

NORTHPORT K – 8 2020 - 2021 STUDENT/PARENT HANDBOOK



INTRODUCTION

The Northport K-8 School Student and Parent Handbook has been prepared to provide each student and parent with the necessary information concerning policies and procedures for the 2020 - 2021 school year. It is designed to provide basic information; however additional documents will be provided throughout the year as needed. Policies and procedures discussed in this handbook conform to those established by the St. Lucie County School Board and the Master Agreement. The laws and policies of the Federal and State governments and School Board of St. Lucie County will always be the final authority and under which we all work.



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.

St. Lucie County Public Schools Mission, Beliefs, Vision

- 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 essential 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 components 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.
- We exercise flexibility and we encourage innovation in pursuit of our goals.

NORTHPORT K – 8 SCHOOL ADDRESS

250 NW Floresta Drive
Port St. Lucie, FL 34983
Phone: (772) 340 – 4700
Fax: (772) 340 – 4716

NORTHPORT K – 8 MISSION/VISION STATEMENTS

Mission: The mission of Northport K-8 School is to provide all students with a safe and caring school, equipped with the knowledge, skills and desire to succeed.

Vision: Northport K-8 School, in partnership with parents and community, will become a premier center of knowledge that is organized around students and the work provided to them. Our name will be synonymous with the continuous improvement of student achievement and the success of each individual. Our promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for each child, every day. This is the Northport Way!

NORTHPORT K – 8 SCHOOL HOURS OF OPERATION

- **School Hours of Operation:** 9:30 a.m. until 4:00 p.m.
- **Early Dismissal Hours:** 9:30 a.m. until 2:00 p.m.
- **Office Hours:** 8:30 a.m. until 4:30 p.m.
- **Breakfast:** 9:00 a.m. until 9:30 a.m.

NO SUPERVISION IS AVAILABLE PRIOR TO 9:00 A.M
DO NOT DROP-OFF STUDENTS PRIOR TO 9:00 AM

NORTHPORT K – 8 Dress Code 2020 – 2021

Our focus at Northport K – 8 is on student achievement and academic success. Please help us keep our students in their classrooms by sending them in the appropriate clothing described below.

MASKS/FACE COVERINGS:

- At school, masks will be required unless otherwise authorized by staff members when social distancing is not possible
- See the complete Mask Policy

Shirts

- Solid, collared shirts with sleeves
- Northport K-8 School T-shirts/Spirit Shirts may be worn everyday
- No T-shirts over collared shirts

Pants, Shorts, Jeans, Capris Skirts, Skorts, Shorts, Jumpers, and Dresses

- Solid colors (No white or neon colors)
- Must be worn at or above the natural waistline; no sagging
- Hemline must extend beyond the fingertips (shorts, skirts, dresses, jumpers, skorts)
- Dresses must have sleeves; jumpers must be worn with shirt or blouse with sleeves underneath
- Leggings may be worn under skirts and dresses and must be a solid color

Jackets, Sweaters, Sweatshirts

- Should be worn properly and not oversized
- Hoods may not be worn on campus

Shoes

- Must be closed toe with back straps
- All straps and laces must be properly fastened at all times

Jewelry

- Jewelry must be small and discreet and not create a safety hazard or distraction
- Earrings should be no longer than 2" below the ear
- Plain or charm style necklaces
- Nose piercings must be small and discreet studs

The following items are not permitted on campus:

- Clothing or accessories that promote drugs, alcohol, violence, skulls, or other inappropriate symbols/graphics
- Combs, curlers, or other hair grooming items in hair
- Headbands greater than 1" wide, bandanas, sweatbands, or hats. Spiked jewelry or heavy/dog chains (including on clothing)
- Facial piercings other than nose studs
- Items made of spandex, excessively tight, see-through, or fishnet material
- Sweatpants, pajamas, leggings (unless under skirts or dresses), yoga pants, athletic apparel, or house slippers
- Clothes that have holes, rips, or tears
- Belt buckles larger than 2"

Administration reserves the right to determine whether a student's dress is disruptive, unsafe or improper.

