

Fairlawn Elementary School



Parent – Student Handbook 2021-2022

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Fairlawn Elementary Magnet School

The purpose of this handbook is to keep parents and students informed of policies and procedures at Fairlawn Elementary Magnet School. The monthly newsletter, the Fairlawn Connection includes updates and last minute changes. If you have any questions, please call the school office at 772-468-5345.

Belief Statements

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

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St. Lucie County Public Schools

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.

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!

Focus Areas

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

FAIRLAWN ELEMENTARY

MAGNET SCHOOL

VISION

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

MISSION

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



KIDS AT HOPE 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.

All Children are Capable of Success,

No Exceptions!

KIDS AT HOPE 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!

I.ARRIVAL AND DISMISSAL FOR STUDENTS

BELL SCHEDULE

8:00 a.m.	Student may arrive on campus
8:30 a.m.	Instruction Begins
3:00 p.m.	All students dismissed

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

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

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

BUS TRANSPORTATION

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

The St. Lucie County School System provides bus transportation for students living more than two (2) miles from school. However, if the student's behavior creates a safety hazard on the bus, it will become the administration's duty to deprive the student of bus riding privileges for several days. This in no way excuses the student's absence from school. Parents are expected to transport their child to school if bus suspension occurs. When the administration receives a complaint (referral) from the bus driver regarding the inappropriate behavior of a student, the parent will be notified of the incident and counsel with the student to encourage appropriate behavior. After the second referral a parent will be contacted by telephone and students may be suspended from riding the bus for several days. The driver's main responsibility is to transport the students safely to and from school. The driver needs the cooperation of the students, teachers, and parents if he/she is to accomplish this task. In order to minimize problems resulting from bus transportation, students are asked to comply with the following:

1. Arrive at the bus stop ten(10) minutes ahead of scheduled time. Arriving too far ahead of the scheduled time may result in boredom causing children to get into mischief.
2. While waiting for the bus, remain in the loading area, not in the street.
3. Wait until the bus stops before advancing to board the bus.
4. Board the bus quietly and be seated.
5. Speak quietly with your neighbor.
6. Maintain silence when the bus approaches and crosses railroad tracks.

7. Keep the aisle of the bus clear of books, feet, backpacks, etc.
8. Keep head, hands, and arms inside the bus at all times.
9. Remain seated when the bus is moving.
10. Older students should assist younger students when getting on and off the bus.
11. Never run while boarding or leaving the bus.
12. Cooperate with the driver at all times.
13. No eating or drinking on the bus.
14. Keep hands, feet and objects to yourself on the bus.
15. Never throw any objects out of the bus window.
16. Respect the bus property by not coloring, writing, or ripping the seats.
17. No glass containers are allowed on the bus.
18. Do not bring reptiles, snakes, insects, animals, or marine life (dead or alive) on the bus.
19. Do not ride a bus other than the one to which you are assigned, without authorization from the Principal or SLC Transportation Department.

CHANGES IN TRANSPORTATION ROUTINE

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

CUSTODY OF STUDENTS

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

EARLY STUDENT PICK UP

During the school day, students must be picked up from the office. Students will not be called to the office until the adult arrives to pick them up. Please do not request early student pick up with 30 minutes of dismissal. This interferes with the dismissal procedures and compromises school safety and security measures. Students will not be released to persons other than parents or legal guardians unless the identity and authority of the person has been established by notification from the parent or guardian in writing and the name is included on the official emergency information form. The release request shall be denied if proper identification is not provided. Early pickups constitute a tardy.

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

EARLY DISMISSAL

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

PICK UP STUDENTS

Student safety and security is our primary concern. All pick up students will be escorted by school personnel to the pick up area. Parents and older siblings are requested not to escort or pick up younger students from classrooms. Parents are to pick up students at the end of the day in the designated parent pick up area. Parents MUST remain in their cars. Parents must post their student's name in the front window of their car for quick recognition. Please remember to be patient. The line will move quickly as soon as routines are established (usually after the first 2 weeks of school). An adult supervisor will escort your child to the car. Please instruct your child to wait until your car approaches and he/she is called and escorted to the car. When pulling away, please check carefully for others leaving the campus. **The safety of our students is of the utmost importance.**

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

Parents may park at the back of the school on Tennessee Ave and walk up to the basketball court to pick up their child at dismissal. These students will be dismissed at 3:00 p.m. After 3:05 p.m. they will proceed to the parent pick up line at the front of the school. Your cooperation with these requests will help ensure the safety of all students.

