure to be more convenient. Parents may now pay for their child's lunch with a credit card by going to the Parent Portal on the District web site. Free and reduced lunches are available to students whose families qualify under federal regulations. Application forms are available to all students. Students must qualify EACH year for participation

in the free or reduced lunch program.

**PRICES** -Meal prices are subject to change based on board approval.

	<u>Full Price</u>
Breakfast	\$1.00
Lunch	\$2.25

Parents are always welcome to eat lunch with their child. Please sign in at the front office and then meet your child at the cafeteria. In order to ensure enough seating for all, parents are encouraged to sit with their child at the tables provided on the stage, or enjoy the outdoor picnic tables located near the cafeteria. If you choose to use the outdoor area, please remember to dispose of all trash in the trash can provided. We appreciate your assistance to help keep our campus clean and safe. Parents may only eat with their child. Classmates will need to remain with their class. Parents should not bring food for other students. If food is brought in from outside the school it needs to be for their child only.

Students are expected to display proper social skills and good table manners at all times. The following rules will be observed to promote good lunchroom decorum:

1. Students are to enter the cafeteria quietly and in an orderly line.
2. Students are encouraged to practice good table manners. Throwing food, playing at the tables or talking loudly are unacceptable behaviors. Trading or sharing food is not permitted. Children are to talk softly and make the cafeteria a pleasant place to eat.
3. Students are to make only one trip through the lunch line. If something is forgotten, they are to raise their hand for adult assistance.
4. Games or toys are not permitted in the cafeteria.
5. Gum, candy, soft drinks, or glass containers of any kind are not permitted in the cafeteria. (Please remove from preboxed lunches such as lunchables)

Students are encouraged to bring a healthy well-balanced meal if they do not participate in the school lunch program.

Ice cream will be available to students each Wednesday. The cost is \$.75. Students must pre-pay for their ice cream prior to Wednesday lunch.

## **CHARGES**

If a student forgets his/her lunch money or a packed lunch, he/she may charge a lunch for one day. That charge will need to be paid before the student will be allowed to charge again. The student will be given a note advising the parents of the amount owed. Please pay promptly so that this courtesy may continue to be extended.

## **IV. CONFERENCES PARENT/TEACHER CONFERENCES AND SCHOOL VISITATION**

All visitors need to stop in the office and pick up a visitor's pass before you proceed through the building.

Teachers are available for conferences before and after school. A twenty-four (24) hour notice is necessary prior to the conference date. Emergencies are accommodated as needed. Appointments may be made by calling the school office. Your involvement in **your child's** education is the most important thing you can do to help your child succeed.

### **RESOLUTION OF PROBLEMS**

Should a problem or concern occur, here are the proper procedures to resolve the situation:

1. Your first contact should be with the classroom teacher.
2. If it is necessary to pursue the next step, contact the Guidance Counselor.
3. If the situation has still not been resolved to your complete satisfaction, the Assistant Principal should be contacted.
4. If after all above steps have been taken and the situation has not been resolved, please contact the Principal.

## **V. CURRICULUM AND PROGRAMS**

### **COMPUTER LAB/TECHNOLOGY**

Fairlawn is committed to bringing our students, staff and school community into the twenty-first century by providing them with the skills and tools necessary to utilize diverse and evolving technology. Our students receive instruction and "hands on" application during their regularly scheduled computer class in the networked lab. Each classroom also has computer centers for individual student use. Parental permission for student access on the internet will be required via form DTA 0035 from the Student User Agreement Book.

### **CURRICULUM**

Fairlawn Elementary School emphasizes the New Florida Standards. New Florida Standards are a set of rigorous statewide academic standards that represent the knowledge and skills Florida students will need to succeed in the world beyond the school. These standards provide clear high expectations for student knowledge and skills in the core subject areas of reading, language arts, mathematics, science and social studies. Students will also participate in a program that encourages the development of the whole child including music, physical education, media and technology and art. The standards identify what students should know and be able to do after they complete grades PreK-2, 3-5, 6-8, 9-12.

The approach to the curriculum is designed to develop the highest possible competence in basic academic skills for continued learning. A climate is established which fosters good study habits in a well-managed classroom. Emphasis is placed on neatness and accuracy for quality performance. Independent study is promoted and students are given an opportunity to learn to practice teamwork and cooperation through small and large group activities. Students are encouraged to achieve self-discipline, confidence, and a sense of pride through discipline of the mind and character.

## **EXCEPTIONAL PROGRAM AREAS**

In keeping with the philosophy of our school district, several special programs are offered at school to provide for special individual needs of children.

Children are considered for evaluation for special programs upon referral. Checklists, anecdotal records when applicable, copy of conferences, and documented interventions attempted must accompany the referral. When required information is received, the school's Problem Solving Team meets to determine appropriate action. This team is composed of school and district staff along with the parents. Parental permission is required to proceed. Once it is acquired, the school may need to screen the student, then a case number is requested from Psychological Services and the child's name is submitted for the requested evaluation. Appropriate steps must be completed before a psychological evaluation is initiated. If you have questions or concerns regarding testing procedures, exceptional education programs, staffings, and reviews, the school guidance counselor will be happy to assist you.

**LEAST RESTRICTIVE ENVIRONMENT** – the intent of the LRE is to develop a total educational program for exceptional students including academics, extracurricular activities, daily school activities (lunchroom, Media Center etc.) and community involvement within the regular school environment.

## **FIELD TRIPS**

Field trips of educational value are educational highlights. If parents wish to permit their child to go on these trips, they must sign the permission form which will be sent home in advance of the trip. If a student does not have a form signed by the legal parent or guardian, he/she will not be able to go on the trip. **All parents chaperoning on a field trip must complete a volunteer application prior to the fieldtrip.**

## **GUIDANCE**

The goal of the guidance program is to help every student through his/her own efforts, discover and develop his/her best talents for personal happiness and social usefulness. Guidance programs help boys and girls grow in self-understanding and thoughtful self-direction, as well as to develop personally, socially, vocationally, and intellectually. To create a stimulating and challenging environment, individual activities are also held. Diagnosis and testing are other facets of the guidance program.

## **MEDIA CENTER/LIBRARY**

The Media Center (Library) is designed to afford children an opportunity to work on special assignments or projects in an atmosphere conducive to intellectual growth. It also provides children with materials and books that are educationally wholesome and interesting. Rules of good behavior must be observed in the Media Center. All students have access to the Media Center. Reading for pleasure is encouraged and students are guided in developing the techniques of research. Books may be checked out for a seven day period. However, the cost of lost or damaged books must be reimbursed to the school. Students not returning library books within a specified time will receive notification. Parent cooperation is solicited in fostering student responsibility for return and/or payment for library books.

## **MUSIC RESOURCE CLASS**

All K-5 students at Fairlawn receive a well-rounded music education which includes: singing, movement, playing various classroom instruments and music appreciation. Music is an integral part of your child's education; therefore students receive academic and conduct grades in music. Students are evaluated using written tests, oral tests and observation of performance. Students are expected to follow the same conduct rules that they are expected to follow in their regular classroom.

## **PHYSICAL EDUCATION RESOURCE CLASS**

All K-5 students participate in a Physical Education program. A quarterly notice of skills and activities will be sent home to parents. The grading scale for each grade level will also be included. Parents are encouraged to check the list regularly and work with your child on the skills being emphasized each nine weeks.

Please remind your child to wear tennis shoes and shorts on P.E. days according to the "Student Handbook." No one will be excused from Physical Education because of improper dress. However, this prevents your child from performing to the best of his/her ability.

If your child has to be excused due to an illness or injury, please send a note with your child that day. The note must be written and signed by the parent or guardian. If your child has to be excused for extended period of time, a note or letter from the doctor will be required.

