



BAYSHORE ELEMENTARY SCHOOL

Student Handbook
2020-2021

Regular School Hours
8:45am-3:15pm

Early Release Hours
8:45 am-1:15pm



Jacqueline C. Lynch
Principal

Chavonn Silas
Assistant Principal

St. Lucie Public Schools 2020 - 2021 School Year Calendar

July, 2020							0
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

July 20: 11-Month Employees' First Day
July 27: 10.5-Month Employees' First Day

August, 2020							6
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Aug. 10 - 21: Teacher Preschool Days (10)
Aug. 24: Students' First Day

September, 2020							20
Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Sept. 7: Holiday for All - Labor Day
Sept. 28: Fall Holiday for All

October, 2020							22
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Oct. 16: End of 1st 9 weeks (38 Days)
Oct. 16: Early Release Day - Recordkeeping

November, 2020							14
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Nov. 3: Holiday for All - Election Day
Nov. 11: Holiday for All - Veterans Day
Nov. 23 - 27 Thanksgiving Holidays
(12-month employees work Nov. 23 - 25)

December, 2020							14
Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Dec. 18: Early Release Day - Recordkeeping
Dec. 18: End of 2nd 9 weeks (38 Days)
Dec. 21 - Jan. 3: Winter Break for Students
Dec. 21 - 22: 12-month employees work

Work Year for 10.5 month (206 day) employees	8/19/2020 - 6/4/2021
Work Year for 11 month (216 day) employees	8/10/2020 - 6/9/2021
Work Year for 12 month (250 day) employees	7/27/2020 - 6/9/2021
Work Year for 10 month (196 day) employees	7/20/2020 - 6/15/2021
Work Year for 11 month (216 day) employees	7/1/2020 - 6/30/2021

Teacher Workday or PD Day - no students
Holiday
Early Release Day
Students Return

January, 2021							19
Su	M	Tu	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Jan. 1 - 3: Winter Break for Students
Jan. 4: Students and Teachers Return
Jan. 18: Holiday for All - MLK Day
Jan. 27: Early Release Day - PD

February, 2021							19
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

Feb. 10: Early Release Day - FC Choice
Feb. 15: Holiday for All - Presidents' Day

March, 2021							18
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

March 12: End of 3rd 9 weeks (48 Days)
March 12: Early Release Day - Recordkeeping
March 15 - 19: Spring Break
(12-month employees work March 15 - 19)

April, 2021							21
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

April 2: Holiday for All - Spring Holiday
April 28: Early Release Day - FC Choice

May, 2021							20
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

May 31: Holiday for All - Memorial Day

June, 2021							4
Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

June 3: Early Release Day - FC
June 4: Early Release Day - FC
June 4: End of 4th 9 weeks (53 days)
June 4: Last Day for Students

Quarter 1: August 24 - October 16 (38 Days)
Quarter 2: October 19 - December 18 (38 Days)
Semester 1: 76 Days
Quarter 3: January 4 - March 12 (48 Days)
Quarter 4: March 22 - June 4 (53 Days)
Semester 2: 101 Days
Teacher Workday Designation:
Preschool Days: 8/10 - 8/21 (10 days)
Teacher Workdays: 6/7, 6/8 and 6/9 (3 days)

Teacher Early Release Day Designation:
Recordkeeping: 10/16, 12/18, and 3/12
Professional Development: 1/27
Faculty Council (FC) Choice: 2/10, 4/28, 6/3 and 6/4
Summer School Dates:
TBD



Welcome to Bayshore Elementary School

Welcome! We warmly welcome the new and returning members of the Bayshore family! We are so happy to be educational partners with you and look forward to an exciting year.

We are proud of our many accomplishments at Bayshore earning the status of the only "A" rated elementary school in St. Lucie Public Schools. Additionally, we have earned Florida Department of Education *Five Star School Award* and *Golden School Award*. The one thing we are most proud of is our students and the high standards they achieve on a daily basis. Excellence in education is our goal; we believe all students are capable of success, no exceptions!

This handbook is designed to be a reference for you. You will find many of our procedures outlined within these pages. We have also included some state and district policies for your review. It is important that you are familiar with this handbook. Your child's safety is a priority for us and these guidelines help us provide an orderly, safe and nurturing environment.

If you would like to become part of our Parent Teacher Organization (PTO) and/or our School Advisory Council (SAC) we would like to share that information with you! The PTO works with the school to provide much needed support for our programs that enhance the core curriculum. The SAC meets monthly and helps guide important decisions for the school. Please let our front office know if you are interested in more information about either organization.

In addition to the above-mentioned groups, we LOVE volunteers! Due to COVID 19, volunteerism will be managed on a case by case basis. Volunteers will not be approved until notified by FDOH (Florida Department of Health), that it is safe to do so. In a school setting outside of COVID 19 volunteers help in classrooms, the media center, and other places around the school. Volunteers also chaperone field trips and help in special classroom events. *If you are interested in volunteering or chaperoning, you are required to complete a volunteer application.* It takes about two weeks to process this application, so we recommend you complete one at the beginning of the year and have it on file. If you have any questions about this process, please feel free to call us. We are here for Each Child, Every Day.

