

# Morningside Elementary School

Mrs. Heather Bolitho, Principal  
Mrs. Shauna Turner-Wright, Assistant Principal

## STUDENT/PARENT HANDBOOK 2022-2023



**MORNINGSIDE ELEMENTARY SCHOOL**

2300 S. E. Gowin Drive  
Port St. Lucie, FL 34952

Phone: 772-337-6730

Fax: 772-337-6744

Website: <http://schools.stlucie.k12.fl.us/mse/>

[www.facebook.com/MorningsideElementarySchool](http://www.facebook.com/MorningsideElementarySchool)

Morningside Elementary School, in partnership with families and the community, will provide an educational institution of academic excellence. Each student will be afforded the opportunity to reach his or her maximum potential to become a successful citizen in the global society.

**THE MISSION OF MORNINGSIDE ELEMENTARY SCHOOL**

The mission of Morningside Elementary School is to provide all students a safe and positive learning environment, rigorous academic curriculum and access to technological resources evidenced by continuous student achievement

**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 for 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 the 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, business, 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 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.

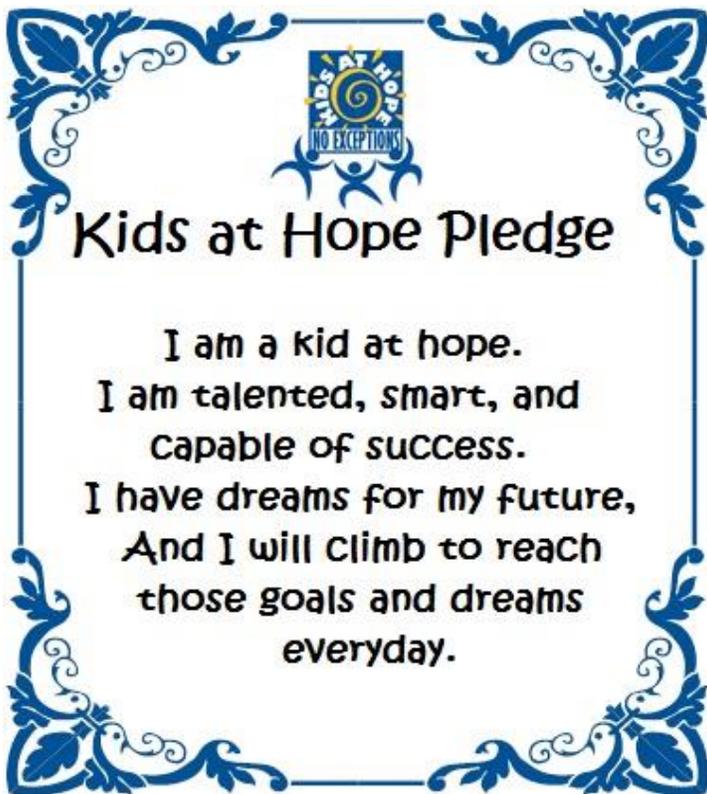
**The district and its employees have mutual obligations for support and development toward continuous improvement.**

- 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 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.

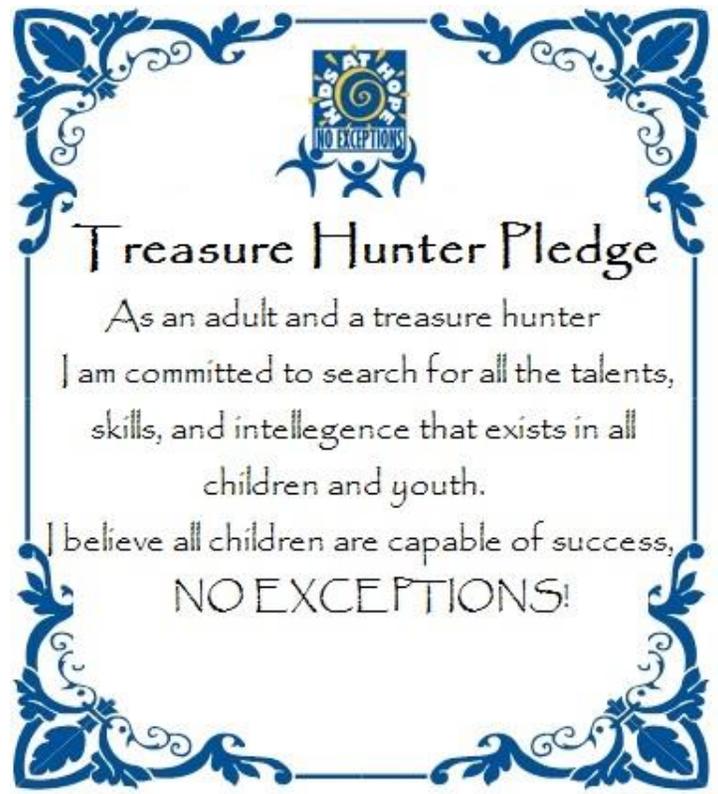
## *Morningside Elementary is a Kids at Hope School!*



