

Chester A. Moore Elementary School



Student Handbook 2024-2025

**Chester A. Moore Elementary School
827 N. 29th St.
Fort Pierce, FL 34950
772-468-5315**

School Administrators

Dr. Thelma Jackson, Principal
Ms. Tammy Davis, Assistant Principal
Mrs. Jessica Berggren, Assistant Principal
Ms. Joi Gardner, Dean of Students

School Mascot

Explorers

School Colors

Teal and Yellow

C.A. Moore Elementary Mission Statement

Chester A Moore elementary is a positive learning environment where the whole child is engaged and inspired by dedicated stakeholders who work together to create and empower life-long learners.

C. A. Moore Elementary: A Kids at Hope School



Kids at Hope Student Pledge

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

Kids at Hope Adult Treasure Hunter Pledge

As an adult and a Treasure Hunter,
I am committed to search for all the talents,
skills, and intelligence that exist in all children and youth.
I believe all children are capable of success,

NO EXCEPTIONS!

Dear Parents and Students,

The faculty and staff of Chester A. Moore Elementary warmly welcome you to the 2024-2025 school year! **Our theme this year is The Year of Yes: Be a Dreamer and a Doer!** Our goal is to provide excellence in education and service. You and your child/children is/are our top priority. We believe all students are capable of success, no exceptions. And, we believe our school WILL continue to improve, 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 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.

I hope you will consider joining our School Advisory Council (SAC). SAC meets monthly and helps guide important decisions for our school. Please call our front office at: 772-468-5315 or email me at: thelma.jackson@stlucieschools.org if you are interested in joining SAC.

We LOVE and NEED volunteers! Volunteers assist in classrooms and other areas around the school as well as chaperone field trips and 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. Contact the front office or email Catherine Mills at: catherine.mills@stlucieschools.org. Be sure to visit the SLPS Parents and Students Webpage at this link: [Parents and Students - St Lucie Public Schools](#). We are here for each Child, every Day.

We look forward to a wonderful year!

Thelma B. Jackson

Dr. Thelma Jackson

Principal

General School Information

Upon entering the campus of Chester A. Moore Elementary for any reason, you will need to check in at the front office to pick up a visitor's pass. Visitors on campus must have a valid state ID for our Raptor security system. Visitors without IDs cannot be admitted on campus. Volunteers must be screened and approved through the St. Lucie Public Schools volunteer system.

School Hours

Front Office Hours	7:45AM – 4:00 PM
Student School Hours	8:35AM – 3:25 PM

School Phone Number

Main Office Number	772-468-5315
Guidance Department	772-468-5318
ESE Department	772-468-4210
Cafeteria	772-468-5325
Clinic	772-468-5320

Daily School Routines & Schedules

WHAT	TIME	SPECIFIC INFORMATION
Arrival	7:45 AM	Supervision NOT Provided – Students are not permitted to be on campus prior to 7:45 AM
Breakfast	Begins at 8:00 AM Ends at 8:25 AM	Students Eat Breakfast in Cafeteria
Bell Rings	8:30 AM	Academic Day Begins
Late Arrival	After 8:30 AM	Parent Needs to Sign Student into School in Front Office, Student Obtains a Tardy Pass
Early Check-Out	After 2:45 PM	Students Will Not Be Dismissed from 2:45 PM – 3:20 PM Unless There is a Family Emergency
Dismissal	3:25 PM	

School Policies & Procedures

Accident/Illness: When a student is injured on school property or becomes ill, the parent shall be notified as soon as possible. When the injury/illness is serious and a parent cannot be located, the school staff must take the responsibility of securing emergency treatment and/or transportation to the nearest

hospital. It is essential that emergency numbers be provided for each child and that any changes in work or home telephone numbers are provided to the office.

Arrival Procedures: **STUDENTS ARE NOT ALLOWED ON THE SCHOOL GROUNDS BEFORE 7:45 A.M.** The school does not provide supervision before this time. Parents of students arriving prior to 7:45 A.M. will be asked to make other arrangements for their child's supervision.

Students may enter the building at 8:00 A.M. and go to breakfast and go to the cafeteria. They will be allowed to enter the classroom at 8:30 A.M. and instruction begins at 8:30 A.M. Breakfast will be served until 8:25. After breakfast they should go directly to their assigned hallway/classroom/waiting area. Students who are assigned to designated areas will be supervised by school staff. Parents must drop off students by entering through the Avenue G parking lot entrance.

