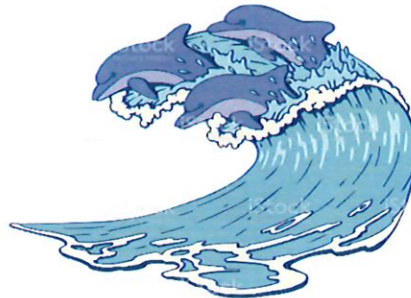


Floresta Elementary School

Family Handbook

2022- 2023



School Colors
Purple/Teal

School Mascot
Dolphin

School Hours
8:00 a.m. – 3:00 p.m.
Office: 8:00 a. m. – 3:45 p.m.

Traci Wilke
Principal

Jane Cox
Assistant Principal

Address & Phone numbers
1501 S.E. Floresta Drive
Port Saint Lucie, FL 34983
<https://schools.stlucie.k12.fl.us/flo/>
Main Office Number: 772-340-4755
FAX 772-340-4756

Floresta Mission Statement

At Floresta Elementary, caring and dedicated professionals facilitate learning by engaging all students in challenging work. As a collaborative unit, educators connect learning to real-life experiences that maximize each child's potential while preparing them to be contributing members of society. Families and community members join Floresta in a partnership that fosters success in a nurturing and safe environment.

Floresta Vision Statement

All students will leave Floresta with mastery of all subject area skills, so they are equipped to succeed in their future endeavors. We welcome all stakeholders to actively participate in our school, both formally and informally.

At Floresta We Believe ...

- *Every child can learn, and each child is encouraged to reach his/her full potential.*
- *We strive to provide challenging, stimulating and satisfying work for every student, every day.*
- *The quality of our school is directly related to the involvement and investment of teachers, staff and the entire community.*
- *Teachers and staff are committed to the ongoing task of continuous school improvement.*
- *Well educated students are the key to maintaining a healthy democracy.*

...therefore, we promise to elevate student proficiency and provide every possible opportunity for each student to succeed.

<u>WHAT</u>	<u>TIME</u>	<u>SPECIFIC INFORMATION</u>
Arrival at school	8:00 a.m.	Supervision is not provided before 8:00 a.m.
Breakfast Served	8:00- 8:15 a.m.	Breakfast
Bell rings	8:30 a.m.	Students enter their classroom.
School day begins	8:30 a.m.	Instruction starts.
<u>After 8:30 a.m.</u>		Parents accompany their child to the front office to sign the child into school.
No Dismissal Changes	2:30-3:00 p.m.	Students will be dismissed between 2:30 – 3:00 only in emergency situations.
Dismissal	3:00 p.m.	Car riders, bike riders, walkers, day-care, bus riders and after-care students are dismissed.

ACADEMIC EVALUATION & RECOGNITION

Academic Achievements (Grades 3 – 5)

At the end of the 1st three nine-week grading periods students may qualify for Honor Roll based on academic achievement. The criteria are as follows:

Principal's Honor Roll

- Student earned As in all subject areas with no less than S in conduct.
- Students are on grade level in all academic content areas. On grade level is measured by iReady (grade level placement) AND Unit Assessments (Predicted Proficiency in yellow or green).
- No areas of concerns marked anywhere on the report card.

Honor Roll

- Student earned As and Bs in all subject areas with no less than S in conduct.
- Students are on grade level in all academic content areas. On grade level is measured by iReady (grade level placement) AND Unit Assessments (Predicted Proficiency in yellow or green).
- No areas of concerns marked anywhere on the report card.

Dynamic Dolphins

- One student in each classroom is selected monthly by the teacher to highlight his/her individual strengths.

In grades K-2, the indicators are:

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

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

Grade	Percent	Grade Point Average	Definition
A	90-100	4	Outstanding progress
B	80-89	3	Above average progress
C	70-79	2	Average progress
D	60-69	1	Lowest acceptable progress
F	50-59	0	Failure
I	0	0	Incomplete

ARRIVAL PROCEDURES / DISMISSAL PROCEDURES

Students may arrive on campus at 8:00 a.m. The school does not provide supervision prior to 8:00 a.m. Parents of students arriving prior to 8:00 a.m. will be asked to make other arrangements for their child's supervision. The responsibility of the Police Department's Crossing Guard is to maintain safe crossing conditions for students crossing Floresta Drive. They cannot be responsible for watching children dropped off early or picked up late.