II. ATTENDANCE and TARDIES

ATTENDANCE MATTERS!

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

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

Excused Absences

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

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

- 12) Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused absences or 5 unexcused absences in a semester. The principal can excuse vacation travel that exceeds this threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.

Unexcused Absences

- (1) Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees.
- (2.) Truancy or out-of-school suspensions.
- (3.) Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.
- (4.) Failure to provide an explanation of the absence to the school. The Department of Student Services can, after investigation, can advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3 day period will also authorize the school to excuse the absence.
- (5.) Missing the school bus if the bus is less than 5 minutes early or 15 minutes late.
- (6.) Non-attendance for immunization non-compliance
- (7.) Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester. Students who return to school with lice or nits and who are sent home that same day or who remain in the clinic/office will not be counted as "in-attendance" and will have the absence unexcused.

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

MAKE-UP WORK

K-12

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

K-5

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

LEARN MORE

For additional information about attendance, please log on to the St. Lucie Public Schools website at 222.stlucieschools.org to Parents/Students tab to read the district Student Progression Plan.

III. CAFETERIA

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

PRICES

All St. Lucie Public School students will receive meals at no cost for both breakfast and lunch for the 2021-2022 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.

~~**THERE WILL BE NO VISITORS DURING LUNCH UNTIL FURTHER NOTICE.** Parents are always welcome to eat lunch with their child. Please sign in at the front office and then meet your child at the cafeteria. In order to ensure enough seating for all, parents are encouraged to sit with their child at the tables provided on the stage, or enjoy the outdoor picnic tables located near the cafeteria. If you choose to use the outdoor area, please remember to dispose of all trash in the trash can provided. We appreciate your assistance to help keep our campus clean and safe. Parents may only eat with their child. Classmates will need to remain with their class. Parents should not bring food for other students. If food is brought in from outside the school it needs to be for their child only.~~

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

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

Students are encouraged to bring a healthy well-balanced meal if they do not participate in the school lunch program. Ice cream/snacks may be available at an additional cost.

IV. CONFERENCES PARENT/TEACHER

CONFERENCES AND SCHOOL VISITATION - Will be set by appointment in person or virtually

In an effort to continually improve the safety and security of your children, St. Lucie Public Schools uses a visitor management system called Raptor. All campus visitors, including parent and alumni, will need to have their driver's license, military ID, or state identification card available. The Raptor system accesses a national database, preventing anyone who should not be on our campus from gaining access. All visitors need to stop in the office and receive a visitor's pass before you proceed through the building.

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

V. CURRICULUM AND PROGRAMS

ART RESOURCE CLASS

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

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

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

CURRICULUM

According to the Florida Department of education, the Florida Standards reflect our foundational expectations of what all students should know and be able to do in each grade from kindergarten through 12th grade. The standards provide students with the knowledge and skills they need to be college and career ready. They are a set of rigorous academic standards that challenge and motivate students. You may view the Florida Standard at 222.stlucieschools.org under the Parents/Students tab and click on resources, then curriculum.

EXCEPTIONAL PROGRAM AREAS

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

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

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

FIELD TRIPS This may change during the course of the year.

Field trips of educational value are educational highlights. If parents wish to permit their child to go on these trips, the parent/guardian must sign the permission form and return to the classroom teacher. If a student does not have a form signed by the legal parent or guardian, he/she will not be able to go on the trip. Out of county field trips permission forms must be notarized. All parents chaperoning on a field trip must be an approved St Lucie Public Schools volunteer 72 hours prior to participation. Applications are available on the district website. Siblings may not accompany parents.

GUIDANCE

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

MEDIA CENTER/LIBRARY

The Media Center provides children with materials and books that are educational wholesome and interesting. Rules of good behavior must be observed in the media center. All students have access to the media center. Reading for pleasure is encouraged and students are guided in developing the techniques of research. Books may be checked out for a seven day period. However, the cost of lost or damaged books must be reimbursed to the school. Students not returning library books within a specified time will receive notification. Parent cooperation is solicited in fostering student responsibility for return and/or payment for library books.