**IMPORTANT!** Please notify the school of any medical problem(s) that would restrict your child's activities in Physical Education as soon as possible (Ex. heart murmur, asthma, etc.).

## **ART RESOURCE CLASS**

Students will participate in a Disciplined Based Art Education. DBAE is the study of:

- ✓ Art History: students learn about artists
- ✓ Art Criticism: students learn how to discuss works of art
- ✓ Art Aesthetics: students give value to works of art
- ✓ Art Production: students create works of art

This extensive art program will follow state and national standards and enhances the academic curriculum.

## **PROBLEM SOLVING/RESPONSE TO INTERVENTION (PS/RtI)**

The problem solving Response to Intervention Team is designed to help students whose behavior or academic issues are interfering with his/her learning or adjustment to the classroom. The team is comprised of the guidance counselor, the classroom teacher, and the PS/RtI coach. Additional participants may include Exceptional Student Education personnel, school personnel, and/or parents. The Problem Solving/Response to Intervention process is designed to maximize student achievement by focusing on modifying the instructional environment to support student progress. The teacher utilizes student centered data to make decisions about programs and interventions. The stages of Problem Solving are: Problem Identification, Goal Identification, Intervention Development and Implementation, and Evaluation.



SECTION 504 of the Rehabilitation Act, commonly called Section 504 is a civil rights statute that has been around since 1973. It prohibits discrimination on the basis of handicap and is enforced by the Office of Civil Rights. It states: "No otherwise qualified handicapped individual in the United States shall, solely by the reason of his or her handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States postal Service."

### **SAFETY PATROL**

The school safety patrol will provide fifth grade students with an opportunity to learn and practice good safety rules as well as leadership responsibilities. Members will be fifth grade students with the exception of the last nine weeks of the school year when potential fifth graders (current fourth grade students) will work with a fifth grade student for training. Patrol members help by providing assistance to parents and reminding students about the school rules and safety procedures. Students not obeying school rules will be reported to an adult supervisor or administrator for disciplinary action.

### **SOCIAL WORKER**

The social worker helps to extend the school into the home. The social worker may visit the home to check on attendance, obtain health and family history information, and to conference with the parent regarding school concerns.

### **STUDENT COUNCIL**

The Student Council consists of students in grades 3-5 who represent their classmates. The objective is to give students an opportunity to practice leadership skills and to promote school-wide programs or projects. The meetings are primarily conducted by selected student officers with adult supervision.

### **TEXTBOOKS**

All textbooks are loaned to students for their use during the school year. It is requested that they be handled carefully and kept as clean as possible. Students will be required to pay for lost or damaged books as follows:

New condition - full price    Fair condition - one-half price    Good condition - three-fourths price

**Damaged books will be assessed and charged individually**

## **VI. GENERAL INFORMATION**

### **BACKPACKS AND STUDENT TOTES**

Students may enjoy a variety of styles, colors and designs of back-packs when bringing supplies and books to school. No rolling (wheeled) backpacks for students in grades, K, 1 and 2. No luggage (suitcase) style allowed for any student. Book bag size only please!

## **CHANGE OF ADDRESS/PHONE**

Parents are responsible for notifying the school office of any change of address or phone number. The school cannot be held responsible for failure to communicate if it is not informed of changes. This applies not only to home phone numbers, but the business and emergency phone numbers of parents and persons-to-notify previously registered with the school. Please complete the information on the student data form and return to school. Please keep us informed of student information changes.

## **CLASS PARTIES**

Two (2) are permitted yearly. No individual child's birthday will be celebrated with a classroom party. However, birthdays are important. We celebrate them during the child's lunch period in the cafeteria. Taking a child off campus as well as delivering gifts to the classroom is not appropriate. Many parents send **cookies** or **cupcakes** (without ornaments i.e. plastic toys, rings, etc.) for their child to share with their classmates during regularly scheduled lunch time. **Please do not send punch, party hats, napkins, cups, etc.**

## **CONFISCATED ITEMS**

Students should only bring to school items necessary for education. Toys, radios, tape recorders, beepers, etc. are not allowed and will be confiscated and sent to the office. These items may only be retrieved by parents or guardians after a conference with the classroom teacher or administrator.

Any item that is a weapon or that could be construed as a weapon will be turned over to the S.R.O. (School Resource Officer/Sheriff's Deputy) for determination as to criminal intent. Parents, please stress with your child/children that knives of any type are **NOT** allowed on school property (including busses).

## **DRESS CODE**

Fairlawn Elementary is committed to providing the very best learning environment possible for your child. Among the many efforts which contribute to this commitment is Fairlawn's mandatory uniform policy. Standard uniforms may be purchased at a uniform store or a department store (i.e. Penney's, Sears, Target, K-Mart, Old Navy-online, Walmart, etc.).

CAUTION: Not all items labeled "uniform" are part of Fairlawn's mandatory uniform dress code. Please send any dress code item in question to school in a bag and we will be glad to check it for you. PLEASE DO THIS PRIOR TO REMOVING TAGS IN THE EVENT IT NEEDS TO BE EXCHANGED. Basically, you need to think – Plain and Basic! The only items allowed to have cartoon characters are book bags, back packs and lunch boxes. Rolling book bags are permitted for grades 3-5, but not allowed in kindergarten, first and second.

Dress code compliance will be checked on a regular basis. A member of the school staff will call you or have your child call home the morning that there is a dress code violation. Repeated infractions may result in a discipline referral.

A limited clothing bank is available if there is a need for assistance. If appropriate clothing is available at the school, the student will be loaned a change of clothes for the day. These items must be washed and returned within a reasonable time. If clothing is not available, the student will be asked to call home for parents to bring appropriate clothing.

It has been observed that student attitudes and behavior are improved when a more serious tone is set within the school. This allows academic achievement to be our focus. Thank you in advance for your support of this important policy.

	<b>Yes, I am in Dress Code</b>	<b>No, I am <u>NOT</u> in Dress Code</b>
Shirts	Solid Color Polo Shirt in <b>red, white, navy, light blue or royal blue</b> . Short sleeve or long sleeve permissible. Solid Color Turtle Neck in above colors <i>under</i> collared shirt. <b>Fairlawn T-shirt on <u>Friday's only</u></b> <b>No Logo's</b> (except Fairlawn) Shirt must be tucked in Peter Pan Collared shirt w/sleeves under the girls uniform jumper	Striped, print, plaid shirt, Sleeveless No Collar T-Shirt (except Fairlawn's Logo school t-shirt on Friday's) Shirt untucked <u>Shirt with logo or writing</u>
Shorts/ Skorts	Solid <b>Navy, Solid Khaki, Knee length</b> (max. length 3 inches above the knee) Fairlawn plaid in skort, skirt and jumper only	Plaid shorts, Jean shorts, Printed shorts, Uniform shorts any color other than Navy or Khaki <u>Cut off, frayed or ripped shorts</u> , Rolled up or patched shorts Cargo style shorts
Belts	<b>Navy, brown, black or khaki plain solid</b> colored belt with <b>no</b> embellishments. Small buckle	Belt with large buckle of any design, Brightly colored belt <u>Belt with decorations</u> , Plaid or printed belt
Shoes/Socks	<b>Traditional tennis shoes</b> in <b>ANY</b> color with <b>traditional shoe laces</b> of <b>ANY</b> color and properly tied. Closed toe, low heeled dress shoes with back straps in <b>ANY</b> color. Solid color socks in <b>white, brown, black, red, blue</b>	Shoes with wheels, lights, sound, pictures or writing No boots, flip flops, jellies or soft plastic shoes Athletic Shoes w/cleats, Shoe barrettes/charms/characters <u>Brightly colored socks</u>
Jackets	<b>Heavy jackets</b> with or without hoods are for <b>Outside Use Only</b> with zipper, buttons or snaps in a full-length front closure <b>Hooded Plain sweatshirt or sweater</b> in white, red, navy, light blue, black or gray with " <b>NO LOGO</b> " for <b>Classroom wear</b> <b>Only</b> -collared shirt must also be worn	Sweatshirt with writing, pictures, or <u>logo designs</u> Jacket without buttons, snaps, or a zipper that is full-length Shirt worn as a jacket
Jeans	<b>Standard, traditional, plain blue jeans</b> ankle length No embellishments or designs (ex: stars, brads, glitter, rhinestones or flaps)	Any colored jeans other than blue, <u>Skinny legged style jeans</u> Cargo style jeans, Carpenter style jeans, Frayed or ripped jeans
Pants	<b>Navy or Khaki</b> uniform pants, Ankle length	Any non-uniform pants of any color other than Navy or Khaki Capri's, leggings
Grooming	<b>Traditional hair style above</b> the shoulder and eye brow for young men. Natural color, Natural nails-- <b>NO POLISH</b> <b>Earrings</b> no larger than <b>1 inch</b>	Unnatural colored, shaved, spiked, more than 1 line/part, <b>sculptured hair styles</b> , or excessive beading. <u>Any style distracting</u> to the learning process Tattoos/body art, makeup