Morning Arrival Procedure

- When driving into the school for drop-off from Bywood Avenue, there is only one drive-through lane. Pedestrian cones are strategically placed to guide you through the lane to drop off your children. As you move through the lane remember the speed limit is **5 miles per hour**. Students are not permitted on campus prior to 8:00 a.m. as there is no supervision.
- If your child is a safety patrol member, please drop them off at 7:50 a.m. in the bus loading zone, but no earlier, as the safety patrol supervisor is not available until 7:50 a.m.

Dismissal

- During the first week, teachers will record the way students arrive and depart from school (walking, riding a bus, or being picked up). Thereafter, the school must receive written instruction to dismiss in any other manner.
- If you know you will be picking your child up early or the child will be dismissed from his/her normal dismissal, send a note to the teacher that morning. Report to the office when you arrive at the school to sign the student out. Office personnel will have your child sent to the office to be dismissed when you arrive.
- There will be no dismissal of students allowed after 2:30 p.m. unless there is a family emergency. Children will not be released to any unauthorized person, i.e. any person other than the custodial parents and other person(s) you have indicated in writing. Photo identification will be requested.

Afternoon Dismissal Procedure

- When driving into the school for pick-up from Bywood Avenue, there are two drive-through lanes. Pedestrian cones are strategically placed to guide you through the lane to drop off your children. As you move through the lane remember the speed limit is **5 miles per hour**. If students are in car seats, please try to have them sit on the right side of the car so staff and safety patrols may safely load students.
- These procedures are designed to keep everyone safe when arriving and leaving our campus. If you have any questions, do not hesitate to call the school at 340-4755.

Student Dismissal Procedure

- Bus riders, walkers, bike riders and parent pick-up students will be dismissed at 3:00 p.m.
- Students who attend Boys & Girls Club after-care at Floresta will be dismissed to the cafeteria.
- Parents picking up their children by car in the parent car pick-up line are encouraged to arrive no earlier than 2:30 p.m.

Walker Procedure

- Walkers will be dismissed at 3:00 p.m. to walk off campus independently (students will not be held at the crossing guards to wait for parents).
- Do not park or wait for your child on Bywood Avenue, the bus loading zone or in parking lot areas.

TRANSPORTATION

At dismissal, students will go directly to the buses, car pick-up area, day-cares, bike area or Boys & Girls Club after-care. It is important that students know where they are going at dismissal time. When a student is to go home by a different means, the school office must receive a note from the parent/guardian prior to dismissal time indicating the change in transportation arrangements. A note is also required when students are changing buses, subject to availability of space. This is allowed on an emergency basis only with prior approval of the Transportation Department. A change in dismissal is to be faxed to 340-4756 or emailed to floresta.office@stlucieschools.org by 1:45 p.m.

ATTENDANCE

It is the responsibility of the parent to require consistent school attendance. An absence will be considered "unexcused" unless an absence excuse note is received within three days of returning to school. It is the responsibility of each student's parent/guardian to write a note to the school on the day of the student's return to class. Send a signed note with your child when he/she returns. It should include your child's full name, teacher's name, date(s) of absence and reason for absence. If the office does not receive a written excuse, the absence will be considered unexcused. A phone call does not constitute an excused absence. If the child will miss more than five (5) consecutive days, the absence must be approved in advance by the principal to be considered excused.

BICYCLES

Bike riders are always required to wear helmets and lock their bikes at the bike rack. THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN BIKES.

BIRTHDAYS/ PARTIES/ CANDY

Parents may send store-sealed CUPCAKES only to celebrate birthdays during lunch in the cafeteria. Candy is not permitted except for class parties at the winter holiday and the end of the year.

Students are not permitted to have flowers or balloons in their classroom or on the bus. Please save these festive items for your celebrations at home. Students will be permitted to distribute party invitations in school if each student in the class receives one. Student addresses and phone numbers are confidential, staff members may not share this information with parents.

BOYS & GIRLS CLUB - BEFORE & AFTER-CARE

The Before and After-Care Program is available for students K-5. It is provided by the Boys & Girls Club and is not part of the SLC School system. Students must register with the Boys & Girls Club and pay them directly in advance to participate in their program. For more information, call the Boys & Girls Club at 409-4491.

BREAKFAST AND LUNCH

Breakfast will be served in the cafeteria from 8:00 a.m. to 8:25 a.m. Students who are dropped off and wish to eat breakfast at school should arrive no later than 8:15 a.m. Meal prices are subject to change based on Board approval.

Forms for *Free and Reduced Lunch* are online. You can apply online at the District's home page (www.stlucieschools.org) – Click on the Meal Application link on right hand side of page.

