

**Manatee Academy**  
**1450 SW Heatherwood Blvd.**  
**Port St. Lucie, FL 34986**  
**(772) 340-4745 / 340-4775 Fax**

**This Planner belongs To:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Bus** \_\_\_\_\_

### **Principal's Message**

Welcome to the 2022-2023 school year at Manatee Academy! This school year will be a time for our students to thrive academically, learn and discover their interests and talents. On behalf of the faculty and staff at Manatee Academy, I would like to welcome you to our school. This student planner/handbook has been provided to you to make you aware of our procedures and programs. It will also be used to record class/homework assignments and serve as a means of communication between teachers and parents. We request that you carefully review the contents of the Student Handbook with your child and return the Acknowledgment Form. We encourage you to monitor your child's planner each day to ensure that all class work and homework has been completed.

We are truly committed to *servng every student with excellence as the standard*. This new school year represents a blank slate of opportunity, and this handbook is intended to be a guide for these opportunities. All school information will be sent home weekly on Wednesdays for all students, K-5 will have designated folder. I would also encourage you to visit our school's website at <http://www.stlucie.k12.fl.us/MAN/> or our Facebook page at Manatee Academy K8 as updates and additional news and information related to Manatee Academy will be posted. Additionally, there are many options for involvement at Manatee Academy. School volunteer programs provide opportunities for parents, guardians, senior citizens, and other interested community members to support schools and participate in the educational experiences of children. In addition, parents can take part in our Parent Organization that helps contribute to Manatee's achievements. Students can enrich their school experience by participating in extracurricular activities and campus clubs. Please feel free to contact me or my administrative team if you have any questions, comments or concerns.

Thank you for trusting us as a partner in your child's education. Together we can make this the best year ever for our entire Manatee Academy K-8 community!

Mrs. Lisa Sullivan, Principal



We encourage students to take pride in their attire as it relates to the school setting. Students are to dress in a manner that, in addition to the following guidelines, takes into consideration the safety, health, and welfare of self and others, and does not disrupt the learning environment. **Appropriateness of dress shall be determined by the school administration** according to Governing Board Policy. If there is a dress code violation, he/she will be allowed to change clothing and/or will be subject to disciplinary action.

HEAD	ACCEPTABLE	NOT ACCEPTABLE
<p><b>NO</b> Sunglasses, Hats, Caps, Visors, Bandanas, Hood Covers, or Hoodies are permitted to be worn on campus. <b>*NO HOODIES.</b></p> <p>-Apparel with hoods <b>MUST</b> have a full zipper and remain unzipped at all times.</p> <p>-Earbuds, Beats/headphones, and cell phones <b>MUST</b> be off and put away upon entering our campus.</p>	<p><b>ACCEPTABLE</b></p> 	<p><b>NOT ACCEPTABLE</b></p> 
UPPER GARMENTS	ACCEPTABLE	NOT ACCEPTABLE
<p><b>-ALL</b> tops must cover shoulder to shoulder. <b>NO</b> rips/tears, skin tight, or see through items. Undergarments and cleavage <b>MUST</b> remain entirely covered.</p> <p><b>-ALL</b> tops may remain untucked, but must be long enough to overlap the beltline. <b>NO</b> visible midriff.</p> <p><b>-NO</b> Halter/Tank/Crop tops, or Spaghetti strap tops.</p> <p><b>-ALL</b> graphics must be school appropriate.</p>	<p><b>ACCEPTABLE</b></p> 	<p><b>NOT ACCEPTABLE</b></p> 
LOWER GARMENTS	ACCEPTABLE	NOT ACCEPTABLE
<p><b>-NO</b> leggings/tights/bike shorts are permitted. Undergarments and the buttocks <b>MUST</b> remain entirely covered.</p> <p><b>-NO</b> skin should be exposed above fingertips. Dresses, skirts, and shorts <b>MUST</b> be fingertip length or longer.</p> <p><b>-ALL</b> rips/tears/frays must be <b>BELOW</b> fingertips, and in appropriate places, so that skin is <b>NOT</b> exposed.</p> <p><b>-NO</b> Pajamas, slippers, or slides of any kind.</p> <p><b>-ALL</b> shoes must have backs.</p> <p><b>-CROCS</b> are <b>NOT</b> allowed to be worn on campus.</p>	<p><b>ACCEPTABLE</b></p> 	<p><b>NOT ACCEPTABLE</b></p> 

**Due to rapid changes in our society, it may become necessary to modify the dress code or to include additional items at the discretion of the administration.**

## Code of Conduct

The Student Code of Conduct is available on line to each family for thorough review and understanding of the guidelines affecting student behavior in school. This document is to be read with your child. Parents who wish for a hard copy can request one from the school office.