Arrival Times: Breakfast @ 8:00 A.M.; First Bell @ 8:00 A.M.; and Tardy Bell @ 8:30 A.M.

Assessments: All K-5 students will take the new Florida Assessment of Student Thinking (F.A.S.T.) progress monitoring twice a year to assess their reading and math achievement. A final summative assessment will be given for 3rd-5th Grade in May. Students are tested on their ability to construct meaning from informational text as well as from literature. Fourth and Fifth Grade students will also be tested in their writing abilities on the F.A.S.T. Writing Test. The fifth-grade students will also be tested on science knowledge during the SSA Science test. All students in Grades 2 – 5 will be tested with ongoing Unit Assessments in Reading, Math, and Science throughout the year. Additionally, all Kindergarten – Fifth Grade students will complete an i-Ready reading and math diagnostic assessment three times during the year.

Testing Accommodations for Students with Disabilities in Statewide Assessment:

Rule 6A-1.0943, F.A.C., states that all students with disabilities will participate in the statewide assessment program based on state standards without accommodations unless:

- The individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a statewide assessment; or
- The IEP team determines that a student with a significant cognitive disability meets the criteria for participating in the statewide alternate assessment under subsection (4) of rule 6A-1.0943, F.A.C.

Each school board shall utilize appropriate and allowable accommodations for statewide assessments within the limits prescribed in rule 6A-1.0943, F.A.C. and current statewide assessment test administration manuals published by the Florida Department of Education, Bureau of Assessment and School Performance, and Bureau of Exceptional Education and Student Services.

Accommodations are defined as adjustments to the presentation of the statewide assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a statewide assessment to include amount of time for administration, settings for administration of a statewide assessment, and/or the use of assistive technology/devices to facilitate the student's participation in a statewide assessment. Accommodations that negate the validity of a statewide assessment are not allowable. Within the limits specified in rule 6A-1.0943, F.A.C., allowable statewide

assessment accommodations are based on current instructional accommodations and accessible instructional materials used by the student in the classroom.

The need for any unique accommodations for use on a statewide assessment not outlined in the statewide assessment test administration manuals, published by the Florida Department of Education, as described in paragraph 3 of rule 6A-1.0943, F.A.C., must be submitted to the Department of Education for approval by the Commissioner of Education.

All district personnel are required to implement the accommodation in a manner that ensures that the test responses are the independent work of the student. Personnel are prohibited from assisting a student in determining how the student will respond or directing or leading the student to a particular response. In no case shall the accommodation be authorized in rule 6A-1.0943, F.A.C. be interpreted or construed as an authorization to provide a student with assistance in determining the answer to any test item.

Allowable accommodations include:

a. PRESENTATION:

(1) VISUAL ACCOMMODATIONS

- a. Regular print versions of the test may be enlarged through mechanical or electronic means.
- b. The district test coordinator may request a large print version.
- c. Braille versions may be requested for students who use Braille materials. Some test items may be altered in format for Braille versions of the test as authorized by the Department. Test items that have no application for the Braille reader will be deleted as authorized by the Department. Student performance standards that cannot be assessed in Braille format will be deleted from the requirements of Section 1008.22, Florida Statutes.
- d. The student may use means to maintain or enhance visual attention to test items.
- e. Provide students with a copy of directions read by the teacher from the FSA administration script.
- f. Mask portions of the test to direct attention to uncovered item(s).
- g. Use colored transparencies/overlays.
- h. Secure papers to work area. *
- i. Increase spacing between test items. *
- j. Fewer items placed on each page. *
- k. Positioning tools such as reading stands.
- l. Highlight keywords or phrases in directions to items.

(2) AUDITORY ACCOMMODATIONS

- a. Signed or oral presentation may be provided for all directions and items other than reading items. Reading items must be read by the student through visual or tactile means.
- b. Use a reader to read directions and items other than reading items.
- c. Repeat, clarify or summarize test directions.
- d. Allow students to demonstrate understanding of directions (e.g., repeat or paraphrase) to ensure understanding.