Please send in money for meals on MONDAY of each week for the following reasons:

1. The lunch line moves smoothly and quickly when not held up for meal payments.
2. Children avoid the inconvenience caused by forgetting or losing their money.

Checks are to be made out payable to 'Floresta Elementary'. Place the check or money in a clearly labeled envelope with child's name, teacher's name and student lunch number. Student accounts are debit accounts, so lunch and/or breakfast money is available until that allocated amount is used up.

The cafeteria allows one lunch charge. After one charge, the student will be given an 'alternative lunch' until the account has been paid. Our cashier is always mindful in reminding students that their account is low or empty. Charge slips are sent home the same day the student charges lunch.

If your child has an allergy to any type of food, please notify the front office/clinic, the teacher and cafeteria manager in writing immediately.

All cafeteria questions are to be directed to the Cafeteria Manager by calling 340-4768.

CELL PHONES

If it is necessary for your child to bring a cell phone to school, please adhere to the following:

- (1) Turn off phone during school hours.
- (2) Secure phone in child's backpack.

The school is not responsible for lost or stolen cell phones.

CHANGE OF ADDRESS

If you move, you are required to provide the school with verification of your new address within five days of the change. Proof of your address change must be a utility bill or phone bill dated within the past thirty days, or a rental agreement showing your name and new address.

CLINIC / HEALTH

Our school guidelines state that you should ***not*** send your child to school if he/she has:

1. Fever in the past 24 hours of 100 degrees or higher
2. Vomiting in the past 24 hours
3. Diarrhea in the past 24 hours
4. Head lice or nits (must be cleared by the school nurse before returning)
5. Persistent coughing
6. Sore throat/strep throat (must have been taking an antibiotic for at least 24 hours before returning to school)
7. Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night
8. Rash that is not diagnosed
9. Pinkeye - (must be on antibiotic eye drops for 24 hours, which includes 4 doses, before returning to school)

These guidelines are meant to serve the best interests of ***ALL*** children and staff in our school. If you have any questions or concerns, please contact us at 340-4763.

Illness: 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 as the school is not equipped to take care of them. To notify parents, we ***MUST*** have the current home, cell, and work number of every parent on file. Please keep additional emergency contact numbers current.

Accidents: When a student is injured on school property the parent shall be notified as soon as possible. When a parent cannot be located, the school staff must take the responsibility of securing emergency treatment and/or transportation to the nearest hospital.

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. These screenings include:

- Kindergarten: Vision & Hearing Screenings
- Grade 1: Height & Weight, which includes Body Mass Index (BMI) calculation; Vision & Hearing Screenings
- Grade 3: Height & Weight, which includes Body Mass Index (BMI) calculation; Vision Screening
- At select schools only: Dental Screening
- At teacher's request: Vision, Hearing or Dental Screening

If you ***DO NOT*** want your child to participate in school health screenings, please ***NOTIFY THE SCHOOL*** in writing, include your child's name and grade.

MEDICATION

Medication forms can be obtained from the school office and/or clinic. This form ***MUST*** accompany all medications, prescription and non-prescription, to be administered during the school day, ***NO EXCEPTIONS***. All medication must be in the original container with the pharmacy label intact. The instructions on the authorization form must match the label on the (original) container. This applies to any over-the-counter medication, i.e., cough syrup, cough drops, Tylenol, ointments, etc. and prescribed medication, including inhalers. Students are not permitted to carry any type of medication on them at any time, including cough drops, Tylenol, etc. The only exceptions are for physician approved inhalers and epi-pens. All medication must be picked up by a parent by the last day of school. Medication cannot be sent home with the student. Medication not picked up on the last day of school are disposed of.

COMMUNICATION

Floresta Parent Newsletter: Upcoming events, important dates, articles of interest and business partner listings may be communicated in a monthly newsletter. Be a regular reader and keep informed.

Marquee: Be sure to read and note upcoming events posted weekly on our marquee located in front of our school.

Tuesday Folder: Each Tuesday, your child will bring home a "Tuesday Folder". Please look through it, sign appropriate line and return to the teacher each Wednesday.

School Messenger: (an automated phone system) When important news needs to be communicated to our families, you will receive a phone call to the phone number listed in your child's record. These communications last less than a minute and are usually reminders about upcoming events or cancellations of events. If you are not receiving these messages, please let the office know.