The graphic features a decorative blue border with floral and scrollwork patterns. At the top center is the 'Kids at Hope' logo, which includes a sun, a spiral, and the text 'KIDS AT HOPE' and 'NO EXCEPTIONS'. Below the logo, the text reads:

**Kids at Hope Pledge**

**I am a kid at hope.  
I am talented, smart, and  
capable of success.  
I have dreams for my future,  
And I will climb to reach  
those goals and dreams  
everyday.**



The graphic features a decorative blue border with floral and scrollwork patterns. At the top center is the 'Kids at Hope' logo, which includes a sun, a spiral, and the text 'KIDS AT HOPE' and 'NO EXCEPTIONS'. Below the logo, the text reads:

**Treasure Hunter 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!**

## GENERAL INFORMATION

### OFFICIAL SCHOOL HOURS

Official school hours are 8:45 a.m. to 3:15 p.m. with the school opening for students at 8:15 a.m. Students will sit at a designated area with their classmates until they are dismissed to their classrooms. Do not drop students off before the 8:15 a.m. bell. **NO STUDENTS WILL BE ALLOWED ON CAMPUS BEFORE 8:15 A.M. AS THERE IS NO SUPERVISION UNTIL THAT TIME.** Students may be picked up at 3:15p.m., but no later than 3:45 p.m. on regular school days, and at 1:15 p.m., but not later than 1:45 p.m., on early dismissal days. We have a before, and after-school care program sponsored and conducted by the Boys and Girls Club for those who need this service for their children. Please call the **Boys and Girls Club at 772-419-9110 Ext. 407** for information.

### ARRIVAL & DEPARTURE

During the first week of school, teachers will record the way students arrive and depart from school (riding a bike, walking, riding a bus, or being picked up by parent). **The school MUST receive written instructions from the parent to dismiss in any other manner.**

The bell to dismiss students into their classroom rings at 8:42 a.m. The tardy bell rings at 8:45 a.m. The doors to the car rider line will close promptly at 8:45 a.m. At that point, parents in the car loop are to sign their child in through the school office. If a student is a **car rider who plans on eating breakfast** in the school cafeteria, he/she **should arrive no later than 8:30 a.m.** to allow for sufficient time to eat and arrive to class on time. To facilitate a safe and smooth traffic pattern, parents are asked to observe all traffic signs and follow the instructions from all staff members on duty. Please note that the Port St. Lucie Police will issue tickets to cars parked in front of property owner's lots. Parents are asked not to leave their cars unattended in the drive-through areas. Students are dismissed at **3:15 p.m.**

Students must be picked up from the office if the parent is removing the student from class during school hours. No student will be released from the classroom unless notified by the office. **Students will not be released between 2:45-3:15 p.m.**

Students will be released only to those persons designated by the parent with their names recorded in writing on the Emergency Card which is on file in the office. No one else will be permitted to take a student off campus. No minors should be designated to pick up students. Proper identification will be requested to ensure your child's safety.

In addition, we ask that you observe the following rules to ensure the safety of all students:

1. Park in designated areas only.
2. Please remain in your car when stopping to pick up and drop off students. **Avoid the use of cell phones** while in the pickup and drop off loop.
3. Please **ENTER** the campus parking area only at the northeast entrance, avoiding the bus loading area. Only a **LEFT** turn will be permitted from the parent pick-up and drop-off area.
4. Please **DO NOT** drop off or arrange to pick up students in the back of the building. This area is the designated bicycle and walker entrance.
5. Please **DO NOT** park or drive in the bus pick up and drop off loading area in front of the school.
6. Please **DO NOT** walk across the bus loading area with your child. Students will not be permitted to cross the bus loading area to get to your car.
7. For your child's safety, have him/her exit and enter the car from the passenger side.