St. Lucie Public Schools Mask Policy

Face Masks or Face Coverings:

At school masks will be required unless otherwise authorized by staff members when social distancing is not possible.

Personal face masks must adhere to the following guidelines:

- **Must cover the nose and mouth to maintain effectiveness.**
- Must be secured to minimize the need to adjust frequently.
- **Face coverings shall not contain any controversial or offensive words or graphics. This includes, but is not limited to, words or graphics that promote politics, violence, drugs, alcohol, sex, or other offensive or objectionable behavior or could be disruptive to the school or school facility.**
- Do not need to be medical grade.
- Should be worn prior to entering a building and in shared areas of the building when social distancing is not possible.
- Cloth face coverings should not be worn if they are wet.
- Have a plastic bag to store the mask in when not wearing it. Do not leave the mask lying around.
- Never swap face coverings with someone else. Consider writing initials on masks to identify them.
- Commercially produced or home-made face coverings are acceptable for compliance.
- Face coverings should be made of a solid cloth material or other suitable solid material.
- It may not be made of lace, mesh or other largely porous material. The principal shall have final authority to determine the suitability of any face covering.
- Must be disposed of in waste containers only.
- Face shields are permitted but do not replace wearing a mask. Students can choose to wear both a face shield and a mask.
- Neck gaiters/buffs are no longer allowed to be worn.

How to Remove a Mask or Face Coverings:

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask. Touch only the ear loops. The front of the mask is contaminated.
- Hold both ear loops and gently lift and remove the mask.

Who Wears a Mask or Face Covering?

Masks or face coverings must be worn on all buses. A disposable mask will be provided for a student who forgets their mask or face covering. All students, staff, visitors and vendors will be required to wear a mask or face covering unless an approved exemption applies or social distancing can be maintained.

When Should I Wear My Mask?

- You must wear a mask when on school grounds. You must wear your mask to enter and ride the school bus.
- You must wear your mask when transitioning between classes.
- You must wear your mask at school until a staff member has decided there enough social distance for students to remove the mask for a while.
- Under no circumstances may you leave a disposable mask on the ground or in any other place than a trash can after using the mask or if it breaks.
- You do not have to wear a mask when eating or drinking at breakfast or lunch.
- You do not have to wear a mask when receiving medical care or in a medical emergency.
- You do not have to wear a mask while playing a musical instrument, performing or rehearsing a choral or theatrical performance.
- You still must wear a mask when singing of the National Anthem, school alma maters, or songs performed by students, employees or visitors not engaged in a planned choral or theater class.
- You must wear a mask when staying for extra-curricular activities.

Students who refuse to wear a mask will be removed from class and may be administratively reassigned to an alternative learning environment off-campus.

FLORIDA SENATE BILL 228

Inappropriate Dress

Each student is responsible for displaying respect for self and others through appropriate dress that maintains an orderly learning environment. Each student is prohibited from, while on school grounds during the regular school day, **wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment.** A student who violates this dress policy will be subject to the following progressive disciplinary actions:

- For a first offense, the student shall receive a verbal warning, and the principal shall call the student's parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of up to 5 days, and the principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension for a period not to exceed 3 days, is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the principal shall call the student's parent or guardian and send a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities to the parent or guardian.

Absolutely No visible undergarments (including tank-tops, camisoles, t-shirts, and boxers)

If not listed, the student is out of dress code.

PLEASE BE ADVISED THAT IF A STUDENT IS OUT OF DRESS CODE, THE PARENT WILL BE REQUIRED TO BRING IN A CHANGE OF CLOTHING IN ORDER FOR THE STUDENT TO REMAIN IN THEIR REGULARLY SCHEDULED CLASSES.