- e. Use of text-to-speech technology to communicate directions or items or other than reading items.
- f. Provide verbal encouragement (e.g., “keep working,” “make sure to answer every question”); may not be used to cue a student regarding correct/incorrect responses.
- g. Use white noise (sound machines) to reduce auditory distractions.

b. RESPONDING:

(1) ACCOMMODATIONS TO RESPONSE INPUT

- a. The student may use a variety of methods to respond to the test, including written, signed and verbal response. Written responses may include the use of mechanical and electronic devices. A test administrator or proctor may transcribe student responses to the format required by the test. Transcribed responses must accurately reflect the response of the student, without addition or edification by the test administrator or proctor.
- b. Dictate responses to proctor.
- c. Use of speech-to-text technology to indicate answers.
- d. Use of computer switch to indicate answers.
- e. Use of computer/alternative keyboard to indicate answers.
- f. Use of pointing device to indicate answers.
- g. Use of other communication devices to indicate answers.
- h. Enter answers directly into the test booklet.
- i. Signing responses to interpreter.
- j. Dictate responses into a tape recorder.
- k. Use of special paper such as raised, line, shaded line, or color- decoded for long or short response (would require that responses are then transcribed).
- l. Use of math guides to organize mathematical computation.
- m. Use of writing guides (grids) to produce legible answers.
- n. Check periodically to be sure student is marking in correct spaces.

(2) ACCOMMODATIONS TO RESPONSE PREPARATION

- a. Calculator for math problems for grades 7 and up.
- b. Abacus for all grade levels for students with visual impairments.

c. SCHEDULING:

- a. The student may be administered a test during several brief sessions allowing frequent breaks during the testing sessions, within specifications of the test administration manual. Students may be provided additional time for the administration of the test.
- b. Specific time of the day for specific subtests.

d. SETTING:

- a. The student may be administered a test individually or in a small group setting. The student may be provided with adaptive or special furniture and special lighting or acoustics.
- b. Special lighting.

- c. Adaptive or special furniture.
- d. Special acoustics such as FM systems to enhance sound or special rooms to decrease auditory distractions.
- e. Increase or decrease the opportunity for movement.
- f. Reduce stimuli (e.g., limit the number of items on desk).
- g. Other specialized settings. *
- h. Administer the test in a familiar place such as the home with a test proctor present and/or by a familiar person. *(Students homebound or hospitalized)*

e. ASSISTIVE DEVICES:

The student may use the following assistive devices typically used in classroom instruction:

- a. If the purpose of the assessment requires complex computation, calculators may be used as authorized in the test administration manual. A calculator may not be used on assessments of basic computation as specified in the test administration manual.
- b. Visual magnification and auditory amplification devices may be used. For students with visual impairments, an abacus may be used.
- c. Technology may be used without accessing spelling or grammar-checking applications for writing assessments and without using speech output programs for reading items assessed. Other assistive technology typically used by the student in classroom instruction may be used provided the purpose of the testing is not violated. Implementation of assistive devices must assure that test responses are the independent work of the student. Unusual circumstances of accommodations through assistive devices must be approved by the Commissioner of Education before use.

Examples of unique accommodations are identified by an asterisk ().

Attendance: It is the responsibility of the parents to encourage consistent school attendance. An absence will be considered “unexcused” unless an absence excuse note is received. It is the responsibility of each student’s parent/guardian to write a note to the school within three (3) days of the absence. Please include your child’s full name, teacher’s name, dates of absence, and reason for the absence. NOTE: A phone call does not constitute an excused absence. If the child misses more than five (5) consecutive days, the absence must be approved in advance by the principal to be considered excused. See this link: [SLPS Student Parent Notification of Attendance Policies](#)

Awards: At the end of each 9-week period, students may qualify for the following awards. The criterion is as follows:

Principal’s Achievement Award: Any student in grades 3-5 who earns **all** A’s in all academic and Physical Education and an ‘S’ in conduct and personal development.

Academic Achievement: Any student in grades 3-5 who earns a combination of A’s & B’s in all academic and Physical Education and an ‘S’ in conduct and personal development.

Perfect Attendance: Any student in grades 3-5 who has **NO** absences and no more than TWO tardies per nine-week marking period.

Citizenship/Conduct: This recognition honors students who excel in behavior and citizenship.