### BIKE RACK

Children who ride their bikes to school are to dismount and walk their bikes upon reaching the school grounds. There is a fenced-in bike rack at the rear of the building where bikes are to be left during school hours. For security, the bikes should be locked with a chain or other device. The bike rack will be locked between 8:45 a.m. and 3:15 p.m. While the school provides a locked bike rack, we do not assume responsibility for lost, stolen, or damaged bikes.

We urge parents to register bikes with the local law enforcement agencies. All students should wear helmets, and all other bicycle safety laws should be adhered to.

## **BIRTHDAYS/ FOOD ITEMS**

Celebration of students' birthdays are permitted during lunch time only. If you bring snacks /goodies for students in your child's classroom, **they must be store bought and include a nutrition label**. There are many students with various allergies.

## **BUS CONDUCT RULES FOR STUDENTS**

It is the responsibility of students to obey the bus driver and abide by the rules for riding the bus to ensure the safety of all students. Failure to abide by these rules will result in students being reported by the driver to the school's administration. **The administration has the authority to suspend and/or recommend expulsion of the student's bus riding privileges.**

*Bus safety rules include the following. Please review them carefully with your child.*

1. Use a safe route walking to the bus stops. Stay away from the traveled portion of the road as much as possible if there is no sidewalk.
2. Do not ride a bus other than the one to which you are assigned without authorization from the principal of your school.
3. Arrive at the designated bus stop ahead of the scheduled route pick up/drop off time.
4. Stand off the roadway while awaiting the bus.
5. Wait for the driver's signal before crossing the road. Cross (5) five feet in front of the bus when the driver has signaled.
6. Enter and exit from the front door of the bus unless otherwise directed by an authorized person.
- 7. Obey the driver. The driver is in full charge of the bus and passengers.**
8. Do not engage in unnecessary conversation with the bus driver.
9. Sit in your assigned seat if the driver feels it is necessary.
10. Always stay in your seat when the bus is moving.
11. Exhibit conduct appropriate to the classroom while on the bus.
12. Keep your arms, legs, head, and other parts of your body inside the bus, (i.e., using kind words, keeping hands and feet to self, speaking in an inside voice, etc.)
13. Do not throw or discard objects from the bus window.
14. Do not wear shoes with cleats, spikes, or "built in" skates on the bus.
15. Do not use abusive or profane language while on the bus.
16. Do not eat or drink on the bus.
17. Do not abuse the privileges of riding the bus.
18. Do not bring items on the bus which interferes with the seating and safety of others.
19. Do not bring reptiles, snakes, bugs, animals, marine life (dead or alive) or plants on the bus.
20. Do not bring glass containers on the bus.
21. Be absolutely silent at all railroad crossings.
22. Use care when leaving the bus stop. Use the same precautions when leaving the bus stop as when approaching the bus stop.
23. Stand away from the bus as it pulls away.

## **CEREMONIES/SIBLINGS:**

Siblings may attend academic ceremonies such as honor roll assemblies and graduation ceremonies. For all other assemblies, students should remain in class as instructional time must be protected and should not be missed.

## **CHANGING THE WAY A STUDENT GOES HOME**

Should a parent wish to change the way the student goes home, he/she must do the following:

Send a written note with the child to be turned in to the teacher within 24-hour notice

Ex. “My child will be a car rider instead of a bus rider on 08/18/19.”

- If the parent is unable to send a written note due to emergency, we will not take changes over the phone. In such cases, a parent may fax a change to (772) 337-6744 or send an email to the Front Office. To ensure confirmation of your receipt of electronic communication must be received by the parent. You can send emails to amy.houle@stlucieschools.org
- If a parent would like a student to go home with another student (via car or bus), the parents of BOTH children must send a note about the arrangements. Both notes must be turned in to an administrator for approval. Teachers must send notes from parents to the office in the attendance folder. Teachers will be notified before the afternoon bell of any changes for students’ dismissal.

### **Friday/Communication Folders**

Every student is provided a Friday/Communication Folder. All parent communication, (i.e., notes, flyers, newsletters, etc.) are sent home in these folders. Please make sure you check your child’s communication folder every week to stay updated.

### **CONFERENCES**

Conferences with teachers are encouraged. Please make any arrangements for conferences at least twenty-four hours in advance. This is a district policy as negotiated by the Classroom Teachers Association. Conferences will be held between the hours of 8:15 a.m. and 3:30 p.m. unless another time is agreed upon.