MUSIC RESOURCE CLASS

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

PHYSICAL EDUCATION RESOURCE CLASS

All K-5 students participate in a Physical Education program. Please remind your child to wear tennis shoes and shorts on P.E. days according to the Student Handbook. No one will be excused from physical education because of improper dress. However, this prevents your child from performing to the best of his/her ability.

If your child has to be excused due to an illness or injury, please send a note with your child that day. The note must be written and signed by the parent or guardian. If your child has to be excused for an extended period of time, a note or letter from the doctor will be required. **IMPORTANT!** Please notify the school of any medical problem(s) that would restrict your child's activities in physical education as soon as possible.

PROBLEM SOLVING/MULTI TIERED SYSTEM OF SUPPORT (MTSS)

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

Identification, Goal Identification, Intervention Development and Implementation, and Evaluation.

SECTION 504 of the Rehabilitation Act, commonly called Section 504 is a civil rights statute that has been around since 1973. It prohibits discrimination on the basis of handicap and is enforced by the Office of Civil Rights. It states: "No otherwise qualified handicapped individual in the United States shall, solely by the reason of his or her handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service." A handicap according to Section 504 is defined as if he/she has a physical or mental impairment which substantially limits one or more major activities; has a record of such impairment or is regarded as having such an impairment. In addition to school aged children who are eligible for special education services, this includes for example, persons with communicable diseases, temporary handicapping conditions, attention deficit hyperactivity disorder (ADHD), behavior disorders, chronic asthma and severe allergies, physical handicaps and diabetes.

SAFETY PATROL

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

SOCIAL WORKER

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

STUDENT COUNCIL

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

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. It is requested that they be handled carefully and kept as clean as possible. Families will be charged for lost or damaged textbooks. Damaged books will be assessed and charged individual.

New Book–1 year	Replacement cost 100%
2-3 years	Replacement cost 75%
4 years or more	Replacement cost 50%

VI. GENERAL INFORMATION

BACKPACKS AND STUDENT TOTES

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

CHANGE OF ADDRESS/PHONE

Parents are responsible for notifying the school office of any change of address or phone number. The school cannot be held responsible for failure to communicate if it is not informed of changes. Proof of address (such as a mortgage, lease agreement or utility bill) is required prior to changing an address. It is very important to provide current phone numbers, as well. This applies not only to home phone numbers, but business and emergency phone numbers of parents and persons-to-notify previously registered with the school. Please complete the information on the student data form and return to school. Please keep us informed of student information changes but submitting approved documentation.

CLASS PARTIES

Two (2) are permitted yearly. No individual child's birthday will be celebrated with a classroom party. However, birthdays are important. Individually wrapped treats may be sent in for celebration. Taking a child off campus as well as delivering gifts to the classroom is not appropriate. . Treats are for student in your child's classroom only. **Please do not send balloons, punch, party hats, napkins, cups, etc.**

COMMUNICATION

Communication between home and school is an essential part of the educational process. Parents can monitor their child's progress through Skyward Family access. The form is located at www.stlucie.k12.fl.us/pdf/school-family-access-form.pdg. A copy of your current ID must accompany the form. Updated information on events at Fairlawn, as well as other pertinent information, please follow Fairlawn's webpage, Facebook and Twitter.

CONFISCATED ITEMS

Students should only bring to school items necessary for education. Toys, radios, tape recorders, beepers, etc. are not allowed and will be confiscated and sent to the office. These items may only be retrieved by parents or guardians after a conference with the classroom teacher or administrator. If a student brings the items to school and they are lost or stolen, the school is NOT responsible for replacement. Any item that is a weapon or that could be construed as a weapon will be turned over to the S.R.O. (School Resource Officer/Sheriff's Deputy) for determination as to criminal intent. Parents, please stress with your child/children that knives of any type are **NOT** allowed on school property (including busses).

DRESS CODE

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

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

and second.