Bullying/Harassment Bullying/Harassment Reporting & Code of Student Conduct: See this link to review the Code of Student Conduct: [Bullying Harassment Bullying Harassment Reporting Code of Student Conduct Statement](#). You may request a paper copy of the Code of Student Conduct by completing the form at this link: [Notice regarding SLPS Code of Student Conduct SY24](#)

Bus Procedures:

Transportation is provided for **each child residing more than two miles from school**. All students will receive a bus tag that they should wear to and from school for the first two-three weeks, until they are familiar with their bus and staff members are familiar with the student's dismissal method. **Students may only ride their assigned bus.** If extenuating circumstances result in the student needing to ride a different bus on any given day, the parent must send in **a written request. If a student usually rides the bus, but will be picked up by a parent, that request must be sent in writing to the front office.** Requests to ride a different bus must be sent to the front office at the beginning of the school day to obtain approval from the Transportation Department. When riding the bus, students must remain quiet and seated in their assigned seat and obey the driver. Students may not eat, drink, or chew gum. Backpacks are to remain closed. Serious or repeated violations of safety and/or behavior rules may result in students being suspended from the bus by the principal or assistant principal. **Suspension from riding the bus does not mean suspension from school; it will be the responsibility of the parent to get the child to and from school. During the first two weeks of school, please address bus concerns to the transportation office at 772-340-7120.** During the school year we ask that you please call our school at 772-468-5315 and speak with the Assistant Principal to share your concerns and/or suggestions regarding bus concerns.

- **Bicycles:** Students may ride their bikes to school. All bike riders are required to wear helmets and always lock their bikes at the bike rack. Students must walk their bikes on the sidewalk adjacent to the school. Students may not ride bikes inside the fenced bike area. Students are to bring a chain and lock and place the bike in the rack near the front entrance. Students are to have helmets. Students are not to ride scooters or skates to school.
- THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN BIKES.

Business Partners: Chester A. Moore Elementary is always looking for classroom sponsors (\$150 donation) and business partners. We have appreciated the support the community has offered us in the past and hope for continued support in the future. The donations in the past have provided basic school supplies for our students, classroom library books for our teachers, as well as rewards for our students' various achievements. Contact the school for details.

Cafeteria: For the 2024-25 school year, Chester A. Moore Elementary is designated a Community Eligibility Provision (CEP) school. All students will receive breakfast and lunch at no cost. Additionally, meal applications are not required

Cell Phones: (Student Code of Conduct, C1 Disruptive Conduct, p.21) A student may possess a wireless communications device while the student is on school property or in attendance at a school function;

however, a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time. The school is not responsible for lost or stolen cell phones. If a student is observed by an adult using or displaying a cell phone without permission, the phone will be taken and held until the end of the school day. Parents will be notified. For repeated offenses, students will not receive the phone back and parents will have to come and pick up the phone.

Change of Address: Two proofs with name and address are required: current utility bill (water, gas, electric, telephone), rent receipt, signed lease agreement, mortgage. If you move, you are required to provide the school with verification of your new address within **five (5)** days of the change. Proof of your address change must be a utility bill, or a phone bill dated within the past thirty days, or a rental agreement showing your name and new address.

Checkout During the School Day: Parents must come to the front office directly to sign a student out, and the student will be notified to come to the office. Teachers are not allowed to dismiss students from the classroom, cafeteria, or playground without prior notice from the office. **There will be no dismissal of students allowed after 2:45 p.m. unless there is a documented family emergency. Parents should send a written note to school to let the teacher and office know the student will be leaving early.** Students will only be released to adults whose names appear on the emergency card. Parents must notify the office immediately of any changes in legal custody. Anyone checking out a student may be asked to show identification if they are unknown to the office staff and photo IDs must be available when requested.

Clinic/Medication/Medical Emergency: If a student becomes ill or injured during school hours, he/she will be sent to the clinic. Parents/guardians will be notified to pick up sick children. To notify parents, we must have the current numbers current. **Medication** - The parent is responsible for the delivery of the medication and the physician's authorization form to the school clinic. (Student Code of Conduct, H2 Unauthorized Nonprescription Medication, p. 23) Possession or use of any non-prescription (over the counter) medication or supplement not specifically authorized by a current health plan or parent's or physician's note or order on file with the school. **NOTE: A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.** If a child needs emergency medications such as inhalers and/or epi-pens, that medication may be carried by the student with physician and parent approval. **Medical Emergency** - In the event of a serious medical emergency requiring medical treatment above that which is available at the school site, the principal or her designee shall call 911. Once the emergency medical service (EMS) personnel arrive at the scene, they assume responsibility for the care of the individual.