## **EMERGENCY DRILLS**

Periodically, fire and other emergency evacuation drills are held to teach procedures so reaction to any emergency will be orderly and not result in panic. You may want to ask your child to share the information he/she learned during a drill with the entire family for at-home safety.

## **EMERGENCY PLANS**

We are required to advise parents annually of school evacuation procedures. In case of an emergency at the nuclear power plant our procedure is as follows:

1. No actions would be taken with classes of emergency known as "unusual event" or "alert". These emergency classifications generally involve a minor incident at the plant site that requires no public action.
2. In a "site area emergency" or "general emergency" which involves a more serious incident, evacuation may be required with students being transported to predetermined centers. **Do not attempt to pick up students at the school.**
3. If evacuation is required, students from Fairlawn Elementary will be transported to: St. Lucie County Fairgrounds, 15601 West Midway Road, Fort Pierce, FL.
4. Local radio and television stations will announce when and where parents can pick up their children. Please bring a photo ID with you to pick up your students.

## **LOST AND FOUND**

All articles lost on the bus or at school will be turned into the computer lab. PLEASE LABEL ALL COATS, LUNCH BOXES, AND OTHER PERSONAL ITEMS.

## **MESSAGES AND TELEPHONE CALLS/CELL PHONES**

Students will not be permitted to use the office phone for personal calls except in case of emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Students may have a cell phone at school during school hours. However, it must be out of sight and turned off. At the end of the instructional day, the phone may be turned on. Any inappropriate use of a wireless communication device or noncompliance with this policy, shall be cause for disciplinary action, including confiscation of the device.

## **NEWSLETTER**

Fairlawn's website will have the most current activities happening at Fairlawn Elementary, as well as, other important information. Please visit our website at <http://www.stlucie.k12.fl.us/FLN> The Monthly calendar will also be available on this website.

## **PERSONAL ITEMS**

Items for special occasions (i.e. balloons, candies, flowers, etc.) are not permitted during the school day. If a parent brings them for an awards ceremony, they will be asked to bring them home for their student. These items will not be transported on a school bus. If a student forgets his/her lunch, book, homework, money, or any other item needed for school, we will make sure that your students receives it as soon as possible. Those necessary items should be delivered to the front office.

## **PLEDGE AND PREAMBLE**

Section 1003.44, Florida Statutes, requires that the Pledge of allegiance to the flag of the United States be recited at the beginning of the day in every Florida public elementary, middle, and high school. The statute also requires public schools to post in a conspicuous place a notice stating that each student has the right not to participate in reciting the Pledge.

1. Any student who chooses not to recite the Pledge shall be excused from such activity, and shall also be excused from standing during the Pledge.
2. Any student who chooses not to stand or to recite the Pledge may not disrupt the reciting of the Pledge by others. Any material disruption of the Pledge may subject a student to disciplinary action in a like manner as any other material disruption of a school activity.
2. The school may not discipline or otherwise single out any student who chooses not to stand or to recite the Pledge and who does not otherwise disrupt the reciting of the Pledge by others.
4. The school shall notify the parent(s) of any elementary or middle school student (grades k through 8) who chooses not to recite the Pledge or to stand during the Pledge. The parent(s) will be requested, but will not be required, to confirm in writing his, her, or their agreement with the student's choice.

## **VALUABLES**

We strongly encourage all students to leave valuables such as money, iPods, game boys, jewelry, cell phones, etc., at home. The probability of damage and/or theft is too great and those items are a distraction to students throughout the day. While is it tempting to bring new toys and gifts to school, these items should remain at home.

## **WITHDRAWAL**

Parents should complete withdrawal forms at the office before transferring a student. This helps expedite the transfer of a child's records.

## VII. HEALTH INFORMATION

### **IT IS ESSENTIAL THAT AN EMERGENCY NUMBER BE PROVIDED FOR EACH CHILD AND THAT ANY CHANGES IN WORK OR HOME PHONE NUMBERS BE REPORTED TO THE OFFICE**

In accordance with Florida Statute 381.0056, the St. Lucie County School District in cooperation with the St. Lucie County Health Department will conduct health screening activities for selected student groups during the school year.

The screenings will include:

- ✓ Height and Weight, which will include Body Mass Index (BMI) calculation for grades 1, 3 & 6.
- ✓ Vision and Hearing Screenings for grades K, 1, 3 & 6
- ✓ Scoliosis Screenings for grade 6

In addition to these screening activities, your child will receive first aid and care in the event he/she is injured or becomes ill while at school. You will be informed, in writing, if your child fails to meet any of the screening standards. You are encouraged to seek further professional assistance. If you DO NOT want your child to participate in school health screenings, PLEASE NOTIFY THE SCHOOL in writing and include your child's name and grade.

All medication, prescription and non-prescription, will be kept in the clinic under lock and key and will be administered only by the school designated personnel once all requirements are met. The administering or dispensing of medicines (prescription or non-prescription) to students by employees of the school system without authorization by a licensed physician and the parent of the student is forbidden. It is, therefore, recommended that parents inform their doctor of their child's school hours in order to encourage the administration of medication at home, whenever possible.

### **CLINIC (Illness and/or Accidents)**

The health aide monitors the clinic and performs vision, hearing, and weight screening for students at designated grades. Student's health records are also maintained by the health aide. Students who become ill or need first-aid will be sent to the clinic. You will be notified if your child is to be sent to the clinic with a written note or a phone call if the situation requires your immediate attention. An accident report is completed following any injury requiring first-aid.

It is **CRITICAL** for you to complete both sides of the EMERGENCY MEDICAL CARD provided by the school health paraprofessional. Please be sure to include your home phone, work phone number (parents), and any additional emergency contact(s) phone number(s) and return to the school as soon as possible.

If a student is sent home with head lice, they are not permitted to ride the bus or return to class unless they have been checked by the school health aide and found to be free of lice and/or nits.

## **MEDICAL EMERGENCIES**

For the purpose of this policy the following are to be considered serious medical emergencies:

1. Difficulty breathing or has stopped breathing
2. Bleeding which appears difficult to control
3. State of shock because of excessive bleeding, severe pain, insulin reaction, or
4. Diabetic coma
5. Unconscious (beyond fainting)
6. Extensive burns
7. Drug overdose or oral poison other than drugs

In the event of a serious medical emergency requiring medical attention, the principal or designee will call 911. Once the emergency medical service (EMS) personnel arrive at the scene, they assume the responsibility for the care of the individual.