### **HONOR ROLL POLICY/PERFECT ATTENDANCE POLICY**

*Honor Roll is for Grades 3-5 only.*

*Principal’s Honor Roll - All A’s in every area, including all S’s in the areas of conduct.*

*Honor Roll - All A’s and B’s on report card, including all S’s in the areas of conduct.*

**Students who have any unexcused tardies or more than 3 excused tardies will not be recognized for Perfect Attendance.**

### **LUNCH**

At this time, parents are not permitted to have lunch with their child. Students are also not permitted to be signed out and leave campus for lunch.

### **PROGRESS REPORTS**

Progress reports will be distributed after 4 and ½ weeks of a quarter beginning. Parents can also access grades/report cards on the Parent Portal. Please visit the district website at [www.stlucie.k12.fl.us](http://www.stlucie.k12.fl.us) and click on the Skyward Family Access link at the top of the page to access your account.



# Morningside Elementary

## Morningside Elementary School

### Dress Code

2022-2023

*We know you have a choice in St. Lucie County, and we are excited you chose Morningside Elementary for your student's elementary education!*

We appreciate your support of our mandatory dress code. Morningside Elementary dress code policy reflects pride and unity and demonstrates that school is a place to study and learn. The proven benefits of a dress code include increased focus on teaching and learning; reduced distraction, peer pressure and behavioral issues; strengthened school pride, and improved school safety. We believe that the school's positive climate will enable each student to experience personal success and develop into lifelong learners.

**The following is the dress code for the 2022-2023 school year.**

*If it is not listed below, then it is NOT acceptable to wear to school.*

**MSE Spirit Shirts may be worn Monday-Friday. Spirit shirts are \$10.00**

<b><u>Masks</u></b>	Masks are optional and can be disposable or cloth. No gaiters, bandanas or vents/valves permitted. Masks can be any color or design but must be school appropriate with no offensive writing or images.
<b><u>Shirts</u></b>	Any solid-color shirt with collar and sleeves, (polo or button down). Logos must be no larger than 1" (size of a quarter). Morningside Elementary Spirit (MSE) shirts are always allowed.
<b><u>Pants, Shorts, Skorts, Skirts &amp; Capris</u></b>	Students may wear traditional style uniform shorts, pants, capris, shorts, & skorts in any solid color. Any solid-color jogger or basketball shorts are allowed. All pants must be fitted at the waist. Shorts/skirts/dresses must be school appropriate length (they must reach mid-thigh). Belts are optional. Logos must be no larger than 1" (size of a quarter).
<b><u>Jeans</u></b>	Jeans are allowed every day and must not have patterns, patches, holes or be frayed/distressed. Jeggings are not allowed
<b><u>Leggings, socks &amp; tights</u></b>	If leggings & tights are worn, they must be worn under school approved clothing.
<b><u>Jumpers/Dresses</u></b>	Any solid-color uniform style jumper/polo dress. Dresses must be school appropriate length (mid-thigh or longer).
<b><u>Sweatshirts, Cardigans &amp; Sweaters</u></b>	Any solid-color sweatshirt, cardigan or sweater. Hoods may not be worn on the head. A dress code appropriate shirt must be on under any sweater, sweatshirt or cardigan.
<b><u>Shoes</u></b>	Any enclosed athletic shoe and non-heeled dress shoe is allowed. All shoes must be closed toe and have a back. No flip-flips, any style sandals, slides, cleats, crocs, nor shoes with wheels are allowed.
<b><u>Head &amp; Hair Attire</u></b>	Small, non-distracting headbands/bows/clips are allowed. Hair may be colored if not distracting to the learning environment. Small jewelry such as earrings and necklaces only.

*The uniform dress code will be strictly enforced. We do expect parents to monitor at home before the child leaves for school. Please contact Morningside Elementary School if you have and further questions at (772) 337-6730.*

### **MESSAGES AND TELEPHONE CALLS**

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. Messages must be called in no later than 1:45 p.m. to ensure delivery.