## Zero Tolerance

When it comes to students who are making poor choices concerning alcohol, drugs, tobacco, and/or weapons, Manatee Academy has a Zero Tolerance Policy. None of the above items are ever allowed on campus for any reason, by any person, including adults. Manatee Academy, as all other Public Schools, is a Drug Free Zone and carries all legal protection of that designation.

## Unauthorized Items

### Do not bring any toys and/or electronic devices including but not limited to:

Video Game Systems, Cartridges /Radio/CD, DVD Players/Walkman, Video Game Disks, / CDs/DVDs, IPOD's/MP3 Players, Heelies, Collectible Cards/Figurines *Nonessential* Money, Laser Pointers are not permitted.

*These items are disruptive to the classroom and will be confiscated by the Administration. Any items confiscated will only be released to a parent/guardian. Manatee Academy is not responsible for any unauthorized items which are lost or stolen. Neither the Administration nor our SRO will conduct a search or an investigation if this occurs. This includes incidents on the bus.*

## Cell Phones

If a student brings a cell phone to school it must be turned off and kept out of sight during the school day. Any cell phone that is not turned off or is visible will be **confiscated by a Staff Member or the Administration** and only released to a parent/guardian. **Manatee Academy is not responsible for lost or stolen cell phones and will not investigate if this occurs. This includes thefts/lost items on the bus.**

## Positive Behavioral Interventions and Support

Manatee Academy uses the Positive Behavioral Interventions and Supports (PBIS) School-Wide discipline model. This is a collaborative approach to developing effective interventions for problem behavior. The model emphasizes the use of proactive, educational and reinforcement-based strategies to achieve meaningful and durable behavior. Students are able to earn "Manatee Money" by following our School-Wide Expectations, being in dress code and complying with area specific rules. "Manatee Money" can be used to purchase entrance to activities and/or items. In addition, each month every teacher chooses a "SuperSTAR" to be recognized in a special ceremony. This choice is based on behavior and work habits. Students that are *not* able to follow school/classroom rules will have appropriate consequences. Parents will be notified of infractions and the results. PBIS is also used with students using District transportation.

## School-Wide Expectations

### Be a STAR at Manatee Academy

**S**tay on Task

**T**ake Responsibility

**A**ct Safely

**R**espect Myself and Others

**I am A Star!**

## Classroom Rules

- Follow directions
- Complete assignments as directed
- Keep hands, feet and objects to yourself
- Listen to classmates and teachers

## Hallway Rules

- Walk on the right blue line except when directed otherwise
- Walk facing forward
- Keep hands, feet and objects to yourself
- Have a signed planner or pass
- Whisper

## Arrival

School begins at 8:30 a.m.

- **No student should arrive before 8:00 a.m. No supervision is provided before 8:00 a.m.**
- **Car Riders** – Drop students off only in areas where staff members are located to assist students. Encourage child to be ready with bookbag, books, lunch money, jacket, etc. to exit the car quickly.
- **Bicycle Riders** – A rack is provided to lock student bikes. The school cannot assume the responsibility for lost or stolen bicycles.
- Please provide your child with a lock for his/her bike.
- **Bus Riders** – Refer to bus information section.  
Upon arrival, students should report to their assigned classroom or breakfast.  
Parents will be allowed to walk students to class the **first day only**.

## Dismissal

School ends at 2:55 p.m.

- **Car Riders, Day Care Students, Bike Riders, Walkers** - Students are dismissed at 2:55. Students should be picked up no later than 3:30. Staff members will open car doors after identifying the drivers. A sign with child(ren)'s name and grade (*teacher optional*) should be visible for faster identification.
- **Boys and Girls Club** – Students dismissed to cafeteria at 2:55.
- **Bus Riders** – Individual busses will be dismissed beginning at 2:55. Bus students remain in their classroom until their bus wave/number is called over the intercom/displayed on TV system.