Floresta Website: <https://schools.stlucie.k12.fl.us/flo/>

Floresta Facebook: <https://www.facebook.com/FlorestaElementary>

Skyward Family Access: St. Lucie County utilizes the Skyward System which allows parents the ability to view their child's school information online. Before you can use Family Access, you must have a Username and password for your new account. Please go to your child's school to have your account activated by showing a picture identification for verification. Once logged into 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. E-Mails may be sent to parents occasionally as another means of communication with reminders of upcoming events, payment deadlines, etc. Please keep us updated with changes to your e-mail address.

Conferences: The communication between home and school is a key factor in monitoring a child's progress. Open communication between parents and teachers help students achieve greater academic success. Conferences with teachers and/or other school personnel are encouraged and can be made by calling the school at 340-4755 or by sending a note. We encourage parents to conference with teachers about their child's progress as needed but at least once per year. Conferences will be scheduled with a 24-hour notice in accordance with School Board policy.

Custody: School personnel will release pupils to either parents, guardians, or their designees unless the school has 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 pupils will be required.

CHECK-OUT DURING THE SCHOOL DAY

Students must be signed out through the office by a parent/guardian. Teachers are not allowed to dismiss students directly from the classroom, cafeteria, or playground without notification from the office. Parents are to come directly to the office to sign the *Check-out Book* and at that time their child will be called to come to the office for dismissal. If you know ahead of time that your child will be leaving early, please send a WRITTEN NOTE to school letting the teacher and office know that he/she will be picked up early. Students will be released only to those adults listed on the student's emergency card.




NOTE: If the office staff does not recognize the person signing out a student, picture identification will be required. Under no circumstances will a student be released without staff recognition or appropriate picture identification being provided (driver's license).

Students cannot be picked up early from school more than once per grading period without documentation of the reason for early release. Each subsequent request for early release from school during the same grading period must be accompanied by a written explanation specifying the reason for early release.

To avoid disruptions during end of class procedures, there will be no dismissal of students allowed between 2:30 and 3:00 p.m. unless there's an emergency. Instructional time continues right up to the dismissal bell at 3:00 p.m. Students dismissed before the end of the school day lose valuable instructional time.

DRESS CODE

Floresta Elementary Dress Code 2022- 2023

	 Yes I am in Dress Code	 No I am NOT in Dress Code
Shirts	<ul style="list-style-type: none"> • Solid, stripe or plaid collar shirts with sleeves, polo or button-up. • School T-Shirt 	<ul style="list-style-type: none"> • Sleeveless • No Collar • T-Shirts (except Floresta Logo School T-shirt). • Shirt with logo or writing larger than 2 inches. • Logos on arms or back of shirts. • No camouflage shirts
Shorts/ Skirts/ Dresses	<ul style="list-style-type: none"> • Dresses Solid Color with sleeves and a collar. • Solid colors • Skirts, dresses, and shorts must be knee length. 	<ul style="list-style-type: none"> • Plaid shorts, printed shorts • Cut off, frayed, ripped, rolled up or patched shorts. • Shorter than fingertip length • Multi-colored polo dress • No athletic shorts • No sweatpants of any kind even if they have zippers or decorations. • No camouflage shorts, skirts or dresses • No leggings under shorts.
Pants	<ul style="list-style-type: none"> • Solid Color • Uniform style pants • Jeans- solid denim 	<ul style="list-style-type: none"> • No holes, rips, faux holes, bleaching, prints, or embellishments of any kind. • No camouflage pants.
Shoes	<ul style="list-style-type: none"> • Tennis shoes • Closed toe and closed back shoes. 	<ul style="list-style-type: none"> • No cros or clog-like shoes. • No heels or wedges.
Jackets	<ul style="list-style-type: none"> • Must be plain color or school sweatshirt. • Jackets must be unbuttoned/unzipped with dress code appropriate shirt underneath. 	<ul style="list-style-type: none"> • No hoods will be worn.
Backpacks	<ul style="list-style-type: none"> • Backpack with straps. 	<ul style="list-style-type: none"> • No camouflage backpacks.
Grooming	<ul style="list-style-type: none"> • Natural color hair only. • Clothes must fit appropriately, and pants must sit at the natural waistline. 	<ul style="list-style-type: none"> • No jewelry larger than an inch. • No mohawks or fauxhawks.

The administration will have the final decision if something worn is in question. Special occasions will allow flexibility and approval by administration.