Code of Student Conduct: See this link for the code of Student Conduct: [CodeofConduct.pdf \(stlucie.k12.fl.us\)](http://stlucie.k12.fl.us/CodeofConduct.pdf)

Conferences: The communication between the home and school is a key factor in monitoring a child's progress. Conferences with teachers and other school personnel are encouraged and can be made by calling the school (468-5315) or by sending a note to the teacher. Please allow 24 hours' notice for an appointment. You will be contacted by your child's teacher prior to conference time to schedule an

appointment. We encourage every parent to attend at least two (2) face-to-face conferences during the school year.

Custody: School personnel will release students to either parents, guardians, or their designees unless there is on file in the school a copy of a Florida court order which grants custody or denies access to one parent or a third party. Proper identification (driver's license, picture ID, etc.) for release of students will be required.

Dismissal: If you have to make other arrangements for transportation for your child, **THE OFFICE MUST RECEIVE A WRITTEN NOTE FROM THE PARENT STATING HOW YOUR CHILD WILL BE TRANSPORTED.** For the safety of all the children at Chester A. Moore Elementary, we will not accept any dismissal charges over the telephone. All dismissal changes must be submitted either in person or in writing/fax. No changes to dismissal will be made after 2:30. **Students must be picked up by 3:45PM.**

Dress Code: The administration reserves the right to make all final decisions regarding the dress code.
Shirts:

- Shirts with collars/sleeves (polos) are preferred.
- Chester A. Moore Elementary School Spirit T-Shirts may be worn any day of the week.
- Clothing with offensive language and/or graphics are prohibited.

Pants, Capris, Shorts, & Skirts:

- Any pants, jeans, khakis, capris or shorts should not have excessive rips exposing skin above the knee.
- Jeans are permitted any day of the week. No jeans with holes, rips, cut-offs, frays, extra zippers, or jeans that drag on the ground are permitted.
- All shorts, skorts, or skirts must be of appropriate length (fingertip in length).

Shoes:

- **All shoes must have a closed toe and closed back.**
- All shoes with heels should not exceed one inch.
- Sneakers/tennis shoes MAY NOT have wheels in the soles.

Electronic Devices & Online Platforms: Each student in grades K-6 will be assigned a laptop with a specific service tag number. Students are responsible for proper use of their laptop. Intentional damage to laptops (prying off keys, damaging screens, etc.) will result in a discipline referral and assessment of fees. Misuse of network services such as the Internet and/or Teams for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall include all acts defined as a violation of local, state, or federal laws. Inappropriate use includes any act that violates or is inconsistent with the district's mission, goals, policies, or procedures. Obscene activities include all acts that violate generally accepted social standards for use of a publicly owned and operated communication vehicle. In cases of substantial disruption, such misconduct may be the basis for expulsion. See: [CodeofConduct.pdf \(stlucie.k12.fl.us\)](http://stlucie.k12.fl.us/CodeofConduct.pdf) 13. Misuse of Electronic Devices.

Emergency Drills/Evacuations: The safety of our students is one of our greatest concerns. The school holds regular fire, tornado, code red, and code yellow drills to teach the students to respond calmly in the

event of an emergency. Each classroom has a designated escape route to an outside area located a safe distance from the building. Students are expected to follow the teachers' instructions. Bus evacuation drills are conducted twice per year and practiced according to the directions set forth by the Saint Lucie County Transportation Department. Parents will be notified in advance for all scheduled Code Red drills.

Equity Grievance Procedure for Students: See this link: [SBP 5.71 Equity Grievance Procedures for Students](#)

Family Access: St. Lucie County utilizes the Skyward System which allows parents the ability to view their child's school information and add money to their lunch accounts online to purchase snacks and other ala carte food items. Before you can use Family Access, you must have a username and password for your new account. Please come to the front office to have your account activated by showing a picture identification for verification. Once logged in to the system, you can access your child's calendar, grade book, message center, attendance, schedule, and current/past assignments. For families with more than one currently enrolled student, Family Access lets you select which child's information you wish to view.