Dress code compliance will be checked on a regular basis. A member of the school staff will call you or have your child call home the morning that there is a dress code violation. Repeated infractions may result in a discipline referral. A limited clothing bank is available if there is a need for assistance. If appropriate clothing is available at the school, the student will be loaned a change of clothes for the day. These items must be washed and returned within a reasonable time. If clothing is not available, the student will be asked to call home for parents to bring appropriate clothing.

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

Fairlawn Elementary Dress Code 2021-2022



snip	Yes 😊	No ☹️
Shirts	<ul style="list-style-type: none"> • Solid red, white, navy, light blue or royal blue collared polo shirt (short or long sleeved) • Solid red, white, navy, light blue or royal blue long sleeve shirt worn under collared shirt. • Fairlawn T-shirt (Fridays only) • "Peter Pan" Collared shirt w/sleeves under uniform jumpers 	<ul style="list-style-type: none"> • Shirt with logo or writing other than Fairlawn logo Striped, print, or plaid shirts • T-Shirts (except Fairlawn school t-shirt on Fridays) • Untucked shirts
Shorts	<ul style="list-style-type: none"> • Solid navy or khaki uniform shorts • Fairlawn plaid shorts 	<ul style="list-style-type: none"> • Jean shorts • Cut-offs • Cargo shorts • Any shorts more than 3" above or below the knee
Belts	<ul style="list-style-type: none"> • Solid black, blue, brown, khaki, white or navy belts • Uniform-style Fairlawn plaid belts • Optional for students in kindergarten and 1st grade. 	<ul style="list-style-type: none"> • Large buckles • Designs
Shoes/Socks	<ul style="list-style-type: none"> • Sneakers • Low heeled, closed-toed shoes with a back • Solid color white, brown, black, red, blue <u>socks</u> • Solid color white, brown, black, red, blue <u>tights</u> 	<ul style="list-style-type: none"> • Shoes with wheels, lights, or sound • Flip flops, soft plastic shoes or sandals • Shoes with cleats • Crocs
Jackets	<ul style="list-style-type: none"> • Heavy jackets for <u>outside use only</u> • Fairlawn sweatshirt • Solid grey, navy, red, white, or black open front hoodie, sweatshirt or sweater with zipper, buttons, or snaps 	<ul style="list-style-type: none"> • Sweatshirt/Jackets/Sweaters with writing, pictures, or logo designs • Shirt worn as a jacket • Hoods may not be worn inside
Pants	<ul style="list-style-type: none"> • Solid navy or khaki uniform pants • Standard <u>blue</u> jeans (no other colors) 	<ul style="list-style-type: none"> • Faded, embroidered, faded, or jeans with designs • Leggings • Frayed or holes • Cargo pants, Capris or colored jeans
Hair	<ul style="list-style-type: none"> • Well groomed • Natural color • Out of face • Non-distracting • Flat head bands 	<ul style="list-style-type: none"> • Oversized bows • Shaved designs • Mohawks
Dresses & Skirts	<ul style="list-style-type: none"> • Navy, Khaki or Fairlawn plaid skorts, skirts or jumpers • Solid red, white, navy blue, or light blue dresses with collars and sleeves 	<ul style="list-style-type: none"> • Dresses or skirts shorter than 3" inches above the knee • Dresses, skorts, or skirts shorter than 3" inches below the knee
Misc.	<ul style="list-style-type: none"> • Jewelry and nails must be non-distracting • Masks are optional (no writing on masks) 	<ul style="list-style-type: none"> • Wearable smart devices • Dangling earrings • Tattoos • Artificial nails • Make-up

*Attending Fairlawn means you have agreed to above dress code.

(over)

Throughout the year there will be non-dress code days where students will be allowed to wear non-dress code clothing. Parents will be notified of these days. On non-dress code days, clothing must be free from holes and tears, inappropriate graphics or wording, too short, see through, no tank tops, no cleavage or stomach showing. Pajama type clothing, dyed hair and tight fitting wear will not be permitted.