## Dismissal Rules

- Be prepared to leave
- Walk immediately to the departure area when called
- Keep hands, feet and objects to yourself
- Look and listen for your vehicle / name / number
- Enter vehicle quietly and safely

## Change in Transportation Routine

If there is a change in a student's routine, **send written notification** to the school. SLC Transportation must approve any bus change. All notes will be verified per a telephone call to the parent. **No changes may be made in your child's transportation arrangement after 1:45 p.m.**

## Tardies

Any student arriving after 8:35 a.m. must report to the office with a parent/guardian for a late pass. Tardies will be marked on the report card and **will be counted against a student for Perfect Attendance**. Consistent tardies are turned over to the Guidance Office for further action.

## Picking Students Up Early

Students lose valuable instructional time when picked up early from school. **This will be counted against a student for Perfect Attendance**. A parent, guardian, or designee must show proper identification before signing the student out in the Main Office. No student will be released from class until the parent has arrived in the office.

## **Students will not be released after 2:00 p.m.**

## Bus Information

The St. Lucie County School System provides bus transportation for students living more than two (2) miles from school. However, if a student's behavior creates a safety hazard on the bus, it will become the Administration's duty to allow the code of conduct which could result in the suspension of the student's riding privilege. Parents will be notified. Bus suspensions do not excuse a student from attending school.

## Cafeteria Information

- **District Approved Meal Prices are reviewed annually. Please check the district website for approved prices.**
- **Breakfast** - Begins at 8:00. Students wanting breakfast should report directly to the cafeteria.
- **Lunch** – Students eat with their class.
- **Free/Reduced Meals** – Students must qualify each year for participation in the program. Application forms are available to all students. Students previously approved can automatically continue for the first 10 days of school until a new application is processed.
- **Lunch boxes/bags** are permitted. NO glass products are allowed. No gum or candy.
- **Parents** are welcome to eat lunch with their child after signing in at the Office. ID will be checked with our online tracking system. **Other children / friends are not allowed to eat outside unless there is written notification from that child's parent.**
- **Birthdays** are celebrated during lunch. Cookies or cupcakes can be sent for the entire class. Please notify the teacher and be aware of any food allergies in the class.
- **Charges** – Students forgetting their money or lunch may charge for one day. The student will receive a note and/or phone call on the amount owed. **\*\* Refer to the Meal Charging Policy document \*\***

## Manatee Academy Cafeteria Rules

### Stay on Task

- Stay seated at your table – Raise hand for assistance
- Eat your own food

### Take Responsibility

- Clean your own area – No food leaves the cafeteria
- Listen for instructions

### Act Safely

- Walk/in a line
- Hands, feet, utensils, food, trays and other items to yourself

### Respect Others

- Say "Please, Thank you and Excuse me"
- Use inside voices

## Curriculum

In Grades K-5 Manatee Academy emphasizes a core curriculum of Reading, Math, Language Arts, and Science, while integrating Social Studies. Grades 6 – 8 receive instruction in Reading, Language Arts, Math, Science and Social Studies. The Curriculum is aligned with the Florida State Standards and St. Lucie County Scope and Sequence. Assessments are used to identify individual needs and help teachers to provide the education necessary to be successful on the State Standardized Assessments and End of Course Exams.

## Homework Policy

Homework is assigned Monday – Thursday. The amount of work is dependent on grade level and increases each year. In addition, all students should read every night, discuss what they have read with a parent/guardian and/or complete a Reading Log. Homework, quiz/test dates, and projects should be written in this Planner.

### Homework Suggestions:

- Create a quiet place to work.
- Designate a daily time for homework.
- Have necessary supplies in the homework area.
- Review the completed assignment.
- Organize all materials for the following morning.

## Progress Reports

Progress Reports will be available on Skyward. Reports should be reviewed by parent/guardian regularly. Parents who would like a copy of the progress report can request it through the student's homeroom teacher.

## Skyward

Grades and school/class announcements can be viewed at any time through the St. Lucie County School Board Website. Parents can register using their child's student number. To activate the account, the parent/guardian must come to the school and provide identification.

## Grading Scale

Beginning with the 2009-10 school year and thereafter students in grades 6 - 8 will use the course system by semester instead of a yearlong point system for grading. Students must pass each semester with a grade of "D" or higher in both semesters in the following core subject areas to be promoted to the next grade:

- Mathematics
- English
- Science
- Social Studies

Grades 3 – 8 utilize the following scale to determine Report Card grades:

<b>A</b>	90 -100	Outstanding
<b>B</b>	80 - 89	Above Average
<b>C</b>	70 – 79	Average
<b>D</b>	60 – 69	Below Average
<b>F</b>	0 – 59	Failing
<b>I</b>		Incomplete

Grades Kindergarten – 2 utilize the following scale to determine Report Card grades:

<b>4</b>	– Above Standard
<b>3</b>	– At Standard
<b>2</b>	– Approaching Standard
<b>1</b>	– Below Standard
<b>0</b>	– Not Attempted

The 5-point performance scale is not directly correlated as A=4, B=3, etc. The focus of the grading scale is to indicate your child's progress and mastery toward the expected standards for the grade level. More information can be found at <http://www.stlucie.k12.fl.us/parents-student/k-2-grading.aspx>

## Honor Roll

### Grades 3 -5

Principal's Honor Roll = A's in all subjects and electives  
A/B Honor Roll = A's or B's in all subjects and electives

### Grades 6 – 8

Principal's Honor Roll = 4.0 GPA  
Honor Roll = 3.0 – 3.9 GPA

## Conferences

Requesting **a Parent/Teacher conference must be done 24 hours in advance** of the actual meeting. Planning and teaching time cannot be interrupted for unscheduled meetings.

## Notary Public (free)

Parents and students Notary Public services are available for school forms.

Field trips are considered an extension of the classroom and should correlate with the Florida State Standards. Due to advanced payments by the school for transportation and admission costs,

field trip payments are ***non-refundable*** once the payments have been made.

## Services

### Clinic

The Clinic is located in the Room 602 for children who become ill or need first aid. The Clinic is a *temporary* holding place and parents will be called to pick up their child. If a child is seriously injured or ill and a parent can't be reached, 911 Emergency Assistance may be used with Administrative approval. It is very important to have current phone numbers on file.



**Medications** – The School Board Policy expressly forbids the administration/ dispensation of medicines to students by school employees except under certain conditions. Children needing medication should obtain the proper forms from the school. Parents are responsible for bringing and picking up any authorized medication. **Do not send medication to school with your child.**

**Health Screenings** – Florida Statute requires SLC schools conduct health screenings at various grade levels.

All are required for students new to Florida and ESE Referrals.

Vision – K, 1, 3 and 6  
Hearing – K, 1 and 6  
Weight – K, 1, 3 and 6  
Scoliosis – 6<sup>th</sup>

**School Insurance** – Manatee does NOT have insurance to cover accidents. **School Child Insurance Program forms are sent home annually. Parents/Guardians should carefully consider enrolling their child.**

### Guidance Department

Our Guidance Department is available to all students, including individual and group counseling/mediation. Our Counselors support students' personal, social, vocational and intellectual development. Student Studies, screenings and testing are also under the direction of the Guidance Counselor.

### Exceptional Education Programs

Manatee offers several special programs to provide for the individual educational needs of students. Children are evaluated after a teacher referral. Checklists, anecdotal records, conferences, and interventions must accompany the referral. The Student Study team meets to determine the appropriate action. Any questions regarding ESE programs or staffing will be handled with our ESE Specialist.

### ESOL Program

Students that speak a language other than English and meet the criteria for ESOL assistance will receive support services. Paraprofessionals work closely with teachers to support instruction.

### Adult Organizations

#### PTO

Manatee's Parent Teacher Organization is a dynamic group that supports our school in many ways. The Organization supports the following objectives:

- To retain high standards of education, health services and facilities for children

- To promote good relations and communication between school, home and community
- To implement programs in cooperation with the cultural and social lives of children
- To develop an understanding of educational techniques and objectives among parents

### School Advisory Council

Our SAC is the decision making body of the school. The group - made up of parents, teachers and community members - meets monthly to develop the yearly School Improvement Plan and tackle issues to better the school. Areas addressed in the SIP include Student Performance, Safety, Learning Environment, Professional Development, and Parent Involvement.

### Volunteers

Extra hands are always welcome! Following the completion of the online **Volunteer Application**. Our Coordinator will arrange assignments based on interests and school needs. For the protection of our students, all volunteers must submit to a background check.

### Business Partners

Many community businesses actively support your child's educational life by providing services, materials or incentives. If you have or know a business interested in partnering with Manatee, please contact our Administration.

## Safety

### Visitors

**ALL VISITORS** are required to provide identification and report to the main office, sign in and receive a Visitor's Pass before proceeding to any part of the campus. The Pass must be visible at all times while on our school site. The pass does not allow unlimited access to our school property. Visitors should remain in the specified area until leaving campus. **To visit a classroom, 24 hours notification is required.**

### School Resource Officer

Manatee has an SRD employed by the Sheriff's Dept., to maintain the safety on campus. The Officer will also conduct classroom lessons on safety issues – examples, Halloween, strangers and bicycles.