## **PHYSICAL EDUCATION EXEMPTION**

If your child needs to be excused from participating in physical education for a day, you will need to send a note to the physical education instructor. In order for students to be exempt for a longer period, a doctor's statement will need to be placed on file in the office.

## **SCHOOL INSURANCE**

Your child will be provided the safest of school environments. However, an injury could result from an accident and the School Board does not assume liability in these instances. Parents may want to consider enrolling their child in the SCHOOL CHILD INSURANCE PROGRAM. Students are offered a choice of school day coverage, or 24 hour coverage fees. Appropriate forms are sent home during the first week of school.

# **VIII. HOMEWORK POLICIES**

Meaningful and realistic homework will be assigned Monday through Thursday. Time limits will vary according to the age and grade of the student. Roughly, this time duration will serve as a guide:

Grade K	10 minutes
Grade 1	10/20 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	45 minutes
Grade 5	50/60 minutes

Special assignments may vary from this guideline from time to time. Homework is designed to provide necessary reinforcement of concepts and skills taught during the school day. It is not given to introduce new material. It also prepares students for upcoming lessons, teaches responsibility and independence and helps student develop positive study habits. Enrichment assignments are tailored to the individual child and may be given when the teacher feels it is appropriate for the student. The main value of homework, in addition to reinforcement, is the

experience it gives the students to work on his/her own. Therefore, students are expected to do homework independently with a minimum of assistance from parents. Neatness, promptness and accuracy are important. Some assignments may not require written work. Studying, memorization and required reading are types of homework that will be evaluated through tests and classroom performance.

Parents, we would like to ask that you become involved with your child's homework. The following suggestions are requested:

1. Arrange for a quiet location in your home for study purposes.
2. Provide a good work area. This would include good lighting, a desk or table to work on, and the right tools (i.e. pencil, paper, etc.). A good dictionary is especially helpful.
3. Be supportive of your child's homework responsibilities.
4. Arrange for a regularly scheduled "homework time".
5. Monitor your child's homework progress.
6. Review completed homework assignments.
7. Allow your child to participate in physical activities each day.
8. Encourage your child to think about school when at home. If your child does not have written homework, you can still prepare him by talking about school activities.

## **IX. PARENT ORGANIZATIONS & INVOLVEMENT**

### **PARENT CHAPERONE**

All school functions and activities such as picnics, parties, excursions, and similar activities under the sponsorship of the school shall be chaperoned by adults approved by the administration and the St. Lucie School District. **Parents must fill out a volunteer application and be approved prior to serving as a chaperone/volunteer.**

Parents or other relatives of legal age may have the opportunity to assist teachers and students by serving as a chaperone on one or more field trips.

As a chaperone, the duties will include the supervision of a group of students. The grouping of students is primarily the responsibility of the classroom teacher. We ask that all students and parents adhere to our school's dress code unless otherwise indicated. In order for all students to be adequately supervised, only those students enrolled in the participating classes will be allowed on the trip. Infants and students not enrolled at Fairlawn are not allowed to participate in Fairlawn field trips.

### **P.T.O. (PARENT TEACHER ORGANIZATION)**

Fairlawn's Parent Teacher Organization invites all parents and teachers to be active members. This program is a service group whose members work on specific projects to improve the school. Meetings are held periodically during the school year. Dates and times are sent home in parent bulletins and posted on our website.



## **BUSINESS PARTNERS IN EDUCATION**

Many community businesses actively support your child’s educational life at Fairlawn by providing services, materials, or incentives to support and enrich the curriculum. For the last few years we have had an outstanding relationship with our Partners in Education and encourage other partnerships to join their support. Fairlawn’s parents are encouraged to be partners in education with our school.

## **SCHOOL ADVISORY COUNCIL**

The School Advisory Council is a committee that guides and oversees the implementation of a system of school improvement and accountability which results in educational excellence and the highest level of student learning. The primary focus of the School Advisory Council is to develop the School Improvement Plan and to prepare our children for the future. The team consists of parents, faculty and staff, community members, and business partners. Anyone interested in serving on the School Advisory council should contact the school office.

## **VOLUNTEER PROGRAM**

Fairlawn Elementary has a strong and growing Volunteer Program. There is no better way to help your child succeed in school than to become involved in his/her education. The volunteer program offers parents, grandparents, college students, and any concerned adult the opportunity to make a difference. There are opportunities to work directly with students and staff or work at home preparing materials or grading papers. We encourage you to consider volunteering this year. There are many ways to help and extra hands are always welcome. Please contact the school office for more information.

## **X. PROMOTION POLICY**

Fairlawn Elementary believes that standard minimum achievement with a grade level is necessary for promotion. Promotion will be based upon the teacher’s evaluation of the student’s proficiency in grade level skills in core academic subjects. Promotion is based only on achievement. Students must achieve a performance level which will allow successful work at the next grade level prior to promotion to a higher grade.

## **XI. REGISTRATION**

If a student is currently enrolled as a student at Fairlawn it is not necessary to register every year, (ie. a Kindergarten student will automatically be placed in Grade 1 and so on). Students enrolled in the Pre- Kindergarten Program will need to apply for admission to Kindergarten. STUDENTS WHO LEAVE FAIRLAWN AFTER FIFTH GRADE MUST BE ON THE WAITING LIST FOR ADMISSION TO LINCOLN PARK ACADEMY FOR AN OPPORTUNITY TO CONTINUE IN A TRADITIONAL ACADEMIC PROGRAM.

## XII. REPORTING TO PARENTS

### GRADES/REPORT CARDS

Every effort is made to provide parents with the information they need to fulfill their responsibility. Report cards are sent home every nine-weeks. Teacher comments may be included regarding such things as study habits or courtesy in the classroom. If a child has been enrolled in our school for less than 20 days an effort will be made to obtain grades from the previous school. The day-to-day grade scores, homework, class participation, and test grades are recorded and averaged for the nine weeks grade. Students in Grade 3 – 5 will be graded on the following scale:

A = 100 – 90 (High)                      D = 69 – 60 (Below Average)  
 B = 89 – 80 (Above Average)      F = 59 and below (Failing)  
 C = 79 – 70 (Average)

### Grading Scale for Grades K-2

- 4 - Above standard
- 3 - At Standard
- 2 - Approaching Standard
- 1 - Below Standard
- 0 - Not Attempted

<u>Reading – Kg, 1<sup>st</sup> and 2<sup>nd</sup> Grade</u>	<u>Math - Kg.</u>	<u>Math – 1<sup>st</sup> and 2<sup>nd</sup> Grade</u>
Reading: Foundational Skills Reading: Informational Text Writing Speaking and Listening Language Reading: Literature	Counting and Cardinality Geometry Measurement and Data Operations and Algebraic Thinking Number and Operations in Base 10	Number and Operations in Base 10 Measurement and Data Operations and Algebraic Thinking Geometry

### STUDENT DAILY PLANNERS

Daily planners will be provided for all students in second through fifth grade. It is the parent's responsibility to review the planner nightly with your child. If the planner is lost, you must purchase a new planner at the cost of \$5.00. Planners are available in the front office.

### HONOR ROLLS

An assembly will be held at the end of each nine-week grading period recognizing students in grades 3-5 who have achieved Honor Roll. The Honor Roll program currently being implemented at Fairlawn encourages students to strive for higher levels of excellence. Honor Roll criteria are as follows:

#### **Grades 3, 4 and 5**

**Principal's Honor Roll** – all A's **and** all S's in Conduct

**Honor Roll** – all A's and B's (no C's) **and** all S's in Conduct

**Grade 1 & 2** – will be honored for their academic growth at the end of the school year with the following: **Principal Patriot** – 3's or higher in all subject areas and S's in all areas.