## **NUCLEAR EVACUATION PLAN**

If an emergency nuclear evacuation of students is necessary, the St. Lucie County evacuation policy for schools is as follows:

- If evacuation is required, the St. Lucie County Emergency Operations Center (EOC) will notify affected schools. Please note that not all schools may be affected.
- Principals will direct school personnel to assist students with the school's evacuation procedures.
- The St. Lucie County School District will evacuate all affected students and school personnel to the St. Lucie County Fairgrounds. In order that we may evacuate the area in a timely manner to ensure your child's safety, ***do not attempt to pick your child up at school.***
- Local radio and television stations will announce when and where parents may pick up their children.
- Teachers will staff pick-up stations at the fairgrounds and will account for and supervise students until parents pick them up.
- To ensure their safety, students not picked up at school sites, within two hours, will be transported to St. Lucie County Fairgrounds located on Midway Road in Fort Pierce, where parents may pick them up.

## **OVERDUE LIBRARY BOOKS**

Students may be limited in borrowing additional books until overdue books are returned, or fines for lost books are paid.

## **PERSONAL PROPERTY**

We strongly encourage all students to leave valuables at home. Students SHOULD NOT bring electronics or toys to school. The probability of damage and/or theft is too great, and those items are a distraction to students throughout the day. Such items will be removed from the child's care and placed in the teacher's desk or office for the day. If the items are causing a disturbance, they will be confiscated from the child and may be retrieved by the parent from the school office. Students are permitted carry a cell phone. The cell phone must remain in their book bag and turned off during the day.

## **PHYSICAL EDUCATION EXEMPTION**

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

## **RAINY DAY DISMISSAL**

In case of inclement weather (including lightning activity at dismissal), the following procedures will be followed:

1. Bike riders, walkers and car riders will remain in their classrooms until 3:15 p.m., when they will be dismissed to a corresponding hallway near the parent pick up loop. Students will remain inside the school building. Staff members will call students names and escort students to their car.
2. After 3:45 p.m., bikers, walkers, and car riders will be picked up from the front office and escorted by their parents to their cars.
3. Bike riders whose parents do not pick them up will be allowed to leave only after the rain and/or lightning has ceased.

## **SCHOOL CAFETERIA**

All St. Lucie Public School students will receive breakfast at no cost for the 2022-2023 school year. Starting July, parents may go on the district website at [www.stlucieschools.org](http://www.stlucieschools.org) to apply for not cost or reduced lunches. Meals will be served according to USDA guidelines so that both students and staff remain safe. Specific meal service procedures are also located on our district website under the parent/student tab.

The adult meal prices are as follows for the 22-23 school year: (meal prices may vary and are subject to change)

*Elementary Meal prices are as follows:*

*Adult Paid Breakfast: - \$ 2.00*

*Adult Paid Lunch: – \$ 3.00*

### **SCHOOL CLINIC (ILLNESS AND/OR ACCIDENTS)**

Children who become ill during the day will be sent to the clinic for attention, rest, or to be sent home. In order to administer prescribed medication to students during school hours, exclusive of injections, the following requirements must be met:

1. The parents must provide the school with a doctor's statement on the proper form, explaining the necessity of the medication.
2. The parents must complete Form ST0011, to be signed by the doctor and the parents. This form shall include:
  - a. *DIRECTIONS (for example: with meals)*
  - b. *FREQUENCY*
  - c. *DOSAGE*
  - d. *METHOD OF ADMINISTRATION*
  - e. *POSSIBLE REACTIONS*

The form includes a statement of authorization for the medication to be administered by personnel.

3. All medication must remain in its original container.
4. Nonprescription medication will not be administered unless Form ST0011 has been properly completed.
5. All medication will be kept in the clinic and administered only by the school designated personnel once all requirements are met.
6. If a student is injured, first-aid will be promptly administered. The student will usually be cared for in the clinic. If the injury is of a serious nature, an attempt will be made to contact the parent by phone. If emergency treatment is required, 911 will be called and we will attempt to notify the parent. An accident report is completed following any injury requiring first-aid.