WIRELESS COMMUNICATIONS DEVICES/CELL PHONE POLICY

Wireless **Title XLVIII**
K-20 EDUCATION CODE

Chapter 1006
SUPPORT FOR LEARNING

(f) Notice that use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. Each district school board shall adopt rules governing the use of a wireless communications device by a student while the student is on school property or in attendance at a school function.

SLPS CODE OF CONDUCT

Wireless Communications Devices:

A student may possess a wireless communications device while on school property or attending a school function, subject to the following limitations:

(a) The device must not be used while on a school bus and during the school day (from the beginning of classes through final dismissal), unless approval is granted by the Principal to allow use for educational purposes.

(b) During prohibited times, the device may not be displayed, held, used, activated, or manipulated in any way and must be stored in a pocket, pocketbook, backpack, device carrier, or other closed container.

(c) Any disruptive, harassing, or other inappropriate use of a wireless communications device while under the School Board's jurisdiction, shall be cause for disciplinary action under this Code, including confiscation of the device as contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on school property or while attending a school function. Inappropriate use includes, but is not limited to: (1) activation, display, manipulation, or inappropriate storage during prohibited times; (2) texting, phoning, or web browsing during prohibited times; (3) taping conversations, music, or other audio at any time; (4) photography or videography of any kind; and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers, and staff members. The use of a wireless communications device shall be cause for disciplinary action and may result in criminal penalties if the device is used in a criminal act.

WARNING:

School staff members are not responsible for damage, theft, or other loss of any confiscated personal property, including but not limited to confiscated wireless communications devices. Any confiscated personal property not reclaimed by the parent by the end of the school year will be considered abandoned and will be disposed of by the Principal.

Northport K – 8 Cell Phone Policy

Cell Phone (including other electronic devices and earbuds/headphones)

Policy:

- Cell phones and other wireless devices may only be used after school in dismissal zones only (PPU, bus loop).
- Any use of cell phones and other wireless devices during the school day is prohibited.
- Cell phones may only be used in class under the direction and close supervision of the teacher.
- Cell phones and other devices should not be seen or heard in class, hallways, cafeteria, gym, or courtyard or any other location on campus.
- Devices should be turned off and out of sight at all times.
- It is the responsibility of ALL teachers to enforce this policy.

Consequences:

1st offense: Verbal warning and restate the rule

2nd offense: The electronic device will be confiscated. A BIR will be written. Student may pick it up from the front office at the end of the school day.

3rd offense: The electronic device will be confiscated. A BIR will be written. Parents will be contacted. Student may pick it up from the front office at the end of the day.

4th offense: The electronic device will be confiscated. A BIR will be written. Parents will be required to pick it up from the front office.

5th offense: The electronic device will be confiscated. A referral will be written. Student will be issued one day of BIC. Parents will be required to pick up the device from the front office.

* If a student refuses to hand over the device, then a referral may be written.

2020 - 2021 GRADING POLICY K – 2

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

REPORTING CATEGORIES FOR KINDERGARTEN

READING	MATHEMATICS
Reading: Foundational Skills	Counting and Cardinality
Reading: Informational Text	Measurement and Data
Reading: Literature	Operations and Algebraic Thinking
Speaking and Listening	Geometry
Writing	Numbers and Operations in Base 10
Language	

REPORTING CATEGORIES FOR 1st – 2nd GRADE

READING	MATHEMATICS
Reading: Foundational Skills	Numbers and Operations in Base 10
Reading: Informational Text	Measurement and Data
Reading: Literature	Operations and Algebraic Thinking
Speaking and Listening	Geometry
Writing and Language	

2020 - 2021 UNIFORM GRADING POLICY FOR GRADES 3 – 8

Students in grades 3 – 12 will earn letter grades to indicate student progress.

Grades 3 – 5: S = Satisfactory, P = Progress made, N = Not Progressing.