Please sign and return the parent/guardian signature page acknowledging review of the student handbook, policies, and procedures.

We look forward to a wonderful year!

Jacqueline C. Lynch, Principal

Bayshore Student Handbook

**All information subject to
change. Refer to
COVID19 Reopening
Handbook on the St. Lucie
Public Schools website**

Student Handbook COVID update

Safety is Our Priority

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

On Your Bus

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

Walk or Riding a Bike to School

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

Who Wears a Mask?

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

Guidelines

Guidelines for Masks or Face Coverings:

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

How to Remove a Mask or Face Coverings

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

When Should I Wear My Mask?

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

Students who refuse to wear a mask will be removed from class and may be administratively reassigned to an alternative learning environment off-campus.

Am I Allowed to Wear a Face Shield?

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

Hand Sanitizer

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

Classroom or Computer Lab Cleaning

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

Social Distancing

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

Water Fountains

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

Breakfast and Lunch

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

Dismissal

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

**Bayshore Elementary Mission and Vision
2020-2021**

Vision: Our vision is to promote and maintain a climate in which students reach their highest potential with the support of educators, parents and community.

Mission: Our mission is to prepare our students for the future by providing them with challenging, engaging, and satisfying work.

KIDS AT HOPE PLEDGE

I am a Kid at Hope.
I am talented, smart & capable of success.
I have dreams for the future and
I will climb to reach those goals & dreams every day.
All Children are Capable of Success,
No Exceptions!

TREASURE HUNTER'S PLEDGE

As an adult and a Treasure Hunter
I am committed to search for all the talents, skills and intelligence
that exists in all children and youth.
I believe all children are capable of success,
No Exceptions!

PARENT PLEDGE

I am an anchor parent. I believe that
my child is talented, smart and capable
of success. I am committed to helping
my child reach their goals and dreams.
I believe that my child will succeed,
No Exceptions!

St. Lucie County Public Schools

Vision: St. Lucie Public Schools, in partnership with parents and community, will become premier centers of knowledge that are organized around students and the work provided to them. Our name will be synonymous with the continuous improvement of student achievement and the success of each individual. Our promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for each child, every day. This is the St. Lucie Way!

Mission: The mission of the St. Lucie Public Schools is to ensure all students graduate from safe and caring schools, equipped with the knowledge, skills, and desire to succeed.

Focus areas:

- Teaching and Learning
- Talent Development and Growth
- Safe and Caring Schools
- Communication/Community Engagement/Customer Service



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St. Lucie County School Board Members

Debbie Hawley
Kathryn Hensley
Carol A. Hilson
Troy Ingersoll
Dr. Donna Mills
www.stlucieschools.org



“DRESS FOR SUCCESS” AT BAYSHORE ELEMENTARY: 2020/2021

Shirts: Must be correctly sized and in good shape (shirts may be any color solids, stripes, or plaid)

- ✓ All shirts must have a collar.
- ✓ All shirts must have sleeves.
- ✓ Shirts may not hang below the inseam of bottoms.
- ✓ Bayshore “spirit” or school sponsored t-shirts may be worn any day of the week with dress code approved bottoms.

Pants/bottoms: Must be correctly sized and in good shape. (pants may be any color solids, stripes, or plaid)

- ✓ All pants, shorts, skirts, and jumpers must be past fingertip length.
- ✓ Jeans are permitted.
- ✓ Torn jeans are not acceptable.
- ✓ All pants must be worn at the waist. Belts are only required if pants are sagging.
- ✓ **LEGGINGS ARE ONLY PERMITTED UNDER SKIRTS OR DRESSES; NOT TO BE WORN ALONE AS PANTS**

Shorts/skirts/dresses: Must be correctly sized and in good repair. (bottoms may be any color solids, stripes, or plaid)

- ✓ All shorts must be past fingertip length.
- ✓ All skirts/dresses must be no shorter than just above knee (Shorts/leggings are recommended under skirts/dresses)
- ✓ All shorts/skirts must be worn at the waist.

Shoes/Boots: Must be safe, correctly sized, and in good repair.

- ✓ Shoes/boots must have closed toes and closed heels.
- ✓ If shoes have shoelaces, the laces must be properly laced and tied.
- ✓ All shoes and boots with heels must be less than one inch high.
- ✓ No shoes with wheels may be worn on school grounds.

Masks: Masks must be worn by students when on the bus, during transitions, and anytime social distancing

is not possible.

- ✓ No writing on masks
- ✓ Must be school appropriate (no skulls, weapons, drug/alcohol related, or otherwise deemed offensive images)

Accessories: Students are strongly discouraged from wearing jewelry to school.

- ✓ Body piercing (with the exception of earrings), hats, sunglasses, unnatural hair color, temporary tattoos, makeup may cause disruption to our learning environment. If they cause a disruption, school personnel may ask students to remove items. Parents will be responsible to pick up confiscated items.
- ✓ Any jewelry worn to school will not be the responsibility of the school.
- ✓ Cell phones are permitted in school but must be turned off and out of sight. The school is **NOT** responsible for lost, damaged, or stolen cell phones.

Backpacks: Parents are requested to select a backpack for their child that is an appropriate size.

Outer Garments: Hoods must remain off the head while inside of the building.