FIELD TRIPS

Field trips are one way of improving and enriching the curriculum. All students going on field trips must have a signed permission slip from their parent/guardian prior to the date of the scheduled trip. Without written permission, the student will remain at school. You will be notified of the cost prior to each field trip. This amount must be paid in full for your child to attend his/her scheduled field trip and fees are non-refundable. *NOTE: All chaperones must have an approved volunteer application on file which may take a couple of weeks to process.* Parents who accept the responsibility of chaperoning field trips will need to make other provisions for younger siblings and ride on the bus. All students must ride the school bus to and from field trips, no exceptions.

Out of County travel requires a notarized permission form from parents – (1) per school year.

FUNDRAISER PROCEEDS

Proceeds from the sales of school fundraisers will be used by Floresta Elementary School to enhance our school community - including parent involvement activities, staff development activities, student and staff recognition and other expenses deemed appropriate by the principal and/or school advisory committee. Thank you for your support of our upcoming school fundraisers.

HOMEWORK

Students will receive instruction relating to homework assignments with corrective feedback being provided to the student upon completion of the assigned homework. Homework will be recorded in the teacher's record book and may be part of the student's grade. Please look over your child's homework assignments. Students will record homework in their Student Planner. Your signature indicates you have reviewed their work.

All students are required to read for at least 20 minutes daily as part of their homework assignment. Research indicates that independent reading at the child's level increases their reading ability.

LOST AND FOUND

Unmarked articles of clothing and lunch boxes are frequently turned in and not claimed by the owners. Parents are requested to mark all valuable articles with the student's first and last name so they may be returned to the rightful owner. Unclaimed items are donated to local charities at the end of each month.

MAKE-UP WORK

K-12	<ul style="list-style-type: none">• Allowed for all absences, excused or unexcused.• Student has <u>1 day</u> to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.• All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year. *Students whose work is turned in after the end of the grading period for 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 "0" 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 Provisions	<ul style="list-style-type: none">• 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.

MEDIA CENTER

Students will visit the Media Center once per week on their scheduled day. 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 when they have an overdue book.

PARENT TEACHER ORGANIZATION (PTO)

Floresta's PTO is a service group whose members include parents and school staff. PTO works on projects and fund-raising to improve our school. ANY level of service or commitment is appreciated. We encourage all parents to become members. A membership drive is held at the start of each school year.

PETS/ANIMALS

Prior approval from administration must be obtained for any pet/animal to be brought on campus.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Due to religious beliefs, students may be excused from the Pledge of Allegiance, certain songs, parties, religious plans, films, etc. when requested by the parent. Requests must be in writing and submitted to the principal.

POSITIVE BEHAVIOR INTERVENTION SYSTEM

- Students show respect
- We are ready to learn
- I act responsibly
- My actions keep school safe

Dolphin dollars will be given to students when they practice our school-wide expectations. The PBIS store provides opportunities for all students to trade their Dolphin Dollars in for prizes.

Dolphin Commendations are awarded to classes who display team work and cooperation for our School-Wide PBIS Rules

PROGRESS REPORTS

Progress reports will be sent home every (4½) weeks electronically. Parents are urged to examine these reports carefully. If your child is in danger of failing a subject, your child's teacher will notify you in writing or by phone call. Grades can also be viewed in Skyward Family Access at any time.

Report cards are available in Skyward Family Access at the end of each 9-week grading period.

SAFETY PATROL

Safety Patrol students help to keep all children safe by assisting in the halls, at parent pick-up and in the bus loading zone. The 5th grade Safety Patrol is chosen based on leadership, dependability, scholarship, maturity, conduct and availability to serve. All students are asked to obey the directions given by Patrol members.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) consists of staff, parents and community representatives. Monthly meetings are open to the public and are held with advance notice throughout the school year. We need your support!

SAC is a link between the school and the local community. It also serves as a resource to the school and the principal. Each council shall be broadly representative of the community served by the school. The council shall assist in the preparation and evaluation of the School Improvement Plan and shall provide such assistance as the principal may request in preparing the school's annual budget. Members are elected. If you are interested in having your name on the ballot, please contact the office at 340-4755 to submit your name.

SCOPE AND SEQUENCE

Your child's grade level scope and sequence can be found online at the following website address:

<http://www.stlucieschools.org>. Click on the *Parents & Students* tab, and then click on *Curriculum* under departments on the left side column. Then click on *Scope and Sequence* on the left side column. Elementary Scope and Sequence is found under Elementary as you scroll down on the page.