EMERGENCY DRILLS

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

EMERGENCY EVACUATION

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

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

HOMELESS EDUCATION

If a student lacks a fixed regular and adequate nighttime residence. i.e. lost your housing due to economic hardship and is sharing the housing of other persons in a shelter, motel, vehicle, park, camping around, substandard housing; or in another type of temporary or inadequate housing, your child(ren) may qualify to receive help through the McKinney Vento Act. Additional information is available through the guidance counselor. You can also log on to the school district website, Parents and Students tab, then click on Homeless.

LOST AND FOUND

All articles lost on the bus or at school will be turned into the office or lost and found location. PLEASE LABEL ALL COATS, LUNCH BOXES, AND OTHER PERSONAL ITEMS. All items not claimed after the last day of school will be donated.

MESSAGES AND TELEPHONE CALLS/CELL PHONES

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

PERSONAL ITEMS AND VALUABLES

Do not bring, items such as, but not limited to money, iPods/ipads, electronic games, smart watches and jewelry. These items are subject to confiscation. The school is not responsible for personal items that are lost, stolen or damaged. Items for special occasions (i.e. balloons, candies, flowers, etc.) are not permitted during the school day. If a parent brings them for an awards ceremony, they will be asked to bring them home for their student. These items will not be transported on a school bus. If a student forgets his/her lunch, book, homework, money, or any other item needed for school, we will make sure that your student receives it as soon as possible. Those necessary items should be delivered to the front office.

PLEDGE AND PREAMBLE

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

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

WITHDRAWAL

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

VII. HEALTH INFORMATION

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

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

The screenings will include:

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

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

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

CLINIC (Illness and/or Accidents)

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

It is **CRITICAL** for you to complete both sides of the EMERGENCY MEDICAL CARD provided by the school health paraprofessional. Please be sure to include your home phone, work phone number (parents), and any additional emergency contact(s) phone number(s) and return to the school as soon as possible. If a student is sent home with head lice, they are not permitted to ride the bus or return to class unless they have been checked by the school health aide and found to be free of lice and/or nits.

MEDICAL EMERGENCIES

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

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

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

PHYSICAL EDUCATION EXEMPTION

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

SCHOOL INSURANCE

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

VIII. HOMEWORK POLICIES

Meaningful and realistic homework will be assigned Monday through Thursday.

Special assignments may vary from this guideline from time to time. Homework is designed to provide necessary reinforcement of concepts and skills taught during the school day. It is not given to introduce new material. It also prepares students for upcoming lessons, teaches responsibility and independence and helps student develop positive study habits. Enrichment assignments are tailored to the individual child and may be given when the teacher feels it is appropriate for the student. The main value of homework, in addition to reinforcement, is the experience it gives the students to work on his/her own. Therefore, students are expected to do homework independently with a minimum of assistance from parents. Neatness, promptness and accuracy are important. Some assignments may not require written work. Studying, memorization and required reading are types of homework that will be evaluated through

tests and classroom performance. Students are expected to read a minimum of twenty minutes daily outside of school.

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

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

IX. PARENT ORGANIZATIONS & INVOLVEMENT

(NO VISITORS OR VOLUNTEERS ON CAMPUS UNTIL FURTHER NOTICE)

Visitors for meetings will be limited and screened/temperature checked

PARENT CHAPERONE -

All school functions and activities such as picnics, parties, excursions, and similar activities under the sponsorship of the school shall be chaperoned by adults approved by the administration and the St. Lucie School District. **Each school year, parents must fill out a volunteer application and be approved 72 hours prior to participation.**

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

P.T.O. (PARENT TEACHER ORGANIZATION) Virtual until further notice

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

BUSINESS PARTNERS IN EDUCATION

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

SCHOOL ADVISORY COUNCIL

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

VOLUNTEER PROGRAM (NO VISITORS OR VOLUNTEERS ON CAMPUS UNTIL FURTHER NOTICE)

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

X. PROMOTION POLICY

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

XI. REGISTRATION

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

XII. REPORTING TO PARENTS

GRADES/REPORT CARDS

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

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

Grading Scale for Grades K-2

4 - Above standard

- 3 - At Standard
- 2 - Approaching Standard
- 1 - Below Standard
- 0 - Not Attempted

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

STUDENT DAILY PLANNERS

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

HONOR ROLL ASSEMBLIES – Virtual until further notice

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

Grades 3, 4 and 5

Principal’s Honor Roll – all As **and** all Ss in Conduct

Honor Roll – all As and Bs (no Cs) **and** all Ss in Conduct

Grades 1 & 2 – will be honored for their academic growth at the end of the school year with the following:

Principal Patriot – 3s or higher in all subject areas and Ss in all areas.