**Progressing Patriot** – 2's in subject areas and S's in all areas.

## **PERFECT ATTENDANCE RECOGNITION**

Students in grades 3 - 5 who have obtained Perfect Attendance will receive a certificate each nine weeks. Students with excessive tardies or early pickups (more than 5) will not be recognized for Perfect Attendance. A special recognition will be given for students who obtain Perfect Attendance for the entire year. **Perfectly Prompt Recognition** - No unexcused tardies. (Please see Appendix A) K-2 students will be recognized for Perfect Attendance and Perfectly Prompt at the end of the school year.

Parents are reminded that teachers are supervising students and are not available for conferencing during assemblies. We also request that you silence your cell phones, and please try to remain for the entire assembly (usually 30-40 minutes).

## **STATE ACADEMIC ASSESSMENT RESULTS**

Students in grades 3-5 participate in state assessments. Parents receive the results of all standardized tests and formal written assessments administered by the school. Parents will know how their child stands academically compared to children throughout the nation and around the state. Open house, class visitation, and parent conferences will also be held to provide parents with an opportunity to discuss student progress.

## **PROGRESS REPORTS**

Parents should access their students' grades through the Parent Portal at [www.stlucieschools.org](http://www.stlucieschools.org). If you have not already signed up for this access, please see a staff member to complete the necessary forms. Please tell your child's teacher if you do not have a computer to use to monitor your child's progress in school. The teacher will then send home a paper copy of the progress report every other week.

Kindergarten students will receive a weekly progress report for the first 9 weeks of school. These reports will be a written/paper report detailing their academic and social progress in school. All academic progress can be monitored on our Parent Portal.

Monthly newsletters, calendars, special announcements and information will also be posted on this Parent Portal.

## **XIII. STUDENT CONDUCT**

Fairlawn Elementary has a commitment to a well-disciplined program of the highest standard. At all times, teachers have the right to teach and students have the right to learn. If this is to be accomplished, it is absolutely necessary that the school environment be free of disruptions which interfere with teaching and learning. Teachers will inform students and parents of specific classroom rules and disciplinary actions. An atmosphere essential to optimum educational growth and development can only be fostered when guidelines governing good behavior are consistently and fairly enforced. Each child is responsible for following guidelines that govern student behavior at school. Students are expected to:

- cooperate and conduct themselves with teachers, staff, and classmates in a manner showing respect for all persons and must adhere to the school code of student

conduct

- complete all required assignments including homework
- understand that assignments must be on time to receive full credit and must be neat in order to be accepted by the teacher
- respect and care for all personal and school supplies and property.

The School Board document of the Student Conduct and Discipline Code is issued to each family for thorough review and understanding of guidelines affecting student behavior in school. To maintain a well-disciplined school, all members of the school staff, coupled with cooperative and supportive parents, must be concerned with consistent enforcement of disciplinary guidelines. This document is to be read with your child. Then, both child and parent are to sign the form on the inside of the cover of the booklet and return it to school. These forms are kept on file in the main office. Throughout the year it may be necessary to review school rules and proper school behavior with your child.

## **DISCIPLINE**

The Discipline Policy and Code of Conduct were developed by a group of parents and teachers to ensure a safe, positive learning environment for every student. Fairlawn Elementary has implemented a Positive Behavior Support Plan.

<u>Hallway Rules</u> <ul style="list-style-type: none"><li>• Face forward</li><li>• Walk single-file</li><li>• Keep one arm's length between you and the person in front of you</li><li>• Voices are silent</li><li>• Be in dress code</li></ul>	<u>Classroom Rules</u> <ul style="list-style-type: none"><li>• Comply with adult directions</li><li>• Keep hands, feet, and objects to yourself</li><li>• Come to class with required materials</li><li>• Complete all assignments on time</li><li>• Be in dress code</li></ul>
<u>School-Wide Expectations</u> <p><b>P</b>atriots are Respectful <b>A</b>ct Safely <b>C</b>ome Prepared <b>T</b>ake Responsibly</p>	<u>Cafeteria Rules</u> <ul style="list-style-type: none"><li>• Raise your hand for assistance</li><li>• Walk</li><li>• Carry tray using two hands</li><li>• Place all garbage in trash can when you leave</li></ul>

Any student disrupting the educational process of another student verbally or physically should expect to be disciplined. The rules apply to all students. No one is singled out for special favors or punishment (See St. Lucie County Student Code of Conduct).

Misconduct is grouped into two categories and the discipline procedures are described for both.

### **Major Offenses**

- Giving, selling, possessing, or using alcoholic beverages
- Giving, selling, possessing, or using drugs, or possessing drug paraphernalia
- Giving, selling, possessing, or using tobacco products.
- Cheating, lying, stealing, or gambling

- Fighting
- Destruction or defacement of public or private property
- Throwing any object which could cause injury to another
- Using profanity or abusive words and/or gestures including ethnic or racial slurs
- Any violations of the Code of Conduct and/or Dress Code that becomes habitual

### **Minor Offenses**

- Violation of the Code of Conduct and/or Dress Code
- Tardiness
- Inconsistent performance of homework/assignments
- Personal sale of any item

### **DISCIPLINE PROCEDURE**

- ✓ If a Discipline Referral is written, the parent will be contacted. The parents will be urged to work with their child so that no further offenses will occur. In addition, the administration will take any necessary and appropriate disciplinary action.
- ✓ When students are involved in minor offenses, the teacher will take appropriate corrective measures. Should such offenses become frequent or problematic, parents will be notified by the classroom teachers and a cooperative home-school solution will be found.
- ✓ Disciplinary action steps will be implemented per the St. Lucie County Code Of Conduct. suspension. Specific disciplinary action will be determined by the frequency and severity of the offense and parents will be notified. Emphasis will be placed on corrective action rather than punishment for punishment's sake. Corporal punishment will not be used.
- ✓ All actions are taken in the best interest of our children, with proper home/school cooperation, serious disciplinary actions should be avoidable.

### **BUS POLICY AND CONDUCT**

Transportation is provided for each child who resides more than two miles from the school. This service is available as long as the child abides by the rules of safety and proper behavior. Serious or repeated violations may cause this service to be withdrawn, which then places the responsibility upon the parent to get their child to and from school. Suspension from riding the bus does not mean suspension from school.

Several types of action, to be determined by the principal according to the severity of the offense, may be taken based on the written report issued relative to bus riding privileges.

1. Warning with written notice to parents
2. Up to 10 days suspension and/or until satisfactory parent conference(s)
3. Suspension with recommendation to the Superintendent for expulsion. If the Superintendent deems a recommendation to the board is appropriate, he will proceed with the proper procedure and he will extend the suspension assigned by the principal if the suspension period expires before the next regular or special meeting of the school board.

Please review these rules carefully with your child. School bus passengers will observe the following rules:

**B**ack to back, bottom to bottom

**U**se inside voices

**S**how kindness

**E**nter and exit the bus safely

**S**how respect

### **BULLYING AND HARASSMENT**

Bullying and Harassment by students is strictly prohibited. Please refer to the School Board of St. Lucie County Code of Student Conduct or the **District's website regarding policies.**

## Attendance Requirements, Elementary:

- (a.) Compulsory School Attendance & Declaration of Intent to Terminate School Enrollment (F.S. 1003.21)

Pursuant to Section (F.S. 1003.21) all children who are either six years of age or who will be six years old by February 1, or who are older than six years of age but who have not attained the age of 18 years, must attend school regularly during the entire school term. A student between 16 and 18 years of age is not subject to compulsory attendance if the student completes a formal declaration of intent to terminate school enrollment with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and that the disenrollment will be reported to the Department of Safety and Motor Vehicles. The declaration of intent to terminate school enrollment must be signed by the student and the student's parent or legal guardian. The school must notify the parent or legal guardian of receipt of the student's declaration of intent to terminate school enrollment. A student who attains the age of 18 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age.