Family Educational Rights and Privacy Act (FERPA): See: Family Educational Rights and Privacy Act information at this link: [Notice of Rights FERPA](#)

Field Trips: Field trips are one way to improve learning and enrich the curriculum. All students going on field trips must have a signed permission slip from their parent or guardian. Without written permission the student will remain at school. **Parents who accept responsibility of chaperoning field trips will have to make provisions for younger siblings.** Field trip participation is limited to grade specific students only. Parent chaperones who want to take their children home after a field trip must sign them out in the office prior to the child leaving campus. Parent chaperones must ride on the school's transportation to and from the event. Additionally, for a parent to be a chaperone on a field trip, a Volunteer Application must be completed at least two weeks prior to the field trip. A fee is charged to help defray the costs of field trips. Cost is usually based on the distance traveled and whether a fee is charged for admission.

Fighting: Fighting is strictly forbidden in school, on campus, or on school district transportation. Breaking this rule will result in an immediate and automatic suspension from the school, a conference with the student's parents, and a possible expulsion recommendation. See: [CodeofConduct.pdf \(stlucie.k12.fl.us\)](#)

Grading: See Student Progression Plan at this link: [StudentProgressionPlanElementary.pdf \(stlucie.k12.fl.us\)](#)

- In grades K-2, the indicators are:
 - 4 (Above Standard)
 - 3 (At Standard)
 - 2 (Approaching Standard)
 - 1 (Below Standard)
 - 0 (Not Attempted)
 - The before mentioned grades are based on mastery not a numerical %.
- 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*

It is the teacher 's responsibility to determine grades based on the following criteria:

- A minimum of nine (9) academic grades should be posted every nine weeks on a teacher 's grade book to apply toward a student 's grades in grades 1-12. Resource teachers in grades 1-5 should post a minimum of 5 grades per 9- weeks. If a teacher is using weighted grades, then there should be at least 3 grades in each weighted category. These grades should include homework, assessments, reports, laboratory activities, research papers, notebooks, portfolios, special projects and any special activities that relate to a content area. This would not include non-academic grades, for example a grade for following a dress code, returning a signed Code of Conduct and so forth. All grades should be determined on student academic achievement only.

NOTE: For students who transfer from outside the district, the quarter grades will be determined by the transfer grade.

- Mastery of the course objectives that have been identified for each course in the state course description and are compatible to the Florida State Standards and the Next Generation Sunshine State Standards where applicable.

*A student who receives an incomplete must complete the work within the guidelines of the make-up work policy contained herein. (See Make-up Work Section) 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.

Grading ESOL Students: All students must be graded according to grade level appropriate standards and equal to their peers. ESOL students should not be retained solely on the basis of their limited English proficiency.

Health Screenings: 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, and 6
- Vision and hearing screenings for grades K, 1, 3 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.

Homework Policy: Homework is assigned by the classroom teacher to enrich and/or reinforce the instructional program. Your child should read independently, read with, or read to you each evening. The amount of time should vary depending on the age of the student. In addition to reading, students may receive mathematics and language/writing homework to help students to become proficient with their skills. It is the child's responsibility to complete the homework, the parent's role is to provide a quiet place and encouragement, and the teacher's role is to give feedback to the student about its quality. Please contact the teacher if your child is having difficulty with homework assignments.

Make-Up Work:

K- 12	*Allowed for all absences, excused or unexcused *Students have <u>1 day to</u> make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school. *All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year. *Students whose work is turned in after the end of the grading period for quarters one through three, will receive an "I" or incomplete. If the work is turned in on-time, the student will receive the grade for the work (see grade provisions for students in grades 9 -12 below) *Incomplete grades become "F" or "0" if not replaced with the grade for the makeup work that was turned in on time * Students will take announced tests on the first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence
K -5 Provisions	*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

Lost and Found: At the end of each quarter, all remaining items in the school's lost and found box will be donated to a charitable organization.

Media Center: Our media center is open to all students and teachers. There are no fees for overdue books, however, lost or damaged books must be paid for. Students will not be allowed to check out an additional book until the debt is settled.

Messages and Telephone Calls: Please leave a message with the office staff and your child will be notified. Phone calls for teachers will be returned within 24 hours.