### Safety Drills

Manatee staff and students conduct regular fire, tornado, and evacuation drills. Staff members are updated and trained frequently on safety concerns.

### Sexual Harassment Policy

We are committed to having a positive learning and working environment that is free of harassment on the basis of race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap. School Personnel will comply with Florida Statute Equity Act and Federal Law – Title VII and IX.



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

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

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

School district personnel, community members, parents, and students share the responsibility for student achievement.

Quality learning experiences are the central focus of all school and district activities.

We ensure equity and quality for all students, not just some.

Equity without quality is prejudice, quality without equity is privilege, equity plus quality equals excellence.

Students are volunteers. Their attendance can be required, but their attention must be earned.

We teach the whole child, not simply the test-taker.

All students have the absolute right to a safe, trusting, and drug-free environment.

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

The teacher's primary role is to design rigorous, engaging work that leads students to higher levels of learning.

We provide clear and compelling understandings about what students are expected to know and be able to do.

We provide support for student success, understanding that different students master tasks in different ways and at different times.

District and school support personnel are partners with teachers and schools in the core business.

Collaboration around the core business is essential to quality learning experiences.

Quality tools are required for quality work.

Instructional needs drive the design and construction of facilities.

Quality facilities are required for quality work.

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

Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute the community.

The community works together to provide the political advocacy and support needed for student success.

Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.

The community is responsible for providing and supporting the facilities and infrastructure necessary to accommodate growth.

All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.

The school district has an obligation to achieve quality results for both the schools and the community.

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

Quality schools develop productive, contributing citizens.

Quality schools improve the quality of community life.

We strengthen relationships and broaden perspectives by embracing diversity.

We model principles of representative democracy both in our schools and throughout the district.

Systems of checks and balances contribute to quality decisions.

We share a fundamental common commitment to the common good.

Leaders are responsible both to constituents and for shaping the future.

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

Our core values are fairness, respect, trust, integrity, and commitment to improvement.

We develop leaders committed to our common vision at all levels in the system.

Collegiality and collaboration are key to our success.

All district employees have the absolute right to a safe, trusting, and drug-free environment.

All district employees provide prompt and courteous attention to their customers.

We are a school system, not a system of schools.

We are a learning organization, in which all roles serve the common purpose of pursuing continuous improvement in quality learning experiences for all.

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

We are committed to a common vision.

We use our beliefs and vision as the key criteria for making decisions.

We lead and manage by results.

We hold ourselves mutually accountable for quality effort.

We assess progress toward agreed-upon goals on a regular basis.

We expect and we work to bring out the best in every employee.

We accept change as inevitable and shape it into opportunity.

## **ATTENDANCE POLICIES K-12**

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

Pursuant to Section (F.S. 1003.21), all children who are either six years of age or who will be six years old by February 1, or who are older than six years of age but who have not attained the age of 18 years, must attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. The student's guidance counselor or other school personnel must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student must be informed of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation. Additionally, the student must complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

#### **Official Attendance**

When Daily Attendance procedures are being used, attendance will be taken at the beginning of the school day.

#### **Enforcement of Attendance (F.S. 1003.26)**

Parent is required to be Contacted

- After each unexcused absence or absence for which the reason is unknown.

Means of Parent Contact

- Contact can be by phone, auto call system, mail, in-person by school representative.

Required Documentation

• Phone log noting date and time of call, official making call, family member contacted, and outcome of conversation.

• Mail – copy of dated notice or postal service return-receipt. \_ Personal Contact – parent's signature on form(s)/letter.

Referrals to Student Services

• Refer prior to or upon the 10th unexcused absence in any 90-day period and after school efforts to resolve have not been successful. Schools will provide Student Services with documentation of efforts to resolve the truancy.

#### **Parent/Guardian Responsibility**

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

- The student missed school with the 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 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 a 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, and the student is not eligible for Homebound/Hospitalized services.

Student's suspended out-of-school who attend Project ROCK (north or south) can be coded as "R" (Project ROCK) for the dates that the school confirms that the student attended the program. Students with a disability may attend Project Rock. Day of attendance at Project Rock will not count as out-of-school suspension.

## **Project ROCK**

Students suspended out-of-school who attend Project ROCK can be coded as R (Project ROCK) for the dates that the school confirms that the student attended the program. A day of attendance at Project Rock will not count as out-of-school suspension.