- (b.) Official Attendance

The official daily attendance will be taken during the second-class period for middle and high schools and at the beginning of the day for elementary schools. Secondary attendance must also be taken daily by class period.

The only attendance codes that will be recorded are as follows (notes what the code converts to at the state level):

- C – Clinic
- E – Excused Absence (excused)
- G – Guidance
- I – In-School Suspension (unexcused) (not an absence)
- O – Out of School Suspension (unexcused)
- R – Students who attend Project Rock (not an absence)
- S – School Activity/Field Trip (not an absence)
- T – Excused Tardy
- U – Unexcused Absence
- 1 – Unexcused Tardy
- 2 – Unexcused Absence as a result of excessive tardies

- (c.) Project ROCK

Students suspended out-of-school who attend Project ROCK (north or south) can be coded as “R” (Project ROCK) for the dates that the school confirms that the student attended the program.

- (d.) Enforcement of Attendance (F.S. 1003.26)

Schools must contact the parent after each unexcused absence, or absence for which the reason is unknown, to obtain the reason for the absence and to determine if the absence is excused or unexcused based on School Board policy. Contact can be made by phone, automatic phone dial system, mail, or in person by a school representative. Documentation of contact by phone will be a phone log noting the date and time of call, school official making call, family member contacted,

and outcome of conversation. Documentation by mail will be a copy of the dated written notice to the parent by a school official or the postal service return-receipt. Documentation of personal contact will be the parent's signature on Student Services form(s).

(e.) Reporting Attendance Cases to the Student Team (F.S. 1003.26)

If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's teacher shall report the case to the school's student team or attendance committee. The school social worker shall participate in the meeting. The team or committee will determine if early patterns of truancy are developing. If a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify remedies. The meeting with the parent can take place at the school or by a school representative who meets with the parent at a mutually agreed upon location. The team or committee shall implement any interventions that best address the problem. The interventions may include, but are not limited to: (1) frequent communication between school and the family, (2) mentoring, (3) counseling, (4) evaluation for alternative education programs, (5) attendance contracts, (6) referral to other agencies for services, (7) other interventions, including but not limited to a truancy petition pursuant to (F.S.984.151).

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

(f.) Attendance Referrals to Student Services

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

(g.) Truancy Petition

The superintendent may file a truancy petition pursuant to procedures in (F.S.984.151), when:

- 1) A student has 5 unexcused absences in a calendar month or 10 unexcused absences within a 90-calendar-day-period.
- 2) The student team or attendance committee has met and efforts to correct the attendance have been unsuccessful.
- 3) The parent has been notified as to the unexcused absences or absences for which reasons are unknown.

Truancy petitions will be filed in the Circuit Court in the 19<sup>th</sup> Judicial Circuit. All supportive documentation provided by the school to support the filing of the petition will become part of the official court file.

Parents will receive a copy of the petition and all documents filed with the petition by one of the



following means:

- 1) Hand delivery by a school district representative with the parent's signature that the copy was received
- 2) Sheriff's service arranged by the Clerk of the Circuit Court.

(h.) Sponsored Activity

Any student who attends a school-sponsored activity shall be considered as being present for instruction. In instances in which there is a question concerning the validity of the activity, the zone administrator shall make the determination.

(i.) Exam Exemptions

School districts shall not allow schools to exempt students from academic performance requirements based on practices or policies designed to encourage student attendance. This prohibits exemption of students from examinations based solely or in part on good attendance. It does not prohibit exemptions from examinations based on grades or other performance related criteria. (F.S. 1003.33)

(j.) Excused and Unexcused Absences (F.S. 1003.26)

Schools are required to track excused and unexcused absences and tardies according to policy.

(k.) Parent/Guardian Responsibility (F. S. 1003.24)

Each parent and guardian of a child within the compulsory attendance age is responsible for the child's attendance as required by law (F. S. 1003.24). The only conditions under which the parent or guardian is not responsible are:

- 1) The student missed school with permission of the principal.
- 2) The student cannot attend due to the financial inability of the parent to provide necessary clothes for the child, and this inability is reported in writing to the Department of Student Services prior to the opening of school or as soon as the inability is determined. Not reporting the financial inability to the Department of Student Services does enable the school district to pursue all interventions, including filing truancy petition in the Circuit Court. The inability to provide clothes must be substantiated by the Department of Student Services.
- 3) The student does not attend due to sickness, injury, or other insurmountable condition, which makes attendance inadvisable.

(l.) Written Explanation from Parent Requirement (F.S. 1003.26)

The parent or guardian is required to send a written explanation of the reason for the student's absence to the school within three days of the student's return to school. The written explanation must include the dates of the absences for which excuse is sought, and the specific reason for the absence. Any documentation that supports the written explanation of the reason for the absence,

including any physician explanation, should be attached. The Department of Student Services can, after investigation, advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence. As used in this Plan, the term “physician” shall mean a person practicing as a physician licensed under Chapter 458 (medical practice), 459 (osteopathic medicine), Chapter 460 (chiropractic medicine), or Chapter 461 (podiatric medicine), Florida Statutes.

(m.) Physician Authorization Requirement (F.S. 1003.24)

If a student has accumulated a total of 10 excused or 5 unexcused absences within a semester, subsequent absences of more than 3 consecutive days may not be excused unless documentation is received demonstrating that attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a physician. The physician’s statement must include the dates of the absences for which excuse is sought, and the specific reason for the absence. Consideration will also be given regarding certain communicable illnesses and chronic medical conditions that do not require physician treatment, such as chickenpox, in which the student is still contagious and cannot return to school. Consideration will also be given for insurmountable circumstances that directly involve the student's primary family, such as a family death that requires the student to accompany the parent or guardian out of town for a brief period of time.

(n.) Homebound/Hospitalized Program

Students in the Homebound/Hospitalized program are required to follow the same attendance policies contained herein.

Parents of students who are confined to the home will provide the homebound teacher with a written explanation of the reason for absence within three days of the absence. The teacher will forward the written explanation to the Homebound/Hospitalized office.

Parents of students who are receiving services in the Homebound/Hospitalized program due to an intermittent illness, will provide written explanation of the reason for absence directly to the school of enrollment.

The Homebound/Hospitalized Program provides instructional services to a student diagnosed with a physical or psychiatric condition which is acute or catastrophic in nature, or a chronic illness, or a repeated intermittent illness due to a persisting medical problem and which confines the student to the home or hospital, and restricts activities or an extended period of time. The program is available to students in grades K-12 and Pre-K exceptional education students.

The child’s attending physician or psychiatrist must be licensed by the state of Florida and must complete a Homebound/Hospitalized Referral Form. A student who is hospitalized or homebound is eligible for specially designed instruction when the licensed physician certifies that the student: is expected to be absent from school due to a physical or psychiatric condition for at least fifteen (15) consecutive school days, or due to a chronic condition, for at least fifteen (15) schools days which need not run consecutively ; is confined to the home or hospital; will be able to participate in and benefit from an instructional program; is under medical care for an illness or injury which is acute, catastrophic, or chronic in nature; and can receive instructional services without endangering the health and safety of the instructor or other students with whom the

instructor may come in contact. These referral forms are available through the District Exceptional Student Education Office or the Guidance Counselor at the student's assigned school.