Compliance with school dress code is required. Continued non-compliance will be considered a Level 2 offense, D2, defiance of authority/school policy.

Attendance codes

- ✓ E - Excused
- ✓ U- Unexcused Absence
- ✓ O - Out of School Suspension
- ✓ T- Excused Tardy
- ✓ 1 - Unexcused Tardy
- ✓ 2 - Absence due to excessive tardies (5th consecutive unexcused tardy)

Before School

- ✓ **Please do not drop students off before 8:15AM.** This is a serious safety concern as there is no supervision until 8:15 AM. All students must enter the building using the side cafeteria door.
- ✓ The Boys and Girls Club of St. Lucie County provides a program from 7:00am-8:15am daily. Parents must pay a fee for this program. You may contact The Boys and Girls Club for more information at 772-409-4491.
- ✓ Bells
 - 8:30am Warning Bell (15 minutes until instruction begins)
 - 8:45am Late bell (instruction begins)
- ✓ If your child arrives later than 8:45am he/she must be escorted by an adult to the office to sign child in first to receive a late pass. Parents are notified of continuous tardiness. Please note that 5 or more tardies / early releases will constitute an absence, and 3 or more in one 9-week period will prevent a child from receiving perfect attendance recognition.

Birthdays/Celebrations

In order to encourage time on task in the classroom, **birthday celebrations may only take place during lunch in the cafeteria.** Only store purchased items with a printed ingredient list are permitted. Cupcakes or cookies are the ideal snacks to provide as a birthday treat. Cafeteria supervisory staff cannot be responsible for passing out treats. **Balloons, party favors, hats, etc. are not permitted.** If you wish to hand out birthday party invitations at school, invitations must be given to the entire class.

Family Table

- Space is limited for lunch time visitors.
- Thank you for keeping your visitor pass visible at all times.
- Visitors are not permitted to sit with the class.
- Students are NOT allowed to invite a friend to the family table.
- Please do not walk your child to class after lunch.
- Parents/Visitors are NOT permitted to take pictures of students.

Cafeteria

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

Breakfast

Breakfast is available for all students from 8:15-8:40 am.

We are a universal free breakfast school so there is no cost for breakfast for students.

Lunch

Check with your child's teacher for the scheduled lunch time.

Cost: We are a universal free lunch school so there is no cost for lunch for students. District Approved Meal Prices are reviewed annually.

- ✓ Students are welcome to bring a lunch from home; To avoid classroom disruptions, lunches should be brought to school with the child; staff cannot be responsible for delivering dropped off lunches to students. If a child forgets their packed lunch, a lunch will be provided.
- ✓ Parents are welcome to eat lunch with their child. All visitors must be on the emergency contact list. Space is limited for lunch time visitors. Parents/Visitors must stop in the office for a visitor's pass and be processed through our Raptor Visitor Management System. All visitors must sit in the family dining area to eat with your child. Visitors are not permitted to sit with the class, nor are other students allowed to sit with visitors. Allow only your child to eat with you at your table. For safety reasons, please do not walk your child to class, nor visit any other location in the school unless you have permission from the front office.
- ✓ In addition, please do not sit at the "Peanut Free" table if your child is not assigned to sit at the "Peanut Free" table. This can cause a serious health issue for our students with a peanut allergy.
- ✓ Students that are assigned to the "Peanut Free" table are able to invite one friend, only if the friend has a lunch provided by the cafeteria. Friends CANNOT sit at the peanut free table if they bring a lunch from home. Invited friends cannot sit at the peanut free table with their family guest.

****We also sell snack items; this is not part of their regular lunch price. Snacks prices vary. If you do not want your child to purchase snack item or you prefer to limit their purchase or if you have any questions, please contact the cafeteria at 772-340-4724.

Clinic and Medication Procedures

The health paraprofessional monitors the clinic and performs a vision, hearing, height, and weight screening for all students at designated grades. Student health records are maintained by the health paraprofessional. The health paraprofessional also monitors, with the assistance of the St. Lucie County Health Department, adherence to immunization schedules.

Children who become ill during the day will be sent to the clinic for attention, rest, and/or to make parent contact. If a child is injured, first aid is administered promptly. The clinic will make every attempt to contact the parent/guardian by phone.

Emergency Cards are sent home at the beginning of the year. Parents/Guardians are responsible to keep these cards and contact names current.

Physician Authorization for Medication:

1. No medication, prescription or nonprescription i.e.: Tylenol, aspirin, or cough drops, can be given at school without a written Physician Authorization for Medication Form (PA Form) filled out completely and correctly by the physician and signed by the physician.
2. It is the parent's responsibility to take the PA Form to the physician and ensure that it is filled out correctly, completely and signed by the physician.
3. If the medication is ordered PRN, as needed, the frequency (i.e. bid, every 4 hours) and under what conditions it should be given (i.e, cough, headache) must be noted.
4. The student name on the PA Form should match the name on the school records.
5. Only one medication per PA Form.
6. The PA Form must also be signed by the parent or guardian granting the school permission to assist in the administration of the medication.
7. When the Health Paraprofessional receives the PA Form it should be signed and dated as received. The PA Form should also be reviewed and signed by the Principal and the School RN.
8. A new PA Form is not needed when a medication is refilled UNLESS the medication dosage or time is changed from the previous order.
9. A new PA Form is required each school year.