TARDINESS

The School Board of St. Lucie County tardy policy for students in kindergarten through 5th grade is as follows: A student is considered tardy if they are absent at the time attendance is taken provided the student is in attendance before the close of the day. Tardies will either be excused or unexcused. Acceptable documentation to excuse a tardy is the same as those under ***Check-Out During the School Day*** (see page 6) 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. The failure to provide written documentation within three days will result in an unexcused tardy. If the student is either late to school or being picked up early due to a medical appointment, it is recommended that the parent provide the school with evidence of the appointment. In such cases, the tardy will be *excused*.

School Board policies on attendance can be found in the Student Progression Plan on the district website at www.stlucieschools.org. Click on "Parents" and look for "Student Progression" on the left. Students with (5) *unexcused absences* in a 30-day period or (10) in a 90-day period will likely have a Truancy Petition filed in Circuit Court.

A student is late if he/she is not in his/her classroom seat at 8:30 a.m. Students who are late must report to the office for a late pass to class and should be accompanied by a parent. Tardiness can be a serious problem; the effects of tardiness are numerous:

- Students who are late miss important information and directions.
- Classmates lose instructional time because the teacher needs to repeat information that the tardy student missed.
- Students who are consistently tardy may delay the start of instructional activity, which causes a loss of instructional time. This is not fair to the students who arrive on time.
- Tardy students are developing bad habits, which could lead to being late for other important activities. Employers report that one of the biggest problems with their younger employees is tardiness.
- Students who have more than 3 tardies per 9-week grading period are not eligible for perfect attendance.

Students who are tardy, except in the case of a late bus, must report to the office to receive a late pass.

TEXTBOOKS / LIBRARY BOOKS / STUDENT PLANNER

Students are responsible for books issued to them. Parents are responsible for payment of lost or damaged textbooks AND lost or damaged library books. All students will receive a Student Planner. The ***Student/Parent Handbook*** is in the front of the planner. The planner will be used to record homework assignments, special events, and teacher/parent comments and must be brought to school each day.

VALUABLES

All students are to leave valuables such as money, jewelry, toys, Nintendo Switch, DS, radios, tape players, electronic devices, 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. The school is not responsible for lost or stolen items.

VISITORS

Parents are always welcome to visit the school. We have reserved a parking lot for our visitors. Please use the designated parking spaces in the paved visitor's parking lot on the northwest side of the school. Should you need handicapped parking, it is available at the front of the building.

To ensure the safety of our students we ask that all visitors check in at the office to obtain a visitor's pass. Please be sure to have your driver's license as we are required to scan it through the district's Raptor system. We strictly abide by this policy to ensure the safety of our students.

Parents who would like to observe a classroom must receive prior permission from the teacher. Teachers must have 24-hour notice so they can prepare for your visit. Children not registered as students at the school are not permitted to spend the day at school.

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. Our staff welcomes your support, talent and time in helping meet these needs. If you would like to volunteer to work with students in a classroom, help prepare materials, or perform clerical duties we would be happy to arrange this. Please be prepared to go through a fingerprint screening as per the Jessica Lunsford Act.

We ask that all volunteers abide by our established staff dress code while working at the school. Professional attire is recommended. Please do not wear jeans, low cut tops, spaghetti strap tops, halter tops, flip flops, short skirts, short dresses or extremely short shorts.

Parents who volunteer as field trip chaperones must complete a volunteer application at least two (2) weeks prior to the field trip.

Volunteer Application Instructions:

1. Access SLC School District website: www.stlucieschools.org
2. Click *Jobs* tab
3. Click *Search Current Job Openings*
4. Select Position: *Volunteer*
5. Follow instructions and fill out application completely. Read all instructions carefully.
6. Select type of volunteer service: *Mentor/Tutor* (working in classrooms) OR *Community Resource* (chaperone, PTO, guest speaker).
7. Select ALL schools where you would like to volunteer.
8. Submit application.

You can reach the Volunteer Coordinator for assistance by calling 340-4755. This process takes approximately two weeks.

WITHDRAWAL FROM SCHOOL

If it is necessary to withdraw a student from school, please notify the office as soon as possible. It takes approximately 48 hours to complete the necessary paperwork for a withdrawal. All library books and textbooks must be returned to the school, and other obligations satisfied, i.e., cafeteria charges, etc. You will be given a copy of the withdrawal form which can be presented to the new school. Records will be forwarded directly 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. Threats to harm students and/or staff will not be tolerated and could result in suspension and/or expulsion. Students who bring items which resemble *real* guns, knives, etc., and use them in a way that threatens students and/or staff will be subjected to the same guidelines as those who threaten and/or use *authentic* weapons.