Progressing Patriot – 2s in subject areas and Ss in all areas.

PERFECT ATTENDANCE RECOGNITION – Paused until further notice

~~Students in grades 3–5 who have obtained perfect attendance will receive a certificate each nine weeks. Students with excessive tardies or early pickups (5 or more) will not be recognized for perfect attendance. A special recognition will be given for students who obtain perfect attendance for the entire year. Parents are reminded that teachers are supervising students and are not available for conferencing during assemblies. We also request that you silence your cell phones, and please try to remain for the entire assembly (usually 30–40 minutes).~~

STATE ACADEMIC ASSESSMENT RESULTS

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

PROGRESS REPORTS

Parents should access their students’ grades through the Parent Portal at www.stlucieschools.org. If you have not already signed up for this access, please see a staff member to complete the necessary forms. Please tell your child’s teacher if you do not have a computer to use to monitor your child’s progress in school. All academic progress can be monitored on our Parent Portal.

III. STUDENT CONDUCT

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

- cooperate and conduct themselves with teachers, staff, and classmates in a manner showing respect for all persons and must adhere to the school code of student conduct
- complete all required assignments including homework
- understand that assignments must be on time to receive full credit and must be neat in order to be accepted by the teacher
- respect and care for all personal and school supplies and property.

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

DISCIPLINE

Fairlawn Elementary School follows the St Lucie Public Schools Code of Conduct. Fairlawn Elementary implements the Positive Behavior Intervention Support Framework. The St. Lucie Public Schools Code of Conduct is located on the district website at www.stlucieschools.org

POSITIVE BEHAVIOR INTERVENTION SUPPORT EXPECTATIONS

<p><u>Hallway Rules</u></p> <ul style="list-style-type: none"> • Face forward • Walk single-file • Keep one arm’s length between you and the person in front of you • Voices are silent • Be in dress code 	<p><u>Classroom Rules</u></p> <ul style="list-style-type: none"> • Comply with adult directions • Keep hands, feet, and objects to yourself • Come to class with required materials • Complete all assignments on time • Be in dress code
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<p><u>School-Wide Expectations</u></p> <ul style="list-style-type: none"> Patriots are Respectful Act Safely Come Prepared Take Responsibility 	<p><u>Cafeteria Rules</u></p> <ul style="list-style-type: none"> • Raise your hand for assistance • Walk • Carry tray using two hands • Place all garbage in trash can when you leave
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DISCIPLINE PROCEDURE

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

BUS POLICY AND CONDUCT

Transportation is provided for each child who resides more than two miles from the school. This service is available as long as the child abides by the rules of safety and proper behavior. Serious or repeated violations may cause this service to be withdrawn, which then places the responsibility upon the parent to get their child to and from school. Suspension from riding the bus does not mean suspension from school. Several types of action, to be determined by the administration according to the severity of the offense, may be taken based on the written report issued relative to bus riding privileges.

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

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

- B**ack to back, bottom to bottom
- U**se inside voices
- S**how kindness
- E**nter and exit the bus safely
- S**how respect

BULLYING AND HARASSMENT

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

School Attendance Questions and Answers

Q: Who is responsible for making sure that children attend school?

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

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

Q: Are students required by law to attend school?

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

Q: Do I have to explain why my child has been absent from school?

A: Yes, the parent or guardian is required to send a **written explanation** of the specific reason for the student's absence to the school **within three days of the student's return to school**. The explanation must include the dates of the absences and the specific reason. Any supportive documentation that may exist as to the reason for the absence should be attached. The Department of Student Services can, after investigation, advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence. The physician's authorization must include the dates that are to be excused as well as the reason. The term "physician" means a person practicing as a physician licensed under Chapter 458 (medical practice), 459 (osteopathic medicine), 460 (chiropractic medicine), or 461 (podiatric medicine), F.S.

Q: Can the school require me to have a note from a doctor when my child has been absent from school?