The minimum evaluation to determine eligibility shall be an annual medical statement from a licensed physician including a description of the disabling condition or diagnosis with any medical implications for instruction. This report shall state that the student is unable to attend school, describe the plan of treatment, and provide recommendations regarding school re-entry, and give an estimated duration of condition or prognosis.

An eligibility meeting will be scheduled at the student's assigned school after the referral form is submitted to the Homebound/Hospitalized Office. An individual education plan will be developed or revised prior to assignment to the homebound or hospitalized program and to a school based program due to an acute, chronic, or intermittent condition. Once the eligibility and IEP are completed, the parent, guardian, or primary caregiver must sign parental agreement concerning homebound or hospitalized policies and parental cooperation.

The parent, guardian, or primary caregiver shall provide a quiet, clean, well ventilated setting where the teacher and student will work; ensure that a responsible adult is present; and establish a schedule for student study between teacher visits. The student should be ready for homebound service at the time agreed upon between the parent, student and teacher. If the student is unable to meet his/her scheduled appointment, please call the homebound teacher immediately but no later than two hours prior to the scheduled instructional time. Absences without good reason can result in the student losing homebound teacher services.

The student's physician must release the student to return to school. This can be accomplished by the physician completing a "Doctor's Release Form" available from the Hospital/Homebound office or school guidance counselor or the physician may document the release on a prescription form. A meeting will be held to dismiss the student.

The Homebound/Hospitalized staff strives to work closely with families, as well as the administrative and instructional staff at the student's home school. The goal is to provide needed services while the student is eligible and facilitate a smooth transition for each student as they return to their assigned comprehensive campus.

(o.) Students with Head Lice

Students with school verified cases of head lice will have 2 excused absences per incident up to a maximum of two incidents per semester. Students who return to school with lice or nits and who are sent home that same day or who remain in the clinic/office will not be counted as "in-attendance" and will have the absence unexcused.

(p.) Notification to Other Agencies

Habitual truants will be reported to the Department of Safety and Motor Vehicles; Department of Children and Families; Department of Juvenile Justice and their contracted providers for truants; State Attorney's Office; Circuit Court. Truancy cases will also be reported to agencies contracted

by the School Board to provide truancy services pre and post the student meeting the habitual truant definition.

(q.) Habitual Truants (F. S. 1003.27)

A student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and is subject to compulsory school attendance, shall be classified as a habitual truant. The Department of Highway Safety and Motor Vehicles; Department of Children and Families; Department of Juvenile Justice; State Attorney's Office; Circuit Court will be notified of cases of habitual truancy as prescribed by law.

(r.) Excused Absences

Absences for the following reasons are excused when an explanation is provided by the parent or by the student's physician, when the physician authorization policy threshold has been reached:

- 1) Illness of the student
- 2) Major illness in the immediate family of the student that requires the student to miss school
- 3) Medical appointments of the student
- 4) Death of family member or friend
- 5) Required court appearance
- 6) A religious holiday of the specific faith of the student or the student's immediate family
- 7) Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- 8) Major disaster that would justify the absence that has been approved by the principal
- 9) Head lice, maximum of two excused days per incident with a maximum of two incidents per semester
- 10) 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.
- 11) Other planned absences approved in advance by the principal
- 12) Vacation travel or family outing/activity 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.

(s.) Unexcused Absences

- 1) Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees.
- 2) Truancy or out-of-school suspensions.
- 3) Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.
- 4) Failure to provide an explanation of the absence to the school. The Department of Student Services can, after investigation, can advise the school to excuse absence(s) after the 3 days

have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence.

- 5) Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late.
- 6) Non-attendance for immunization non-compliance
- 7) Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester. Students who return to school with lice or nits and who are sent home that same day or who remain in the clinic/office will not be counted as “in-attendance” and will have the absence unexcused.

(t.) In-School Suspension

Students assigned to in-school suspension shall be counted as present for all the days they are in attendance in these classes.

(u.) Project ROCK

Students suspended out-of-school who attend Project ROCK (north or south) can be coded as an “R” (Project ROCK) for the dates that the school confirms that the student attended the program. This means that the student should be counted as “in-attendance”.

(v.) Withdrawal of Students for Non-Attendance

Pursuant to (F.S. 1003.26) and (F.S. 1003.27), a school is not authorized to withdraw a student, ages 6-18, for non-attendance unless the following criteria have been met:

- 1) Student meets the legal criteria by the State of Florida to be classified as a habitual truant
- 2) School has notified the parent of each unexcused absence according to policy and the child continues to not attend
- 3) School has notified the parent in writing of the total number of unexcused absences and that the student is in danger of being withdrawn for non-attendance. This notification will also inform the parent that the student will lose their pending or current driving privilege as a result of the withdrawal
- 4) The Attendance Student Support Team has made efforts to resolve the student’s non-attendance
- 5) For elementary cases, a truancy petition has been filed in the Circuit Court and the student continues to not attend.

(w.) Use of Withdrawal Codes W05, W15, and W22

- W05: Any student, age 16-18 years old, who leaves school voluntarily with no intention of returning. This code must only be used for students who have properly filed the Intent to Terminate Enrollment Form.
- W15: Any PK-12 student who is withdrawn from school due to nonattendance. Use this code for students, age 6-18, who have left school with no intention of returning and after procedures outlined in Sections (F.S.1003.26), (F.S. 1003.27), and School Board Policy have been followed.

- W22: Any PK-12 student whose whereabouts is unknown. This code may be used for students who are withdrawn because they cannot be located after every effort has been made to locate them.

(x.) Makeup Work

Make-up work will be allowed for all absences and will be graded at full credit. The student will be allowed a period of two days make-up time for each day absent, not to exceed ten (10) school days from the date of return for make-up work.

- 1) On sufficient advance notice, the teacher will inform the student/parent of work to be covered during the student's absence and student's assignment. The teacher will be as specific as existing plans will allow, but is not expected to develop any special series of plans or assignments for individual students as make-up work.
- 2) After the student returns to school, the teacher will inform the student of the work or assignments the class covered during the student's absence and student's make-up assignment(s).
- 3) The teacher may require the student to be fully responsible for all work that student has missed and may require that student take tests and examinations which shall be graded on the same basis as the rest of the class.
- 4) Parents may be asked to submit legal or medical evidence to support any claim to excuse absences.
- 5) Students who are absent when an assigned test is administered should be prepared to make up the test on the first day of their return to school. When tests are assigned during the absence, students will be allowed 2-days to prepare before being required to take the test.

(y.) Non-enrollment

Provide a list of students to the Department of Student Services no later than the date notified after the 10th day. If the student has not enrolled and has made no contact with the school to explain why the student did or will not enter, the district must remove the student from the roll as of the first day of school by entering the withdrawal code DNE (did not enter), recording the withdrawal date as of the first day of school and by deleting any attendance records associated with the student.

If a parent contacts the school to state that the student will not enter, the school is to obtain the reason from the parent, log the call, and enter the correct withdrawal code instead of the DNE code.

In cases where there was no contact from the parent(s), the school is to do the following:

- 1) Contact the parent or persons listed as contacts for all students with a DNE and obtain the reason for the student not entering. These calls are to be logged and the DNE code updated to the proper code.
- 2) Provide a list of students with their cumulative record to the Department of Student Services no later than the third working day after the 10th day. The list shall contain the student's full name, name of the parent or guardian, and an account of efforts to contact the parent,

including phone numbers called.

- 3) The Department of Student Services will attempt to contact the parent or guardian and will provide the school with the updated withdrawal code.
- 4) The school must update the withdrawal code at any time during the school year that new information is obtained as to the reason the student did not enter.

(z.) Tardy

In grades Kindergarten through five, a student is considered tardy if they are absent at the beginning of the day or if they leave school before the scheduled release time. Tardies will be either excused or unexcused. Acceptable documentation to excuse a tardy is the same as those under the Early Pick-Up Policy and for excused absences. Schools have the authority to develop a school-specific tardy response system, as approved by an administrative body comprised of representatives from varying district departments.

Every fifth unexcused tardy results in one unexcused absence. These unexcused absences are given the same weight as any other unexcused absence and can affect perfect attendance and decisions to file a Truancy Petition.

(aa.) Early Pick Up

No more than once per grading period can students be picked up early from school without documentation of the reason. Each subsequent request for early release from school during the same grading period must be accompanied by written explanation specifying the reason for the request. The written explanation shall be in the form specified in the section above titled, "Written Explanation from Parent Requirement (F.S. 1003.26)". The student shall be excused for the classes missed so long as the reason stated is one of the criteria set forth in the section titled, "Excused Absences". The school principal or designee can approve an early release beyond these limits after taking into consideration the reason as well as the student's attendance history, both daily and by-period, and number of early releases.

In instances where the student is released early, beyond the one-time per grading period where documentation is not required and there is no documentation as to the reason or the principal or their designee has not approved the release, the class(es) that the student missed or misses, in whole or in-part, will be unexcused. Students sent home due to illness will have the absences for missed classes excused.

Students in grades Kindergarten through five who are released early from school are tardy for the day. That tardy can be excused or unexcused. Every fifth unexcused tardy results in one unexcused absence. These unexcused absences are given the same weight as any other unexcused absence and can affect perfect attendance and decisions to file a Truancy Petition.

(bb.) Compulsory Attendance and Home Education Programs

Pursuant to (F.S. 1002.41) and (F.S. 1003.26), students who enter a home education program and exhibit a pattern of nonattendance will be subject to a portfolio review by the home education review committee. The committee will verify if the home education program is in compliance

with (F.S. 1002.41)

Once the committee determines that the home education program is in compliance, the parent will no longer be required to submit a portfolio to the home education review committee. The parent will be required to comply with the requirements of a home education program pursuant to (F.S. 1002.41), as is any parent involved in a home education program.

If the parent of a child who has been found to exhibit a pattern of nonattendance and who has been enrolled in home education fails to provide a portfolio for review by the committee, the committee shall notify the superintendent of schools and the Department of Student Services. The superintendent shall terminate the home education program and require the parent to enroll the child in an attendance option provided under (F.S. 1003.01), within 3 days. Failure of a parent or guardian to enroll a child in an attendance option after termination of a home education program shall constitute non-compliance with the compulsory attendance requirement and may result in criminal prosecution of the parent under (F.S. 1003.27). The Department of Student Services and the Home Education Office will coordinate the programmatic elements of this policy.

When the superintendent has terminated home education, the parent or guardian shall not be eligible to re-enroll the child in the home education program for 180 calendar days.

(cc.) Withdrawal to the Home School

Schools must confirm a student's acceptance into Home School before withdrawing that student to the program.

(dd.) Students with Documented Chronic/Serious Medical Conditions

Students who have documented chronic/serious medical conditions can be expected to have multiple absences during the school year. These absences, when related to their condition, may be considered excused upon verbal contact with the parent for verification of reason for the absence. To be eligible for the written documentation waiver, the school must have a valid release to communicate with all treating physician so that the student's health and reason for the absence can be verified. Students with documented chronic/serious medical conditions must follow the Physician Authorization Requirement contained herein in order for absences for medical reasons of three consecutive days or more to be excused once the student has accumulated 10 excused or 5 unexcused absences or is under Court jurisdiction for truancy. Examples of such conditions include:

- 1) Cerebral palsy
- 2) Cancer
- 3) Conditions that require tracheotomy
- 4) Conditions that require oxygen
- 5) Conditions that require gastric tubes
- 6) Conditions that require shunts
- 7) Insulin dependent diabetes
- 8) Seizure disorders with recent seizure activity
- 9) Severe asthma with recent asthmatic episodes



- 10) Sickle cell disease
- 11) Chronic conditions that cause severe pain
- 12) Juvenile rheumatoid arthritis with limited mobility
- 13) Students deemed “medically fragile” or “medically complex”

(ee.) Students Covered Under the Rilya Wilson Act

<http://www.cfcpsc.org/RilyaWilsonActOverview-Final1.htm>

Students covered under the Rilya Wilson Act, after notification of such coverage by United for Families (UFF) at the time of enrollment, will be reported to UFF at the end of the business day on dates of school absences and/or upon the seventh (7th) excused absence from school. In addition, students covered under the Rilya Wilson Act will not be withdrawn from school without the written permission of United for Families.

(ff.) Student Volunteers

Students who volunteer at a school cannot volunteer during school hours without consent from the school of the volunteer.

**SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA**

**NOTICE OF PROTECTION OF PUPIL**

**RIGHTS AMENDMENT**

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

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

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

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

- (a) Any other protected information survey, regardless of funding;
- (b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate

health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and

- (c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

- (a) Protected information surveys of students;

- (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

- (c) Instructional material used as part of the educational curriculum.

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

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

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

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

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

**SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA**

## **NOTICE OF 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.

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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.

## Mandatory Retention of 3<sup>rd</sup> Graders:

Any student who exhibits substantial deficiency in reading skills before the end of grade 1 must be given intensive reading instruction immediately. Such instruction shall continue until the deficiency is remedied. If the student's reading deficiency is not remedied by the end of grade 3, and the student scores below level 2 on the FCAT test in reading, the student must be retained, unless the student is eligible for Good Cause Exemption. A student who is retained will take the SAT 10 at the end of summer camp. If the student scores 45 percentile on the SAT 10, the student will be promoted. If the student does not score 45 percentile, but scores from 35 percentile to 44 percentile, then the student will be placed in a 4<sup>th</sup> grade class with remediation in 3<sup>rd</sup> grade skills and will retake the SAT 10 in December of that school year. If the student scores 45 percentile in December, then they can be promoted to the fourth grade. (Note: The timeline for retakes of the SAT 10 is every 150 days.)

### Good Cause Exemptions

- The student is a Limited Proficient (LEP) student who has less than two years of instruction in an English for Speakers of Other Languages (ESOL) program.
- The individual Education Plan (IEP) indicates that participation in the statewide assessment program is not appropriate for the student.
- The student has demonstrated an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education (STA-9 or STA-10)
- The student demonstrates, through a portfolio, that he or she is reading on grade level as evidenced by demonstration of mastery of the Sunshine State Standards in reading equal to at least a Level 2 performance on FCAT.
- The student participated in the FCAT and has an IEP or a Section 504 plan that reflects the student has received intensive remediation as required by Florida law for more than two years but still demonstrates a deficiency in reading and has been retained once in either kindergarten, first, second, or third grade.
- The student has received intensive remediation in reading as required by Florida law for two or more years, but still demonstrates a deficiency in reading and has been previously retained in either kindergarten, first, second, or third grade for a total of two years.
- To promote a student using a portfolio as a good cause exemption, there must be evidence that demonstrates the student's mastery of the Sunshine State Standards in reading equal to at least a Level 2 performance on the Grade 3 FCAT Reading. Such evidence must be an organized collection of the student's mastery of the Sunshine State Standard Benchmark for Language Arts that are assessed by the Grade 3 FCAT Reading.

PARENT AND STUDENT ACKNOWLEDGEMENT

*Fairlawn Elementary*

Please read and discuss this Parent – Student Handbook with your son/daughter. Please sign this sheet and return it to the school.

Failure to return this acknowledgement will not relieve a student or the parent of the student from responsibility for knowledge of the contents of this handbook and will not excuse non-compliance by the student.

\_\_\_\_\_  
Students Name (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