Money: Funds collected for any reason at Chester A. Moore Elementary in the form of a check must have the parents' name, address, and phone number imprinted by the bank on the check. Out-of-town checks will not be accepted. Please include the child's name on the check for proper identification.

Monthly Newsletters: Each month, we will produce a newsletter to share upcoming events, pertinent information, and helpful tips for the parents and students. The newsletter will be available in print and also on our website.

Parent Pick-Up and Drop-Off of Students:

Arrival procedures for students in cars: Pull up to the covered sidewalk on the 13th Street side of the school. A staff member will assist your child out of the car. **Parents are asked to remain in their vehicles because it helps to keep the traffic flowing in a quick and orderly manner.**

- If there is a need for you to be on campus, please park in a designated parking space.
- The fire lane in front of the office is not for parking. Please help us to keep this lane free for emergencies.
- Students arriving at or after 8:30 AM are late for school. Parents, please escort your child to the front office to sign them in to receive a tardy pass.

Dismissal procedures for students in cars:

- All students will be dismissed at 3:20 PM.
- All parent pick-up students will receive a tag with student and parent name.
- Parents will be given a SLE permit to display in their front car window. It must be displayed throughout the school year. If you need to switch vehicles the SLE permit must be transferred to the new vehicle.
- Students will sit on their assigned benches to await parent pick-up.
- Have your child's name and grade visible from your car window. Do not park or get out of your car and walk over to get your child.
- As you pull into the pick-up area, we have two lanes for cars to stop and wait. A staff member with a walkie-talkie will call for your child; a second staff member will bring your child to your car. Students will only exit the parent pickup area at the far end and must be escorted by one of the designated staff members.
- Staff members are on duty to assist students and are not able to conference with parents at this time. Please call the office to schedule an appointment if you need to speak with the teacher or administrator.
- All students who walk or who are picked up by parents will be dismissed by an adult staff member on duty.

Students who have not been picked up by 3:45 p.m. will be taken to the office and the parent will need to come to the office at that time to sign the child out.

Parent Teacher Organization (PTO): Consider joining Parent/Teacher Organization. PTO is the fund-raising arm of the school to support programs to enhance student learning. The meetings are held once a month at the school. For more information, please contact the school office.

Parties/Birthdays/Candy/Treats: Students can celebrate their birthday with their classmates in the cafeteria during lunch. Please make arrangements 24 hours prior with the teacher. Individual wrapped items are recommended (cupcakes, muffins, etc.) and all food items must be store bought. Candy and gum are not permitted. Balloons and gifts delivered or brought to the school are not permitted. Birthday parties on campus are not permitted. No distribution of invitations of any type allowed on campus. If you have any questions, please contact your child's teacher.

Positive Behavior Interventions Support (PBIS): PBIS uses school-wide EXPECTATIONS and RULES in specific settings to TEACH students appropriate behavior. PBIS also utilizes a reward system to encourage and model appropriate behavior and effective consequences to discourage inappropriate behavior. The following student expectations/school rules will be learned by all students. **C- Courteous, A - Accountable, M - Make Safe Choices**

Problem Solving Intervention Team: The primary purpose of the Problem-Solving Intervention Team is to provide schools with a procedure for implementing systematic and efficient assistance to administrators, teachers, parents, and students. The team meets on a regular basis to discuss students in need of resource services, alternative teaching strategies, curriculum changes, behavioral interventions, and/or psychological evaluations. The Team's responsibility is to study all information about the student and make recommendations for interventions to be utilized in working with him or her. The interventions must be implemented for a minimum of 6 to 9 weeks on a consistent basis. The Team will reconvene after the intervention phase to discuss the effectiveness of the interventions. The Team will determine if the interventions were effective and need to be continued, if new interventions are needed; and/or if a formal evaluation is necessary.

Progress Reports: Interim progress reports will be sent home halfway through each quarter. Parents are urged to examine these reports carefully, sign and return them to the teacher. Parents may also monitor their child's progress daily by accessing the Parent Portal. Please contact our office for information about registering to use this helpful tool.