<u>GRADE</u>	<u>PERCENT</u>	<u>GRADE POINT AVERAGE</u>	<u>DEFINITION</u>
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

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

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

CALCULATION OF MIDDLE & HIGH SCHOOL GRADES

1st 9 weeks	= 40%
2nd 9 weeks	= 40%
Semester exam	= 20%
Total First Semester	= 100%
3rd 9 weeks	= 40%
4th 9 weeks	= 40%
Semester exam	= 20%
Total Second Semester	= 100%

Student EOC Requirements

Middle grade students enrolled in Algebra 1/Geometry must pass the Algebra I/ Geometry End of Course Exam (EOC) to earn high school credit. For students with the State EOC, the grading algorithm changes in accordance with F.S. 1008.22:

1st Nine Weeks = 35%	3 rd Nine Weeks = 35%
2nd Nine Weeks = 35%	4 th Nine Weeks = 35%
EOC Exam = 30%	EOC Exam = 30%

If a student is in a single term (1/2 year) course and has two or more F's, the final grade is automatically determined as an "F".

SKYWARD FAMILY ACCESS

Before you can use Family Access you must have a Username and password for your new account. After filling out the [School Family Access form](#), you must go to your child's school to have your account activated by showing a picture I.D. for verification. Parent Portal credentials from previous years will not work. Please call the office for information on how to access the Parent Portal.

PROMOTION

Please see the St. Lucie Public Schools Student Progression Plans located on the St. Lucie Public Schools website:

<https://www.stlucie.k12.fl.us/parents-students/>

PLANNERS

All students in grades 3 – 8 will be given an Individual Planner. Daily/weekly homework assignments, quiz/test dates and projects should be written in the appropriate areas.

Parents should check the planner daily. There is a replacement cost of \$5.00 for any planner lost or damaged beyond use.

HOMEWORK

Homework: May be assigned Monday – Friday in grades 1-8.

- Kindergarten students may be assigned homework when appropriate.
- Grades 1-2: 20-30 minutes of homework each night.
- Grade 3: 30-45 minutes of homework each night.
- Grades 4-5: 45-60 minutes of homework each night.
- Grades 6-8: 60-90 minutes of homework each night.

All students should read every night and discuss what they have read with a parent/guardian.

To help your child develop the best independent study habits, consider the following suggestions for a homework area:

- Create a quiet place in which to work.
- Designate a daily time for homework.
- Have all necessary supplies in the homework area.
- Review the completed assignments.
- Organize and pack books, homework and materials for the following morning.
- Encourage your child to be responsible for his/her work

PROGRESS REPORTS

Progress Reports are sent home in the middle of each nine weeks. Parents can monitor their child's progress through the Skyward Family Access system. Please see the Guidance office to obtain your passwords and codes.

GUIDANCE

The Guidance Office is open to all students, parents and teachers. Guidance Counselors are available to provide academic, personal, social and behavioral counseling for students. Parents are urged to inform counselors of any situation that will affect the academic, social, behavioral or personal success of their child.

Parents may request a meeting to discuss their child's performance and progress. Parents of students in grades K-5 should contact the child's teacher. Parents of students in grades 6-8 should contact the student's team leader. **Every attempt will be made to hold all conferences virtually or by phone.**

Please call the main office to make an appointment with one of our guidance counselors.

VISITORS

Visitors on campus will be strictly limited for the 2020 – 2021 school year. ALL visitors must wear a mask or face covering prior to entering the building All visitors will undergo a temperature screening before being allowed to enter the school campus. For the safety of students, all visitors to the school must report to the office, sign in and receive a Visitor's Pass before proceeding to any part of the campus. **Parents will not be allowed to eat lunch with their child(ren) on campus.**

TARDIES/ABSENCES/SICKNESS

Students arriving after 9:30 a.m. should report with a parent to the attendance office for an admit slip before going to class. Students who arrive in their classroom after 9:30 a.m. will need to show the pass to their teacher to be admitted to class. Repeated tardiness and absences can be referred to the school social worker. **Tardy and absence notes will be accepted via email instead of handwritten notes.** Email Ms. Papsidero at wendy.papsidero@stlucieschools.org

Parents should keep their child home from school if he or she is sick. Students who present with a fever will be isolated away from others until a parent can pick them up.