NOTE: Prescription medication can be given for two days with a written note from the parent or guardian, however, the PA Form must be completed and returned to school by the third day. The medication will not be given on the third day unless the form is returned correctly filled out and signed by the physician and parent.

Medications

No medication will be administered except under the following circumstances:

Prescription medication only:

1. Medication should be brought to school by the parent/guardian and **MUST** be in the original container as dispensed by the pharmacist and labeled to match the physician's orders as follows:

- Student's name
- Name of the medication.
- Directions concerning dosage.
- Time of day to be taken.
- Physician's name.
- Date of prescription with current expiration date.

NOTE: All medication should be given at home the first time. If given at school the first time, the student should be observed carefully for 30 minutes, because of the possibility of an allergic reaction. This can happen at any time with any medication, especially antibiotics.

When the medication bottle is empty, it will be returned home for refill, if needed. No medication will be sent home with the student, exceptions will require approval by the principal and school district Registered Nurse (RN). An identified parent/guardian may retrieve medication from the school during office hours with identification. Medication may/will be destroyed by the Health Paraprofessional if it is not picked up within 1 (one) week following termination of order or 2 (two) days beyond the close of the school year.

Non-prescription medication (cough drops, chap-stick, aspirin, etc.) may not be administered at school without the current year's signed Physician's Authorization form. Please **DO NOT** send non-prescription medication, to school with your child. If students must take non-prescription medication, the Physicians' Authorization Form will need to be on file in the clinic. The same rules apply with prescription medication.

Health Screenings

In accordance with Florida Statute 381.0056, St. Lucie Public Schools 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 and 6
- Vision Screening for grade 3
- Vision and Hearing Screenings for grades K, 1, and 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.

Lice Policy

Our "no nit" policy means.....

*removing ALL lice eggs (nits) and egg cases after hair is treated with a lice killing product.

*excluding a child with a lice infestation from school until ALL nits have been removed.

*educating parents about lice and nits and insuring that parents understand their responsibility under the "no nit" policy.

WHY DO WE HAVE A NO NIT POLICY?

- Since no lice killing product kills all the eggs, it is very important to remove all traces of the nits to prevent re-infestation. Female lice can lay three to six eggs every 24 hours which is about 150 eggs each month. The eggs then hatch in 7-10 days. It is virtually impossible to tell which eggs are dead, which eggs have already hatched and which eggs still have the potential to hatch. The "no nit" policy helps to prevent re-infestation and transmission of the newly hatching lice to other students.
- Diagnostic confusion can result if all the eggs are not removed because it is impossible to distinguish "old" eggs from "new" eggs. Therefore, a new infestation would not be detected. A student would then need to be treated again with the lice killing product even though the eggs were from a prior infestation which results in more cost to the parent and more pediculicide on the child's scalp than necessary.
- The sooner the eggs are detected the better. It is much easier to remove 30 eggs than it is to remove 300. This is why home screening is important. The parents can screen their children much more frequently than we can and therefore can detect the nits before there is such a large number that they are harder to deal with.

Daily Schedule

School office hours 8:00am - 4:00pm

School hours for students 8:45am - 3:15pm

Early release school hours for students 8:45am - 1:15pm

✓ Busses will arrive 2 hours earlier in the afternoon.

Dismissal- After School

- Car riders, walkers, and bike riders, and parent pick-ups are dismissed beginning at 3:15 p.m.
- Dismissal will only take place in the designated Parent Pick up area.

- Please do not ask your students to meet you anywhere other than the designated area. Parents picking up students must remain in their cars during dismissal in order to maintain a safe and orderly dismissal process. Parking and walking up to get your child is not permitted.
- Bus students are dismissed in waves according to the time the bus arrives.
- All cars should have their student(s) name displayed from the rear view mirror on the school name tag.
- The Boys and Girls Club of St. Lucie County provides a program from 3:15pm-6:00pm daily. Parents must pay a fee for this program. You may contact The Boys and Girls Club for more information at 772-460-9918.
- Students not participating in Boys and Girls Club are required to leave campus at 3:15 (1:15 on early release days).
- All car riders, walkers and bikers will be escorted by school personnel to cafeteria. Students are not allowed to exit the school through the front door (the south side of campus), nor the recess area (the north side of campus).
- All car riders will wait in the cafeteria until they are picked up by the parent in their vehicle.
- Walkers and bikers will walk towards the south side of the school (through the car rider pick-up area). School personnel will assist them crossing the parking lot. Once across, students must walk following the sidewalk parallel to Bayshore Blvd.
 - Parents are not permitted to walk up to the student pick-up area. Parents who walk with their children must wait for them by bike rack (walker dismissal area).
- After getting their bicycles, bikers must walk with their bicycles on the sidewalk parallel to Bayshore Blvd.
- All students crossing Bayshore Blvd. or SW Sea Holly Street must do so at the corner assisted by the assigned crossing guards.
- Students are not allowed to cross SW Sea Holly street at any point around campus, nor walk on the north side of the SW Sea Holly street going East.
- Parents must remain in their vehicles at all times during dismissal.
- If you need to pick-up your child early, for emergency reasons, you must follow the procedures on page 12 of the Student Handbook in the section *Dismissal during the day*.
- Please place the parent pick up tag in vehicle window each day throughout the year.