A: Yes, if a student has accumulated a total of 10 excused or 5 unexcused absences within a semester, subsequent absences of more than 3 consecutive days may not be excused unless documentation is received of examination, treatment, or supervision for an illness or other adverse health documented chronic illness/condition, consideration will be given on a case by case basis. Consideration will also be given regarding certain communicable illnesses and chronic medical conditions that do not require physician treatment, such as chickenpox, in which the student is still contagious and cannot return to school. Consideration will also be given for insurmountable circumstances that directly involve the student's primary family, such as a family death that requires the student to accompany the parent or guardian out of town for a brief period of time. The physician's authorization must include the dates that are to be excused as well as the reason. The term "physician" means a person practicing as a physician licensed under Chapter 458 (medical practice), 459 (osteopathic medicine), 460 (chiropractic medicine), or 461 (podiatric medicine), F.S.

Q: What is an excused absence?

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

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

Q: What is an unexcused absence?

A: Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees and include the following:

- Truancy or out-of-school suspensions
- Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel Failure to provide an explanation of the absence to the school. The Department of Student Services can, after investigation, advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence
- Missing the school bus unless the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- Non-attendance for immunization non-compliance
- Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester

Q: Will my child be allowed to make up missed work for excused absences?

A: Make-up work will be allowed for absences. The student will be allowed a period of two days make-up time for each day absent, not to exceed ten (10) school days for make-up work.

(1) On sufficient advance notice, the teacher will inform the student/parent of work to be covered during the student's absence and student's assignment. The teacher will be as specific as existing plans will allow, but is not expected to develop any special series of plans or assignments for individual students as make-up work.

(2) After the student returns to school, and upon the secondary student's request, the teacher will inform the student of the work or assignments the class covered during student's absence and student's make-up assignment(s).

(3) To develop self-advocacy skills, elementary students should be encouraged to request make-up work, but the provision of that work is the responsibility of the teacher.

(4) The teacher may require the student to be fully responsible for all work that the student has missed and may require that the student take tests and examinations that shall be graded on the same basis as the rest of the class.

(5) Parents may be asked to submit legal or medical evidence to support any claim to excused absences.

(6) All make-up work must be turned in 10-days after the student's return to school.

Q: How could absences, excused or unexcused, impact my student's grades?

A: It is very challenging to keep up with class work and make-up missed work at the same time. Students have 2 days for each day missed to make-up work. However, ALL MAKE-UP WORK MUST BE TURNED IN WITHIN 10-DAYS OF RETURNING TO SCHOOL. In addition, students that miss school also miss instruction. The teacher is not required to teach lessons again to students who missed school.

Q: Are absences for head lice excused?

A: Students with school verified cases of head lice will have 2 excused absences per incident up to a maximum of two incidents per semester. Students who return to school, after being sent home with lice, and are still infected will not be allowed to go to class and will not be counted as in attendance. In addition, their absence will be unexcused. Parents are advised to follow the instructions of the school health staff and directions on commercial head lice products to kill head lice and all nits. Parents should also accompany their child to school to have their head checked by the health paraprofessional or nurse when returning from a head lice absence.

Q: What can happen if my child has an accumulation of unexcused absences?

A: The first thing that could happen is that your child would be referred to the school’s Student Study Team (1003.26, F.S.) as well as the school social worker. If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student’s teacher shall report the case to the school’s student study team or attendance committee. The school social worker shall participate in the meeting. The team or committee will determine if early patterns of truancy are developing. If a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify remedies. The meeting with the parent can take place at the school or by a school representative who meets with the parent at a mutually agreed upon location. The team or committee shall implement any interventions that best address the problem. The interventions may include, but are not limited to: (1) frequent communication between school and the family (2) mentoring (3) counseling (4) evaluation for alternative education programs (5) attendance contracts (6) referral to other agencies for services (7) other interventions, including but not limited to a truancy petition pursuant to s.984.151. **If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, or the superintendent or his or her designee may refer the case to the case staffing committee pursuant to s. 984.12., and the superintendent or his or her designee may file a truancy petition pursuant to s. 984.151.**

Q: When can a Truancy Petition be filed in Circuit Court?