**IT IS CRITICAL FOR YOU TO COMPLETE THE EMERGENCY MEDICAL CARD PROVIDED BY THE HEALTH AIDE.** Please be sure to include home phone, work phone number (parents), and any additional emergency contact(s) phone numbers. **We MUST have a number whereby we can always reach you. Students MAY NOT carry medication (prescription or over the counter) on campus at any time. Doing so could result in disciplinary action as outlined by the St. Lucie Public School Code of Conduct.**

**R3. Misuse of NonPrescription Medication Misuse of any non-prescription ("over-the-counter") medication or supplement, including but not limited to (1) any use inconsistent with the manufacturer's directions or generally accepted guidelines or (2) any distribution or use with the intended or actual effect of inducing physical, emotional, or behavioral change that either (a) is contrary to the will of the actual user, or (b) exceeds the change that such medication or supplement was designed to induce. \*\*Administration of medication to a student or possession of any medication by a student, must adhere to the school board policy for medication administration as outlined in the district health services manual. No medication, prescription or nonprescription i.e., Tylenol, aspirin, cough drops, can be given at school without a written Physician Authorization For Medication Form filled out completely and correctly by the physician and signed by the physician. Any medication found on school property without authorization on file will be treated as any other illegal substance and will be turned over to the Principal or School Resource Officer (SRO). This will result in a Code of Student Conduct Violation and the student will be subject to disciplinary action.**

### **Medical Emergencies:**

**I.** 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 diabetic coma
4. Unconscious (beyond fainting)
5. Extensive burns
6. Drug overdose or oral poison other than drugs
7. Severe allergic reaction that appears to be life threatening
8. Inhalers and epi-pens may be carried by students with physician and parent approval.

- II.** In the event of a serious medical emergency requiring medical attention, the principal or a designee will call 911.
- III.** Once the emergency medical service (EMS) personnel arrive at the scene, they assume the responsibility for the care of the individual.
- IV.** If a person attached to EMS is on campus for other than official business, such as a resource person in the classroom, and offers emergency assistance, it is the principal who decides if they are allowed to care for the individual.

**STUDENT CONDUCT**

At all times, teachers have a right to teach and students have a 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.

A Code of Student Conduct book will not be sent home at the beginning of the year. It is available online and copies are available upon request. Parents are asked to please read it with their children and sign and return the last page to the teacher.

**UNIFORM GRADING SYSTEM**

**The following grading scale will be used in grades K-2:**

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

Teachers will be grading students on their progress toward the mastery of the Standards throughout the year. As teachers enter events into Skyward, you will be able to see if your child is progressing steadily along the way through the grades assigned in the events.

Instruction will be paced to support your child in mastering all of the grade level content prior to the end of the year. A three would indicate that your child is making steady progress based on the instruction and assessments provides thus far.

You may see some individual scores fluctuate from time to time which is not necessarily cause for concern. As your child learns new skills, he/she will find some concepts and targets much easier to master than others. As a parent, you should be looking at the overall trend of grades to see the overall pattern.

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

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

\*A student who receives an incomplete, must complete the work within the guidelines of the make-up work policy contained herein. If the student does not make-up all work by the designated time frame, then 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.

**Make-Up Work**

K- 12	<p>*Allowed for all absences, excused or unexcused</p> <p>*Student has <b>1 day to</b> 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.</p> <p>*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</p> <p>*Incomplete grades become “F” or “0” if not replaced with the grade for the makeup work that was turned in on time</p> <p>* Students will take announced tests on their first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence</p>
K -5 Provisions	<p>*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</p> <p>*Graded at full credit</p>

**VISITORS TO CAMPUS**

All parents, volunteers and visitors **MUST** report to the office with their photo ID as soon as they enter the building. All parents and visitors must be checked in through our Raptor System and receive a **Visitor Pass**. Unauthorized persons will not be permitted to enter the halls or any classroom without a **Visitor’s Pass**. Parents are not permitted to go to the child’s classroom or wait outside of the classroom unless previous arrangements have been made as indicated in the Classroom Teachers Association Contract.

**WITHDRAWAL**

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

**PARTNERS IN EDUCATION (BUSINESS PARTNERS)**

Morningside enjoys a strong base of partnerships with numerous members of our business community. Our business partners provide services or materials that help to augment the success of our educational program. Because of our excellent work with and within the community, we have been designated as a Five Star School. Should you have a business, or be a member of a business, that would like to invest in the future of our nation, America’s youth, please contact our Assistant Principal or Principal for further information.

**SAFETY PATROL**

Morningside selects fifth grade students as Safety Patrol members to help students and parents. Patrol members help by aiding visitors 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, which can include removal from the safety patrol team.

**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 future success. The council 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.

## **VOLUNTEERS**

Morningside Elementary has been awarded the Golden School Award for volunteer hours earned in past years. Volunteers may choose to work with students, work on “at home” projects, help with clerical/library work, or share a special interest, hobby, or talent. Parent and community involvement helps to ensure the success of our students. Volunteers must fill out an application online yearly and be approved by the St. Lucie County School Board. All parents accompanying their child on a field trip, must have an approved volunteer application on file. Volunteer applications take at least 2 weeks to process.

## **SPECIAL PROGRAMS**

### **CITIZEN OF THE MONTH**

Each month Morningside honors students selected as Citizen of the Month. This program helps to build our students’ self-esteem and respect for others. Most Citizen of the Month assemblies are held on the last Thursday of the month. Fliers will go home prior to the assembly informing parents of the exact date and time.

### **EXCEPTIONAL STUDENT EDUCATION**

Our Student Support Specialist works with the regular education teachers to integrate exceptional students into the total school community. Our educational environment provides exceptional students an opportunity to reach their potential in the least restrictive environment. The consultant provides special services to the regular classroom teacher, which might include specialized materials, course modifications, instructional and behavioral accommodations, and assistive devices.

### **PBIS/ S.O.A.R**

The Positive Behavior Support incentive program is designed to help students follow school wide expectations. Students and classes are recognized with Blue/Gold/White Bucks. In addition to the classroom and resource teachers, bus drivers are also encouraged to select students to reward for excellent bus behavior.

The expectations are:

**S**afety first

**O**rganized and ready to learn

**A**ct responsibly

**R**espect others

### **GIFTED**

Morningside houses an exceptionally strong full-time Gifted Program. Students enrolled in the Gifted Program take part in specific enrichment activities that address a broad range of topics of interest to students. The program is designed to stress higher level thinking skills, increase independent research skills, and encourage creative ideas, solutions, and products.

### **GUIDANCE**

Students receive individual counseling as the need arises. This may be teacher, parent, or self-referred. In addition, the counselor, work with groups of students daily, and some students are seen in their classrooms for group lessons. These lessons support student in learning to cope with their problems in productive and socially positive ways.

**MTSS- Multi-Tiered System of Support** is a process that provides intervention and educational support to all students at increasing levels of intensity based on their individual needs. The goal is to intervene to close educational gaps so that students can be successful.

**ODYSSEY OF THE MIND** Odyssey of the mind is the world's largest creative problem-solving competition for children. This non-profit program begins anew each year, when five Long-Term problems are received by schools which have registered with the International Creative Competitions, Inc. office. Odyssey fosters creative thinking and problem-solving skills among participating students from kindergarten through college. Students solve problems in a variety of areas from building mechanical devices such as spring-driven vehicles to giving their own interpretations of literary classics.

Odyssey of the Mind's mission is to foster the development of creative thinking and problem-solving skills. Emphasis is placed on teaching students that great minds do not necessarily think alike- and often march to different drummers; that there are no "right" answers; that creative solutions come from teamwork, cooperation and risk taking. The Odyssey program strives to help young people realize the importance of personal growth and life-long learning. Odyssey of the Mind contends that the quest for knowledge can and should be FUN!

### **SOCIAL WORKER**

The social worker helps to establish the Home-School Connection. 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.

### **SPEECH PATHOLOGIST**

Qualifying students receive speech and/or language assistance through a resource program with a specially trained speech pathologist.

### **TECHNOLOGY**

Morningside is committed to providing our students with the skills and tools necessary to participate in a diverse and evolving world of technology. We envision a use of technology that will result in greater student achievement, staff development, and parental involvement. All students are assigned a laptop.

### **PARENT RESPONSE/HEALTH SCREENINGS**

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

The screenings will include:

- Height and Weight, which will include Body Mass Index (BMI) calculation for grades 1 and 3
- Vision and Hearing Screenings for grades K, 1, and 3

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.

## **ATTENDANCE & TARDY COUNTS IN ST. LUCIE COUNTY!**

School attendance is important. Each parent and guardian of a child within the compulsory attendance age (6-18) is responsible for the child's attendance as required by law. Additionally, it can make the difference between good and poor grades, graduating and not graduating, and achieving your goals. Please carefully read the attendance policies in this brochure for students in St. Lucie County Schools.

- Every absence will be listed as unexcused until the school receives a note within 3 days that has been signed by the parent and contains the following information: student's name, date of absences, reason for the absences, and a daytime telephone number.

- Tardies/early pickups will be excused or unexcused. Excused tardies/early pickups must meet the same criteria as an excused absence and have a parent note. For students in grades K-5, every 5<sup>th</sup> unexcused tardy will convert to an unexcused absence.
- Once a student in grades K-12 has accumulated 3 excused tardies or absences due to leaving school early for medical/dental appointments within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused.
- Students sent home for head lice must be checked before they can be admitted back to class. Students who return to school and still have lice or nits will remain in the clinic/office and will not be counted as “in attendance”.
- Students who have accumulated more than 10 excused or 5 unexcused absences in a semester, must have vacation travel approved by the principal in advance for the absences to be excused.
- Missing the bus is excused if the bus is more than 5 minutes early or more than 15 minutes late.

### **Physician Authorization Requirement**

A note from a physician containing the dates of the absences for which excuse is sought and the reason for the absence is required in the following circumstances:

- Student has accumulated a total of 10 excused or 5 unexcused absences within a semester, subsequent absences of 3 or more consecutive days may not be excused unless documentation is received demonstrating that attendance was impractical or inadvisable on account of sickness or injury, attested to by a written statement of a physician
- Student has accumulated a total of 15 excused absences or 8 unexcused absences within the school year, subsequent absences of 2 or more consecutive days will not be excused unless: (a) the parent has on file with the school a statement from a licensed physician documenting the student’s chronic medical condition and a valid release allowing the school to communicate with the physician, and/or (b) documentation is received demonstrating that attendance was impractical or inadvisable on account of sickness or injury, attested to by a written statement of a physician

### **Students can be withdrawn for non-attendance**

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

### **Students can lose their current or pending driver’s license**

Students with 15 unexcused absences in a 90-day period or who have withdrawn from school with a dropout code will be reported, by law, to the Department of Safety and Motor Vehicles. These students will lose their current or pending driver’s license. Licenses can only be reinstated by attending school for a minimum of 30 consecutive days with no unexcused absences

### **Attendance can affect Temporary Cash Assistance**

Students with an accumulated 15 unexcused absences in a 90-day period or who have withdrawn from school with a dropout code are reported to the Department of Children and Families. These families will not be eligible for Temporary Cash Assistance (TCA) from the Department. In addition, eligible TCA parents must participate in a Parent-Teacher conference once each semester for each dependent child of compulsory attendance age (6-18 years). Parents must make appointments with the school to hold these conferences. TCA can only be reinstated by attending school for a minimum of 30 consecutive days with no unexcused absences.

### **Lack of attendance can result in court action**

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

### **Learn More**

Please read the District Student Progression Plan for more information regarding the Attendance Policies in the Saint Lucie County School District at [www.stlucieschools.org](http://www.stlucieschools.org)

### **What you can do**

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

## Notification to School of Student Absence

Instructions: This page may be copied or used as an example of the written verification of student absence(s) that the parent is required to send to the school for every absence.

**DATE:** \_\_\_\_\_

**My child** \_\_\_\_\_, **Date of Birth** \_\_\_\_\_ **was**  
First Name Last Name

**absent from school on the following date(s)** \_\_\_\_\_  
give month/day/ year for each day the student was absent

**because** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My child saw the doctor.**  **yes**  **no** **If yes, please give the name of the doctor:** \_\_\_\_\_ .  
Doctor's name

**Verification of the doctor's visit is attached.**  **yes**  **no**

**Parent's Signature** \_\_\_\_\_

**Date signed** \_\_\_\_\_

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

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

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (“ED”) –

- (a) Political affiliations or beliefs of the student or student’s parent
- (b) Mental or psychological problems of the student or student’s family
- (c) Sex behavior or attitudes
- (d) Illegal, anti-social, self-incriminating, or demeaning behavior
- (e) Critical appraisals of others with whom respondents have close family relationships
- (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- (g) Religious practices, affiliations, or beliefs of the student or parents; or
- (h) Income, other than as required by law to determine program eligibility.

2. *Receive notice and an opportunity to opt a student out of* –

- (a) Any other protected information survey, regardless of funding
- (b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and
- (c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. *Inspect*, upon request and before administration or use –

- (a) Protected information surveys of students
- (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- (c) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School Board of St. Lucie County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected

information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School Board will directly notify parents of these policies at least annually at the start of each school year and after any substantive change. The School Board will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School Board will make this notification to parents at the beginning of the school year if the Board has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C, 20202-5901