Promotions and Retentions: Promotions and retentions are based on an evaluation of academic assessments and diagnostic data, physical, social and emotional growth. To be promoted from one grade level to another, a student must have made satisfactory progress during the regular 180-day school term. Promotion criteria in grades Kindergarten through Five is that the student has demonstrated satisfactory progress in mastery of the Florida Standards for the appropriate grade level. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be notified of any retention decision. **Mandatory Retention of 3rd 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 FSA (Florida Standards Assessment) 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 45th percentile during summer camp, he or she will be retained in third grade. See: [StudentProgressionPlanElementary.pdf \(stlucie.k12.fl.us\)](http://stlucie.k12.fl.us/StudentProgressionPlanElementary.pdf)

Good Cause Exemptions:

- (1.) 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.
- (2.) The individual Education Plan (IEP) indicates that participation in the statewide assessment program is not appropriate for the student.
- (3.) The student has demonstrated an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education.
- (4.) The student demonstrates, through a portfolio, that he or she is reading on grade level as evidenced by demonstration of mastery of the Florida Standards in reading equal to at least a Level 2 performance on FSA.
- (5.) The student participated in the FAST 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.
- (6.) 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.
- (7.) To promote a student using a portfolio as a good cause exemption, there must be evidence that demonstrates the student's mastery of the Florida Standards in reading equal to at least a Level 2 performance on the Grade 3 FAST Reading. Such evidence must be an organized collection of the student's mastery of the Florida Standards Benchmark for Language Arts that are assessed by the Grade 3 FAST Reading.

Protection of Pupil Rights Amendment: See Protection of Pupil Rights Amendment at this link: [Notice of Protection of Pupil Rights Amendment](#)

Report Card Dates: Report cards will be sent home with students at the conclusion of each 9-week period.

School Advisory Council: The School Improvement Plan is an essential part of the Florida System of Improvement and Accountability. The School Advisory Council plays a key role in assisting with the development and implementation of the School Improvement Plan. The plan includes needs assessment results, state, and local data, and goals for improvement for the school. The School Advisory Council (SAC) meets monthly, and meetings are open to any parent, community, or staff member. Please see the school website and newsletter for detailed information.

Textbooks: Basic textbooks are a loan for students to use during the school year. It is requested that they be handled carefully and be kept as clean as possible. You will be required to pay for a lost or damaged book. Failure on the part of the student to pay for lost/damaged textbooks may deprive the student of further issuance of free textbooks. (Fl. Statue 233.42)

Title IX: See information regarding Non-Discrimination, Title IX, and Section 504 and how to file a complaint at these links: [Public Notice of Non Discrimination Title IX](#) and [Title IX Complaint Form](#).

Valuables: All students are to leave valuables such as money, jewelry, toys, video games, electronic devices, Pokémon Cards, etc. at home. The probability of damage/theft is too great, and those items are a distraction to the students throughout the day. While it is tempting to bring a new gift or toy to school, these items, unfortunately, generally end up being damaged or lost, or in some cases, confiscated by adults because they are causing a disturbance or disruption in class. Confiscated items can be picked up in the office by a parent or guardian or will be returned to the students at the end of the school year.

Visitors: Parents are always welcome to visit the school. Please use the designated parking spaces in front of the school. **ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE AND OBTAIN A VISITOR'S PASS.** We will strictly enforce this policy to ensure the safety of all students. Our exterior doors remain locked at all times. Visitors can ring the bell at the front door to gain access. Parents who would like to observe a classroom must obtain prior permission from the principal and teacher and must allow 24 hours' notice. Preschool children and children not registered as students are not permitted to spend the day at school or visit the classrooms.

Volunteers: We have seen excellent results when students receive individual help, and we would like to be able to offer this educational opportunity to more students. If you feel that you could volunteer to work with students in a classroom, or help prepare materials for instruction, we would be happy to hear from you. You can reach our volunteer coordinator by calling 468-5315. We ask that all of our volunteer's dress professionally while working in our school. Volunteers are not allowed to volunteer in their own child's class or bring siblings to school while volunteering.

Withdrawals: If it is necessary to withdraw a student from school, please notify the office as soon as possible. All library books and textbooks must be returned to the school, and other obligations satisfied, i.e., cafeteria charges, library books, textbooks, etc. A copy of the withdrawal form will be issued and may be presented to the new school. Records will be forwarded to the receiving school.

Zero Tolerance Policy: Notice of possession, sale or use of controlled substances, or weapons by any student on school property, or in attendance at a school function, is grounds for suspension and/or expulsion. Refer to the student code of conduct.