A: The superintendent may file a truancy petition pursuant to procedures in s.984.151. when (1) a student has 5 unexcused absences in a calendar month or 10 unexcused absences within a 90-calendar-day-period. (2) the student study team or attendance committee has met and efforts to correct the attendance have been unsuccessful (3) the parent has been notified as to the unexcused absences or absences for which reasons are unknown. The school will work with the Department of Student Services to prepare the truancy petition for the Superintendent’s review and approval. The school will provide the Department of Student Services representative with all verifications of notification to and conferences with the parent to inform and discuss attendance. The school will also provide the Department of Student Services with copies of all parent and physician excuses for the absences as well as any phone logs noting that the parent called to explain the absences. The school will further verify that the attendance recorded for official purposes is true and correct according to School Board policy. Truancy petitions will be filed in the circuit Court in the 19th Judicial Circuit. All supportive documentation provided by the school to support the filing of the petition will become part of the official court file. Parents will receive a copy of the petition and all documents filed with the petition by one of the following means (1) hand delivery by a school district representative with the parent’s signature that the copy was received (2) sheriff’s service arranged by the Clerk of the Circuit Court.

Q: When is a student considered to be a habitual truant?

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

Q: Can school attendance affect my child getting a driver’s license or Temporary Cash Assistance?

A: Yes. The 1997 Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the name, birthdate, sex, and social security number of any minor who attains the age of 14 and accumulates 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors who thus fail to satisfy attendance requirements will be ineligible for the driving privilege. It is important for students and parents to know that suspension of the student’s current or pending license can result in increased automobile insurance premiums.

Q: Does the school district report school attendance information to other agencies?

A: Habitual truants will be reported to the Department of Safety and Motor Vehicles; Department of Children and Families; Department of Juvenile Justice and their contracted providers for truants; State Attorney’s Office; Circuit Court. Truancy cases will also be reported to agencies contracted by the School Board to provide truancy services pre and post the student meeting the habitual truant definition.

Q: What school district staffs are involved with attendance enforcement?

A: The school social workers, attendance assistant, and law enforcement specialist in the Department of Student Services work with the school, parents, students, and appropriate agencies to improve student attendance.

Q: What is the policy on *Take Your Child to Work Day*?

A: Parents should read the School Board’s policy governing Take Your Child to Work Day in the Student Progression Plan (SPP). The SPP can be found on the district website at www.stlucieschools.org

Q. My child has a serious chronic disease that results in a lot of missed school. Do I have to send a written note each time my child is absent?

A. Students who have documented chronic/serious medical conditions can be expected to have multiple absences during the school year. These absences, when related to their condition, may be considered excused upon verbal contact with the parent for verification of reason for the absence. Examples of such conditions include:

- cerebral palsy
- cancer
- conditions that require tracheostomy
- conditions that require oxygen
- conditions that require gastric tubes
- conditions that require shunts
- insulin dependent diabetes
- seizure disorders with recent seizure activity
- severe asthma with recent asthmatic episodes
- sickle cell disease
- chronic conditions that cause severe pain
- juvenile rheumatoid arthritis with limited mobility
- students deemed “medically fragile” or “medically complex”

Q. Is it okay if my child is tardy and/or leaves school early?

A. Tardies and leaving school early are either excused or unexcused. The conditions that would be excused or unexcused are the same as those for an absence. Parents are also required to submit a written explanation as to why their child is tardy or has to leave school early. All students who are tardy **MUST** go first to the office and sign-in. Elementary and middle school students must be accompanied by a parent to do this. **DO NOT DROP THE STUDENT OFF IN FRONT OF THE SCHOOL.** We know that parents want to develop good habits in their children that can help them be successful in school and in life. Being on time is an important habit to develop. High School students must also sign-in at the office or they could be counted as absent for the day.

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.

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

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

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

1. *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”) –

Political affiliations or beliefs of the student or student’s parent;

- (a) Mental or psychological problems of the student or student’s family;
- (b) Sex behavior or attitudes;
- (c) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (d) Critical appraisals of others with whom respondents have close family relationships;
- (e) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- (f) Religious practices, affiliations, or beliefs of the student or parents; or
- (g) 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