## **Attendance Codes, Excused Absences, Unexcused Absences (F.S.1003.26)**

Attendance Codes

C – Clinic

E – Excused

G – Guidance

O – Out of School Suspension

R – Project ROCK (not an absence) Students suspended out of school who attend Project ROCK can be coded as R for the dates the program verifies.

S - School Activity/Field Trip (not an absence) In cases where there is a question about the validity of the activity, the Zone Assistant Superintendent shall make the determination.

T– Excused Tardy

U- Unexcused Tardy

1 – Unexcused Tardy

2 – Absence due to excessive tardies (K-5 only)

**Excused Absences** - Absences are excused when an appropriate *explanation* is provided by the parent within 3-days of the student's return or by the parent's physician, when the physician authorization threshold has been reached. The written explanation must include the dates of the absences which are sought to be excused and the reason for the absence. (F.S. 1003.26)

- Illness of the student
- Major illness in the student's immediate family
- Medical appointment of the student
- Death of family member or friend
- Required Court Appearance
- Religious holiday of the student or student's family's faith
- 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 justifies the absence that has been approved by the principal
- Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester
- Missing the school bus if 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 or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. The principal can excuse vacation travel that exceeds the threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel. Absences for this reason cannot exceed 5-days annually. Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for nonattendance procedures described herein.
- Physician Referral for Hospital/Homebound Services absences should be excused from the date the physician's referral for Hospital/Homebound is received. Should the student not be found eligible for Hospital/Homebound services, absences occurring after the determination will be excused or unexcused based on the above policies.
  - A student of an active duty military member may be excused from absences related to deployment activities as approved by the Principal.

**Unexcused Absences** – Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees. (F.S. 1003.26)

- Truancy
- 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. Absences for this reason cannot exceed 5-days annually and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.
- Take Your Son or Daughter to Work Day
- Failure to provide an explanation
- of the absence to the school within 3 days of the student's return to school. Student Services staff can, after investigation advise the school to excuse absence documentation received after the expiration of the 3-day period. Physician explanations received after the 3- day period will also authorize the school to excuse the absence(s).
- Failure to provide a Physician's Authorization when required missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late
- Immunization non-compliance
- Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2- days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office /clinic will not be counted as in-attendance and will have the absence unexcused.
- Out of school suspensions.

### **Reporting Attendance Cases to Problem Solving Team (PST) /Attendance Committee (F.S. 1003.26)**

**When:** Student has accumulated at least 5 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 90 calendar days

**By Whom:** Teacher or any school staff with knowledge of the student's attendance  
Required Participants: School Social Worker or contracted caseworker; school attendance officer; parent shall be invited and encouraged to attend

**Purpose of Meeting:** To determine if a pattern of non-attendance is developing or exists and to develop interventions that shall be implemented

**Interventions:** Interventions may include, but are not limited to:

- frequent communication between school and family
- mentoring
- counseling
- evaluation for alternative education program
- attendance contracts
- agency referral(s)
- other interventions, including but not limited to a Truancy Petition pursuant to (F.S. 984.151)

### **Truancy Petition**

The Superintendent may file a truancy petition pursuant to procedures in F.S. 984.151 when:

- A student has 5 unexcused absences in a calendar month or 10 unexcused absences in a 90 calendar-day-period
- The PST/SST has met and efforts to correct the attendance has been unsuccessful
- The parent has been notified as to the unexcused absences or absences for which reasons are unknown and that a Truancy Petition is being filed.

**School's Responsibility:**

- Partner with Student Services to prepare the Petition
- Provide Student Services with all verifications of notification to and conferences with the parent to inform and discuss attendance
- Copies of all parent and physician excuses and phone logs
- Verification that the recorded attendance is true and correct according to School Board policy Filing of Truancy Petitions:
- Filed in Circuit Court in the 19th Judicial Circuit
- All supportive documentation becomes part of the Court file Parent(s) named in the Petition will receive a copy of the Petition when the Petition is served

**(a) Uniform Grading System – Grades K-2**

• 4	• Above Average
• 3	• At Standard
• 2	• Approaching Standard
• 1	• Below Standard
• 0	• Not Attempted

- Students in grades 3-8 will be awarded letter grades to indicate student progress.