Students who had a fever must stay home for a minimum of one day. If positive for Covid-19, students must stay home for 14 days.

If a child is seriously ill or injured and a parent can't be reached, 911 Emergency Services may be called with Administrative approval.

Students returning from international travel or impacted regions in the United States will be required to be under precautionary quarantine for 14 days upon return. The use of perfect attendance awards and incentives is discouraged under the current conditions. If attendance drops due to higher rates of school refusal or if attendance becomes optional due to medically fragile students or family members, use school attendance team to determine if a student needs school-employed mental health professionals to check in with students and families.

MySchool Virtual Attendance

For students attending Myschool Virtual, attendance will be taken every period/class for both elementary and middle school students.

RECOMMENDED DAILY HOME SCREENING FOR STUDENTS

Section 1: Please check your child daily for any of the following symptoms that indicate a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others:

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Congestion and runny nose

Section 2: Close Contact/ Potential Exposure

- Had recent contact with a family member or others with a confirmed case of COVID-19
- Has your child traveled to an area of wide-spread transmission?

Parents must notify the school if their child has recently traveled internationally, traveled to an area of high community exposure, or had contact with/potential exposure to someone who has tested positive for COVID-19.

ARRIVAL/DISMISSAL

No students should arrive before 9:00 a.m. There is no supervision of students prior to 9:00 a.m.

- Car Riders: Students are to be dropped off and picked up only in **LOOP C**
- Bicycle Riders: Bicycle racks are provided to lock up student bicycles. Bicycle helmets must be worn while riding to and from school. The school cannot assume responsibility for damaged or stolen bicycles. Students are not allowed to ride bicycles through the campus. All bicycles should be locked up.
- Breakfast begins at 9:00 a.m. Students eating breakfast should pick up their breakfast at one of the carts and report directly to their homeroom classroom.
- Upon arrival, students should report directly to their homeroom classroom if not eating breakfast.
- Dismissal is at 4:00 p.m. (2:00 p.m. on early release days)
- Staff members will be on duty to supervise dismissal procedures

PARENT DROP-OFF/PICK-UP PROCEDURES

Morning

- Parents may begin dropping off students at 9:00 a.m. **in LOOP C only**
- Parents who drop off students after 9:30 a.m. must physically accompany their child into the main office to sign them in for the day. Any student arriving after 9:30 a.m. is tardy.
- Visitors must obtain a visitor's pass from the main office before proceeding to any part of the campus. **Visitors will be limited this school year.**

Afternoon

- Students are dismissed at 4:00 p.m.
- All K-3 students are walked to the Parent Pick-up area and seated on the benches designated for their area. 4th – 8th grade students report to the gym and wait to be called.
- Parents who are picking up their children should pull forward until the traffic stops.
- Full attention should be paid to the traffic and students at all times. **Please, NO CELL PHONE USE IN THE PARENT DROP-OFF/PICK-UP AREA.**
- All drivers need to use patience and courtesy. Your behavior should serve as an example to our students and your children. Friendly smiles are always welcomed.
- Afternoons are always hectic, so bring extra patience.
- All students need to be picked up by 4:20 p.m.
- Students not picked up by 4:20 p.m. will be moved into the main office. Parents will need to park their vehicle in Lot A and come in to sign them out.

PLEASE BE ON TIME TO PICK UP YOUR CHILD. IF AN EMERGENCY ARISES, CONTACT THE MAIN OFFICE IMMEDIATELY AND HAVE ALTERNATE PLANS AVAILABLE TO ENSURE YOUR CHILD GETS HOME SAFELY.