Dismissal- During the Day

For safety reasons, students must be checked out through the school office. Only parents, guardians, and persons listed on the emergency contact list will be permitted to sign out a student. Anyone signing out a student **MUST** show proper identification.

In order to minimize disruptions inside and outside of the classroom we have to place limits on the time of day when you can pick up your child. Students cannot be picked up after 2:45 p.m. (12:45 on early release days), our office staff and students are preparing for dismissal.

If you have an afternoon appointment, kindly pick your child up before 2:45 p.m. You will otherwise have to wait for general dismissal at 3:15 p.m. and to follow the regular dismissal procedures for general dismissal. Students will not be permitted to report to the main office when the bell rings.

Every fifth unexcused tardy/early release 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.

It is the responsibility of the parent to keep the school informed of who may pick up their student(s). **Those who are not on your child's emergency card will not be able to pick up your child.** If you would like to add additional people to your list, it must be done in writing. It is also imperative that you keep current phone numbers on emergency cards for emergency purposes.

Dismissal- Changing the way a student goes home

Changing the way a child goes home can become very confusing for both staff and students. **Please maintain a consistent dismissal pattern.**

However, if an emergency should arise and you need to change the way in which your student goes home, you must do the following:

- ✓ Send a written note with your child to be turned in to the teacher. Ex. "My child will be a car rider instead of a bus rider on 8/18/12."
- ✓ If you are unable to send a written note due to emergency, we are not able to take changes over the phone. In such cases, you may fax a change to (772) 340-4726 followed by a call to the front office to confirm receipt of the fax.
- ✓ In order to ensure your child receives the change in dismissal, all changes must be received in the office by 1:45 p.m. **For the safety of our students, changes cannot occur after 1:45 p.m. or by phone.**
- ✓ If you want your child to go home with another child (via car or school bus)
 1. The parents of BOTH children must send a note about the arrangements.
 2. Both notes must be turned in to an administrator for approval, if the change involves bus arrangement.
 - a. Parents or guardians must call transportation (772-340-7120) to get permission. Please note that not all bus changes are approved.
 - b. Once transportation approves the request, the parent/guardian must call the school to confirm.
 - c. An administrator will be contacted by transportation for approval in order to confirm that the bus has room for additional students

Contact Information

In the event of an emergency, it is important for the school to have accurate contact information. Please contact the school in writing whenever you need to update any information. This includes:

- ✓ Home phone number

- ✓ Cell phone number
- ✓ Work phone number
- ✓ Home address
- ✓ Names and phone numbers of other adults who can pick up your child

Emergency Cards are sent home at the beginning of the year. Parents are responsible to keep these cards and contact names current.

Emergency Drills

We participate in monthly fire drills and periodically in other emergency drills. Some of these are announced to students prior to the drill while others are not. Please remind your child of the importance of learning our emergency procedures.

Guidance

The counselors at Bayshore is available to assist students academically or personally. Students and parents may see the counselor by requesting an appointment by calling the front office at 772-340-4720.

Insurance

All parents are encouraged to carefully consider enrolling their children in the School Child Insurance Program. This could be of great assistance in case of accidental injury as the school accepts no financial responsibility for accidents occurring on campus. Students are offered a choice of school day coverage or 24-hour coverage. **Appropriate forms are sent home during the first week of school.** Florida KidCare Insurance forms are available in the front office.

Lost and Found

Articles found in and around the school should be turned into the main office where the owners may claim their property. Jackets will be in the cafeteria for identification. Uncollected items will be donated to a charitable organization at the end of each quarter. Please mark your child's name on their items, such as lunch boxes, jackets, etc... Please encourage your child to leave valuables at home.

Media Center

The purpose of Bayshore Elementary School's media center is to teach students information literacy skills while fostering a love of reading. Students will visit the media center during their scheduled resource time and during open media times, with teacher permission. Students in kindergarten, 1st, 2nd, and 3rd grade are permitted to check out one book at a time. After demonstrating responsibility for media center books, students in 4th and 5th grade are given the privilege of checking out two books at a time. All library books must be returned before additional ones can be checked out. If a student loses or damages a book (including books with water damage), then the book must be paid for before additional books may be checked out.

The Sunshine State Young Reader's Award Program is a state-wide reading motivation program for students in grades 3-5. The purpose of the SSYRA program is to encourage students to read for personal satisfaction. Students can check these books out from the media center and can read them independently, with friends or with their families. The Sunshine State Books are selected for many reasons, such as their wide appeal, literary value, varied genres, curriculum connections, and/or multicultural representation. Students will earn rewards for reading 3, 6, 9, 12, and 15 sunshine state books!

Parent Conference

Open communication between school and home is always beneficial for students. Please contact your child's teacher at 772-340-4720 to set up a parent conference.

Pledge of Allegiance

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.
3. 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.

Report Cards/Progress Reports

Report cards are issued approximately two weeks following the end of each nine week grading period. Interim progress reports will be sent home between the 4th and 5th week of each quarter. Also, please refer to the section on Uniform Grading Policies in this handbook for more details.