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

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

**Calculation of Middle & High School Grades**

*Full Year*

1st 9 weeks = 40%  
 2nd 9 weeks = 40%  
 Semester exam = 20%  
 Total First Semester Grade = 100%

3rd 9 weeks = 40% 4th 9 weeks = 40%  
 Semester exam = 20%  
 Total Second Semester Grade = 100%

*Semester 1 / Semester 2 Only*

1st 9 weeks = 40%  
 2nd 9 weeks = 40% Semester exam = 20%

Point Value: A = 4, B = 3, C = 2, D = 1, F = 0

- Total points divided by 10 ( this number is derived by counting each nine weeks 2 times and the semester exams one) = GPA to letter grade

Grade Point Average	Grade Given
3.51 – 4.0	A
2.51 – 3.50	B
1.51 – 2.50	C
.51 – 1.50	D
0 - .50	F

## Make-Up Work

### K- 12

- Allowed for all absences, excused or unexcused.
- Student has 1 day (2 days if on an alternating block) 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 (see grade provisions for students in grades 6-8 below).
- Incomplete grades become “F” or “0” if not replaced with the grade for the makeup work that was turned in on time.
- Students will take announced tests on first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence.

### 6-8 Provisions

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

## Middle School Promotion Requirements

Beginning with the 2009-10 school year and thereafter students in grades 6-8 will use the course system by semester instead of a yearlong point system for grading. Students must pass each semester with a grade of "D" or higher in both semesters in the following core subject areas to be promoted to 9th grade:

- **Mathematics:** Three middle school or higher courses in mathematics. (Six Semesters) Each middle school must offer at least one high school-level mathematics course for which students may earn high school credit.
- **The Algebra I EOC** will count for 30% of the student’s grade.
- **The Geometry EOC** will count for 30% of the student’s grade.
- **English:** Three middle school or higher courses. (Six Semesters) These courses shall emphasize literature, composition and technical text.
- **Science:** Three middle school or higher courses. (Six Semesters)
- **Social Studies** (Six Semesters), one of which must include the study of State and Federal Government and Civic education.
- Beginning with students entering Grade 6 in the 2012-13 school year, one of these courses must be at least one semester of a civics education course that a student successfully completes in accordance with s.1008.22(3)(c). Students transferring in from out of state, private or home school during second semester of 8th grade, are exempt from the Civics requirement. 2016-2017 St. Lucie Public Schools

Students who complete one of the required courses with a passing grade have met the successful completion requirements. In addition, the following options may be used as alternate documentation of successful completion of required courses:

- Student has successfully completed the course through a virtual school program or comparable computer-based program.
- Student has scored an acceptable level on subject-related state assessment or EOC. Student has completed the course through a summer or tutorial program.
- Student is a transfer student demonstrating mastery as outlined in Statute 6A- 1.09942, State Uniform Transfer of Students in Middle Grades.
- Student has documented mastery of course requirements by receiving a passing grade on a final exam, semester exams, or an end-of-course exit exam.

Students completing eighth grade will be promoted to ninth grade following successful completion of the above requirements. Students will be retained in eighth grade if any of the above requirements are not met.

If a student does not pass a required core semester class in sixth, seventh or eighth grade, and does not meet one of the alternate documentation methods, parents will be notified that the student will not be eligible for promotion to high

school and will be retained in 8th grade unless the courses are successfully completed through repeating a course within the school day or credit recovery options.. Such notification must be provided at the end of each semester in which a student fails a core class. If a sixth or seventh grade student fails multiple core classes and an attainable remediation plan cannot be developed, the student may be recommended to an alternative program or retained in grade level. The final decision regarding grade placement is the responsibility of the principal.

### **In Addition to the Four Core Subjects**

- Middle school students will receive instruction, in a selection of electives chosen from, but not limited to, reading, art, music, and foreign language. The scheduling of this instruction shall be determined annually by the School Board (F.S. 1001.40)
- Students enrolled in grades 6-8 must have the equivalent of one class period per day of physical education for one semester of each year (225 minutes).
- *PE Waiver*  
Students in grade K-8 are eligible to waive the physical education requirement if they meet any of the following criteria: The student is enrolled or required to enroll in a remedial course The student's parent indicates in writing to the school that the parent requests the student be enrolled in another course from among the courses offered as options by the school district; or The student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement 2016-2017 St. Lucie Public Schools .
  - Students must complete one course with a career and education planning component. The course must be internet-based and customizable for each student. This research based class will assist students in identifying educational and career options as well as setting goals including an emphasis on entrepreneurship skills.
  - The course may be taken during 6th, 7th or 8th grade.
  - The course may be taught by any member of the instructional staff; must include career exploration. The course must result in the completion of a personalized academic and career plan and emphasize technology or the application of technology in career fields.