SIGN-OUTS

If a student is to leave school during the day, the attendance clerk will verify the reason for leaving with the parent or guardian. A student can only be released to the parent, legal guardian, or authorized designee listed on the emergency card. **Authorized designees must be 18 years old or older. Identification will be checked before the student will be released. Visitors must wear a mask to enter the building.**

Dismissal, on a regular school day, is at 4:00 p.m. Students are released at 2:00 p.m. on Early Dismissal days; therefore, sign outs will not be authorized after 3:00 p.m. on regular school days and 1:00 p.m. on early dismissal days.

If there is an emergency and you need to change the dismissal arrangements for your child, please contact the office before 3:15 P.M. (1:15 p.m. on early dismissal days). This will allow us time to get the information to the student prior to dismissal.

Students should know how they are getting home each day prior to coming to school.

BUS TRANSPORTATION AND REQUESTS

All students riding a school bus in the mornings and/or afternoons must wear a mask or face covering prior to boarding the bus and the entire time while on the bus.

Transportation is provided for students living two (2) miles or more from school. If a student's behavior creates a safety hazard on the bus, it may become necessary to deprive the student of bus riding privileges for a specified time. Parents will be notified of incidents and asked to encourage proper behavior. **Loss of bus riding privileges does not excuse a student from attending school.**

Please review the St. Lucie County Code of Conduct, *Student Transportation Responsibilities and Safety Rules*, with your child(ren).

In order for your child to ride another bus, we must have the permission of the Transportation Department. Please send a note including your reason for the bus change and a telephone number where you can be reached. Your child will need to bring the note to the guidance office first thing in the morning so that we can call transportation.

- If the request is approved, the note will be initialed by a school administrator and returned to the student before dismissal.
- If the request is denied, the student and parent will be notified using the phone number provided on the note.

NOTES WILL NOT BE APPROVED AT THE BUS LOADING AREA.

IMMUNIZATIONS REQUIREMENTS

Students (including virtual students) may not enter school unless the school clinic has received proof of immunization on a Florida 680 form:

- 5 doses DTP (Diphtheria, Tetanus, Pertussis)
- 4 doses Polio vaccine
- 3 doses Hepatitis B (or 2 dose series)
- 2 doses MMR (Measles, Mumps, Rubella)
- 1 dose Varicella (Grades 2 – 5)

In addition to the above, **incoming 7th graders are required to have completed** the following before entering school: 1 dose Tdap Booster (Tetanus-Diphtheria, pertussis)

MEDICAL INFORMATION AND EMERGENCY CARDS

As a general rule, students should take all needed medication (prescriptions and non-prescriptions) at home. However, we know that there are circumstances under which this may not be possible. Medication **WILL NOT** be administered without the necessary forms on file in the school clinic. A physician's description of anticipated reactions of the student to the medication must also be in the file in the school clinic.

All medicine, prescription and non-prescription must be in the original container and be presented by a parent to the Health Aide for safekeeping and scheduled distribution. Each medicine shall be maintained in the original prescription container, which shall be labeled with the following:

- Name of student
- Name of medication
- Directions for use
- Name of physician
- Name and address of the pharmacy
- Date of prescription

Parents must call to schedule an appointment with the Health Aide to drop off/pick up medication. Visitors must wear a mask or face covering and have their temperature taken.

Students are not permitted to bring any type of prescription or non-prescription medicine, including cough drops, to school. Should it be necessary for a student to have non-prescription medication at school, parents must provide the appropriate forms indicated above, including the physician's signature to the school clinic.

Violation of the stated medicine policy will be subject to disciplinary action at Level 3 or Level 4 of the St. Lucie County Code of Conduct.

It is critical that correct phone numbers and addresses are provided for all contacts.

CAFETERIA – BREAKFAST AND LUNCH

The district meal prices are being evaluated based on USDA guidance. Pricing will be posted on the district website.