Parents are also encouraged to access their students' progress at any time through our Parent Portal Skyward system. Parents need to come to the front office to complete the paperwork and show a current ID to get their personal access information. Once a parent has completed this form, the front office staff will provide them with sign in information. Parents can then have access to their student's information at any time. We recommend parents check student's progress at a minimum of every 2 weeks.

Grading Period	Progress Reports	End of 9 weeks	Report card day
1 st Quarter	Friday, September 18 th	Friday, October 16 th	Wednesday, November 4 th
2 nd Quarter	Monday, November 16 th	Friday, December 18 th	Thursday, January 21 st
3 rd Quarter	Friday, February 5 th	Friday, March 12 th	Wednesday, April 7 th
4 th Quarter	Monday, April 26 th	Friday, June 4 th	Friday, May 28 th

School Evacuation Procedures

It is required to advise parents annually of school evacuation procedures. In case of an emergency at the nuclear power plant or other emergency situation, evacuation is as follows:

- ✓ No action will be taken with classes of emergency known as "unusual events" or "alert." These emergency classifications generally involve a minor incident at the plant site that requires no public action.
- ✓ In a "site area emergency" or "general emergency" which involves a more serious incident, evacuation may require students to be transported to predetermined centers. Do not attempt to pick up students at school.
- ✓ Not all schools require evacuation, but if evacuation is required, students from the affected areas will be transported to St. Lucie County Fairgrounds on Midway Road. **Parents are not to go to schools to pick up their children.** St. Lucie County Public Safety, in coordination with the School District, will issue press releases to local radio and television stations informing when parents may pick up their children. The pickup location is the St. Lucie County Fairgrounds, 15601 West Midway Road, Fort Pierce, Florida.
- ✓ Local radio and television stations will announce when and where parents can pick up their children.

Student Planner

Kg - 5th grade students will receive one student planner that will be the student's academic time manager and a communication tool between the parent and teacher(s). This booklet should be carried every day and kept available. Each student will receive one planner free of charge at the start of every school year.

Textbooks

Adopted textbooks shall be issued free to students. The full purchase price shall be collected for lost, destroyed, or unnecessarily damaged textbooks unless the book has been in use for more than one year. Fifty percent (50%) of the purchase price will be charged if the textbook has been in use for more than one year. Damaged textbook charges are decided at the discretion of the administration.

Tuesday Important Information Day

Each Tuesday, pertinent information from the school is sent home. Parents will receive progress reports, parent newsletter and current samplings of their children's class work on a regular basis and can send notes to the teacher or school staff using this system. Please return any information that needs to be signed or completed to your child's teacher on the following school day.

Visitors

In an effort to continually improve the safety and security of your children, St. Lucie Public Schools will be using the Raptor visitor management system.

- ✓ All campus visitors, including parents and alumni, will need to have their driver's license or military ID available.
- ✓ The Raptor system accesses a national database, preventing anyone who should not be on our campus from gaining access. No one will be allowed to be on campus without a picture ID badge printed up by the Raptor system.
- ✓ The first time you submit your ID, this sophisticated system takes about one minute to process. The next time you sign in will be a much shorter process.

For the safety of our children, all visitors must enter the school using the main entrance. Please report to the main office for a visitor's pass. Visitor parking spaces have been provided for those persons visiting for a short time (30 minutes or less). Please refrain from curbside parking to allow a smooth flow of car traffic

Volunteers

Due to COVID 19, volunteerism will be managed on a case by case basis. Volunteers will not be approved until notified by FDOH (Florida Department of Health), that it is safe to do so. In a school setting outside of COVID 19 volunteers may work with students individually, in classrooms, chaperone field trips, and help perform clerical duties once a security check has been cleared. **All parents/guardians, at the request of the teacher, wishing to chaperone a field trip or volunteer to participate in class or school wide activities, such as but not limited to field day and classroom themed days, must be on the district approved volunteer list and identified as a chaperone when the grade level requests field trip approval.** An application must be completed and processed two weeks before any volunteer work may begin, according to the Jessica Lunsford Act (Section 1012.465, Florida Statute). If you are interested in serving as a school volunteer, please call the school's office. The volunteer coordinator will contact you with details.

Parents wishing to volunteer in classrooms will not be assigned to their children's classroom. Volunteer assignments will be at the discretion of administration.

Unauthorized Items

Non-essential money, radios, toys, MP3 players, iPods, cd players, trading cards, beepers, hats, playing cards, hand-held games, skateboards, scooters, and/or roller blades or other items not specifically mentioned, but deemed inappropriate are **NOT** to be brought to school. **It is not the responsibility of the school if non-essential unauthorized items are stolen or damaged;** leave them at home. **Cell phones** cannot be visible or turned on. Violation will result in phone being confiscated. Students are not to have in their possession electronic telephone pager (beepers), or such paging devices while on school property or in attendance at a school function. State law states that use or possession of paging devices is grounds for disciplinary action. All items of this nature mentioned above will be collected, turned in to an administrator, tagged and labeled with the student's name. The parent will be required to pick up the item within 20 calendar days. If a student continues to bring the item to school, they will be held until the end of the school year. Students who continue to violate the policy will be subject to disciplinary action for repeated open defiance.

Uniform Grading System

- In grades K-2, the indicators are:

4	Above standard/demonstrates more than 90% of the time/Exceptional
3	At standard/demonstrates 80% of the time/ Proficient
2	Approaching standard/demonstrates proficiency 70% of the time/Progressing
1	Below standard/ demonstrates less than 60% of the time/Beginning
0	Not attempted

- Students in grades 3-12 will be awarded letter grades to indicate student progress:

Grade	Percent	Grade Point Average	Definition
A	90-100	4	outstanding progress
B	80-89	3	above average progress
C	70-79	2	average progress
D	60-69	1	lowest acceptable progress
F	0-59	0	Failure
I	0	0	Incomplete*
W	N/A	N/A	withdrawn Dual Enrollment

*A student who receives an incomplete has to complete the work within the guidelines of the make-up work policy contained herein. If the student does not make-up all work by the designated period of time, then for any missing work a grade of Zero will be entered by the teacher and the final grade will be calculated. NOTE: the "I" will calculate as a Zero on the report card until the "I" is replaced with a grade. At that time an adjusted GPA will be calculated for the student.

Academic Awards

At the end of each nine week grading period, students in grades 3-5 may qualify for an honor roll based on academic achievement.

Principal's Honor Roll: All A's on the report card, with no P's or N's

Bayshore Honor Roll: All A's and B's on the report card, with no P's or N's

Positive Behavior Intervention Support (PBIS)

"If a child doesn't know how to read, we teach.

If a child doesn't know how to swim, we teach.

If a child doesn't know how to multiply, we teach.

If a child doesn't know how to drive, we teach.

If a child doesn't know how to behave, we....teach?...punish?"

Why can't we finish the last sentence as automatically as we do the others?

-Herner, 1998

Why is it so important to focus on teaching positive social behaviors?

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

What does PBIS do?

All effective school-wide systems have seven major components in common:

- a) an agreed upon and common approach to discipline
- b) a positive statement of purpose
- c) a small number of positively stated expectations for all students and staff
- d) procedures for teaching these expectations to students
- e) a continuum of procedures for encouraging displays and maintenance of these expectations
- f) a continuum of procedures for discouraging displays of rule-violating behavior
- g) procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis.

Code of Conduct

In addition to this Bayshore Elementary Student Handbook, all parents are required to read and review the Elementary Code of Conduct document with their child. In order to save money and to help save the environment, schools will not hand out paper copies of the Student Code of Conduct. You can locate an electronic copy of the Code

online at the District website at: <http://www.stlucie.k12.fl.us/pdf/codeofconduct.pdf>. Please sign the "Notice regarding student code of conduct for school year 2020-2021" that will be sent home and return to your child's teacher.

Bullying and Harassment Statement

THE SCHOOL DISTRICT OF ST. LUCIE COUNTY, FLORIDA, DOES NOT TOLERATE ACTS OF BULLYING OR HARASSMENT, INCLUDING BULLYING OR HARASSMENT BASED ON DISABILITY.

BULLYING means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.

HARASSMENT means any threatening, insulting, or dehumanizing gesture, use of data or computer software, written or oral statement, or physical conduct directed against a student or school employee that:

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

A single act may constitute prohibited harassment if sufficiently severe. PROHIBITED CONDUCT INCLUDES acts of bullying or harassment based on protected characteristics such as sex, religion, race/ethnicity, or disability.



Our mascot is Jazzy the Jaguar.

He wears his "SPOTS" every day, and so do our students!

To support PBIS, Bayshore has implemented school-wide expectations.

Safe

Polite

On task

Treat others with respect

Show how to be responsible

Jazzy Cash

When students are exhibiting positive behavior and, "wearing their SPOTS" they may earn Jazzy Cash. Jazzy Cash can be saved to purchase specific high demand items from the Jazzy Store or attend special PBIS events.

Kids at Hope Time Traveler of the Month

Kids at Hope is a powerful, cultural strategy, rather than a program with an understanding and belief that all children can succeed, without exception. This framework and shared language focuses on instilling the power of HOPE in all children and youth, without exception. Students focus on their future empowering themselves toward achievement and a holistic sense of fulfillment.

Each month students are chosen by a Bayshore Elementary Staff member to be a Kids at Hope Time Traveler of the Month. Students are recognized for their contributions to the following "destinations": Education & Career, Hobbies & Recreation, Home & Family, and/or Community & Service. These students are honored at a special awards ceremony each month. Parents are invited and encouraged to attend. All students must be in dress code in order to be honored in the ceremony.

SCHOOL BOARD OF ST. LUCIE COUNTY ATTENDANCE POLICIES K-12

(1) **Regular Attendance.** Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's approval shall have his or her parent(s) or legal guardian report such absences or tardies to the school center in the manner prescribed by the Student Progression Plan.

(2) **Student Progression Plan.** The Student Progression Plan shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences and tardies.

(a) Student attendance must be monitored on a daily basis and parents contacted as required by law.

(b) A person designated by the Superintendent or his or her designee shall investigate truancy problems according to the Student Progression Plan.

(c) Definitions and procedures regarding types of absences and absenteeism shall be contained in the St. Lucie County School District Student Progression Plan.

(3) **Absences for Religious Holidays.** Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his or her religion forbid secular activity at such time.

(a) The Superintendent is authorized and directed to establish a list of religious holidays for which excused absences may be granted, and to provide such list to all schools prior to the beginning of each school year. The Superintendent is also authorized to add religious holidays to the list when presented with a written request including documentation establishing the existence of a legitimate religious holiday observed by a religious group, church, or denomination. The parent/guardian or adult student may appeal the Superintendent or designee's decision not to add a specified holiday to the approved list of religious holidays by filing an equity grievance in accordance with Policy 5.71.

(b) The parent/guardian or adult student shall provide the principal or designee, prior to absence, a signed notice of the student's intent to be absent for a religious holiday. The notice shall contain the name and address of the student to be absent and the date and/or time of the absence.

(c) The principal and teachers at each school shall plan examination, study, and

assignments so that no undue hardship is imposed upon a student exempted from attendance to observe a religious holiday. In establishing classroom test schedules, teachers, wherever feasible in terms of course objectives, should avoid scheduling tests or other evaluation activities during religious holidays on which students may be granted permissible excuses for the observance of the holiday.

(d) A student shall have the opportunity to make up any examination, study, or assignment which has been missed because of an absence for observance of a religious holiday or because the tenets of the student's religion forbid secular activity at such time.

(e) The principals and teachers at each school shall be responsible for making available to the student so excepted the examination, study, or assignment which has been missed and no special fees shall be charged for such opportunity in accordance with the policies and procedures for making up work set forth in the Student Progression Plan.

Attendance Counts in St. Lucie County!

Students can be withdrawn for non-attendance

School staff will make efforts to resolve non-attendance in a timely manner so that students' grades and credits are not significantly jeopardized. Parents will be contacted by the school to participate in resolving the non-attendance. When a student is withdrawn, or is in danger of being withdrawn for non-attendance, the school will inform the parent of the educational options available.

Lack of attendance can result in court action

As required by law, elementary school truancy cases are filed in the Circuit County in St. Lucie County. A Truancy Petition can be filed when a student has 5 unexcused absences in a 30-day period or 10 unexcused absences in a 90-day period. Truancy cases are official judicial cases. Penalties include, but are not limited to: monetary fines, jail time, student being placed in a shelter, and loss of custody.

Learn More

Please read the District Student Progression Plan for more information regarding the Attendance Policies in the Saint Lucie County School District at www.stlucieschools.org and <https://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#> for Attendance Policy 5.40

What you can do

- Tell your child that you expect good school attendance
- Partner with the school in monitoring your child's school attendance
- Call the attendance office to confirm their child's attendance in all classes
- Register for Skyward Family Access at the school to view your child's academic and attendance progress online
- Send a signed and detailed note to school within 3 days of absence
- Request makeup work immediately upon your child's return to school or during the absence. All makeup work must be turned in within 10-days of the return to school
- Apply for the Homebound/Hospitalized School Program by contacting the Guidance Office if your child is confined to the home for a minimum of fifteen (15) days
- Respond immediately to all calls or letters from the school indicating that your child is accumulating unexcused absences or tardies
- Send a copy of medical documentation to the school when your child has missed school and seen a physician. Retain the original documentation for yourself
- If you suspect your child is skipping classes or school, contact the school immediately

**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 501 N.W. University Drive Port St. Lucie, 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.

Additional Electronic Resources:

Student Calendar for 20/21

<https://www.stlucie.k12.fl.us/pdf/School-Calendar2019-2020.pdf>

Code of Conduct

<http://www.stlucie.k12.fl.us/pdf/codeofconduct.pdf>

Student Progression Plan

<http://www.stlucie.k12.fl.us/pdf/StudentProgressionPlanElementary.pdf>

Procedural Safeguards for Gifted in English and Spanish

<http://www.fl DOE.org/core/fileparse.php/7690/urlt/0070112-giftgard.pdf>

http://www.fl DOE.org/core/fileparse.php/7690/urlt/0070113-6a-603313_span.pdf

Procedural Safeguards for Students with Disabilities in English and Spanish:

<http://www.fl DOE.org/core/fileparse.php/7690/urlt/0070135-procedural.pdf>

<http://www.fl DOE.org/core/fileparse.php/7690/urlt/0070136-safeguards-span.pdf>

The Procedural Safeguards can also be found in Haitian Creole, Russian, German, Vietnamese, Arabic, Chinese, French, Portuguese, and Tagalog at:

<http://www.fl DOE.org/academics/exceptional-student-edu/beess-resources/presentations-pubs#p>

Bullying Policy and Complaint Form

Bullying Policy 3.43

<http://www.stlucie.k12.fl.us/pdf/bullying-harassment-343.pdf>

Bullying Complaint Forms

English

<http://www.stlucie.k12.fl.us/pdf/forms/STS0114A.pdf>

Spanish

<http://www.stlucie.k12.fl.us/pdf/forms/STS0114B.pdf>

Creole

<http://www.stlucie.k12.fl.us/pdf/forms/STS0114C.pdf>