The required personalized academic and career plan must inform students of high school graduation requirements, high school assessment and college entrance test requirements, Florida Bright Futures Scholarship requirements, state university and Florida College System institution admission requirements, and programs through which a high school student can earn college credit, including Advanced Placement, International Baccalaureate, Advance International Certificate of Education, dual enrollment, career academy and career- themed course opportunities, courses that lead to national industry certification, and diploma designation. Each student shall complete a personal education plan that must be signed by the student and the student's parent. Students repeating a course for credit recovery may waive electives until the semester that they are back on track to meet promotion criteria. For each year in which a student scores at Level 1 or 2 or identified levels as determined by the state on the mathematics portion of the state assessment, the student must receive remediation the following year, which may be integrated into the student's required math course. Students taking Intensive Math (1204000) can only count it one time as a math course during 6th ,7th or 8th grade even if the course is taken multiple times.

- Students in Grades 6, 7, or 8 who are not enrolled in schools with a middle grades configuration are subject to the promotion requirements of this section.

### **Middle School Course Recovery**

Students in grades 6-8 may validate mastery of the content standards in the failed courses through the following options:

- Retaking the course through course recovery or participating in an on-line, competency-based course. The students will waive the right to an elective course and enroll in the appropriate remedial course(s).
- On-line competency based course in the evening or summer from home if available.
- Repeating the course at the school during the elective period.

## High School Credit toward Graduation for Grades 6-8

A course designated in the Course Code Directory as grade 9 through 12, which is taken before ninth grade, may be used to satisfy high school graduation requirements and toward Florida Bright Futures Scholarship Program requirements.

### *ELIGIBILITY FOR ACCELERATED HIGH SCHOOL CREDIT MATH COURSES in MIDDLE SCHOOL:*

Seventh Grade students who wish to take Algebra I Honors must have sixth grade state math assessment scores level 4, or level 5 (or the levels of proficiency as identified by the state assessment), AND must have grades of "A," "B," or "C" in both semesters M/J Grade 6 Mathematics, M/J Grade 6 Mathematics Advanced, M/J, or M/J Grade 7 Mathematics Advanced. Out of state/private school transfer students without state assessment scores must have grades of "A," "B," or "C" in the prior math course.

Eighth grade students who wish to take Algebra I Honors must have seventh grade state math assessment scores of level 3, level 4, or level 5 (or the levels of proficiency as identified by the state assessment), AND must have grades of "A," "B," or "C" in both semesters of M/J Grade 7 Mathematics or M/J Grade 7 Advanced Mathematics. Out of State/private school transfer students without state assessment scores must meet have grades of "A," "B," or "C," in the prior math course.

Eighth grade students who wish to take Geometry I Honors must pass the Algebra I End of Course exam.

Credit Acceleration Program (CAP) purpose is to allow a secondary student to earn high school credit in a course that requires a statewide, standardized EOC assessment if the student attains a specified score on the assessment. Notwithstanding s. 1003.436, F.S., Definition of "credit", a school district shall award course credit to a student who is not enrolled in the course, or who has not completed the course, if the student attains a score indicating satisfactory performance, as defined in s. 1008.22, (3)(c)5, on the corresponding statewide, standardized EOC assessment. The school district shall permit a student who is not enrolled in the course, or who has not completed the course to take the standardized EOC assessment during the regular administration of the assessment.

***\*Students who earn credit by examination must understand that course credit may not be recognized by some entities (i.e. \*NCAA Clearinghouse). In addition, if a student fails the course and elects to use a passing EOC score to CAP the credit, the failing grade will remain on the transcript and continue to be calculated in the grade point average.***

**\*\* Forgiveness Rule** [Florida Statute § 1003.413 (3)(e)] - The forgiveness rule applies to a middle school student who has earned either a grade of C, D, or F in a **high school course** taken for high school credit. [Florida Statute § 1003.43 (5) (e); 1003.413 (3)(e);1003.428 (4)(d) (2007)]

- Students may repeat a course for forgiveness if a grade of C, D or F is earned in a high school course while in middle school.
- Required courses may be forgiven with a grade of "C" or higher, earned subsequently in the same or comparable course.
- A student who earns a D in the repeated attempt of the course will receive credit for the course but the original failing grade would not be forgiven.

*Note: Most colleges and universities calculate GPAs based on all courses attempted.*

High school honors courses offered at the 8th grade will receive equivalent points when calculating weighted GPA according to the criteria used in grades 9-12.