Parents must complete the Meal Application located on the district website at:
<https://foodservice.stlucie.k12.fl.us/>

Breakfast:

- Breakfast is available from 9:00 A.M. to 9:30 A.M. daily
- Portable kiosks will be set up in the courtyard and in the Parent Pick-Up area.
- Upon arrival, students will have a choice of prepackaged breakfast items and report to their homeroom class to eat.

Lunch:

- A second cafeteria has been created in order to maximize the opportunity for social distancing.
- Students will eat in their assigned cafeteria during their lunch period. All students will have assigned seats in the cafeterias.
- Students will have a choice between two prepackaged lunch entrees.
- Masks are required to be worn until the student is sitting in their assigned seat. Once finished eating, students are required to put masks back on.
- Students will practice social distancing while going through the serving line. Floor guides will help students maintain proper social distancing.
- Serving lines and tables will be sanitized after each class.
- **Parents are not allowed to eat lunch with their child on campus.**
- Students will not be allowed to share food or utensils during lunch. Please discourage your child from sharing their meals with others.

My School Virtual Students:

Parents will have opportunities to pick up breakfasts and lunches for their virtual student(s).

Cafeteria Rules:

- Comply with all adult directions
- Stay in line and wait your turn
- Remain seated until directed otherwise
- Pick up all garbage and put it in the trash can
- Keep your hands, feet, and objects to yourself

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT (PBIS)

Northport K-8 is proud to be one of the schools in the state of Florida that addresses problem behavior using **Positive Behavioral Interventions and Support** creating a school-wide culture everywhere on campus. Positive Behavioral Interventions & Supports (PBIS) includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions.

Northport K – 8's school-wide SAIL expectations are:

S – Safety First, **A** – Act Responsibly, **I** – I Show Respect, **L** – Listen Well.

The School Board has provided the **Student Code of Conduct for St Lucie Public Schools**. The internet address is: <http://www.stlucie.k12.fl.us/pdf/codeofconduct.pdf>.

A copy will be provided if you are unable to access the internet.

BULLYING AND HARASSMENT

Bullying and harassment prohibited. It is the policy of the St. Lucie County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type.

More information can be found on the district website at:

<http://www.stlucie.k12.fl.us/policies/bullying/>

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA), and corollary state law, Section 1002.22, Fla. Stat., afford parents and students who have attained 18 years of age ("eligible students") certain rights with respect to each student's education records. These rights are:

- (1) The right of privacy with respect to the student's education records.

Personally identifiable records or reports of a student, and any personal information contained in these reports, are confidential. The School District of St. Lucie County will not release the education records of a student without the written consent of the eligible student or the student's parents or guardian, except to the extent FERPA and state law authorizes disclosure without consent.

- (2) The right to inspect and review the student's education records within 30 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (3) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of a student's privacy rights.

Parents or eligible students may ask the School District of St. Lucie County to amend a record that they believe is inaccurate, misleading or otherwise in violation of a student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of a student's privacy rights.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (4) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school, school system, or institution of postsecondary education in which a student seeks or intends to enroll or is already enrolled.

(5) The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

* * *

Other disclosures without prior consent; parents' right to limit:

School administrators may disclose directory information about a student without the consent of either the student or his/her parents(s)/guardian(s) unless, within ten (10) days after enrolling or beginning school, the student or parent/guardian notifies the school in writing that any or all directory information should not be released. Directory information includes the student's name and grade level. A limited release of information is required for participation in student athletics as described on the Parent and Player Agreement, Permission, and Release form.

Military recruiters and institutions of higher education have access to the name, address, and telephone listing of each secondary school student unless, within 10 days of enrolling in or beginning school, the student or the parent notifies the school in writing that such information should not be released without the prior written consent of the parent.

* * *

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 501 N.W. University Drive Port St. Lucie, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

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

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

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

- (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

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA