

# **Student and Parent Policy Handbook**

**2026 - 2027**



## **Grades K-8**

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**About This Handbook**

Please note that this handbook is designed to keep students and parents informed as to policies and procedures followed at Palm Pointe K-8. Please check our monthly parent newsletter, *The Orbiter*, for periodic updates and the most current changes. If you have any questions, please call us at 345-3245. Please also visit our official Palm Pointe website and follow our official Facebook page (Palm Pointe K-8).

**Palm Pointe Mission/School Information**

**MISSION**

The mission of Palm Pointe K-8 is that through engaging, rigorous, and differentiated quality instruction, Palm Pointe commits to a comprehensive, collaborative system of support for ALL students. This ensures that Rockets are fully equipped for their next mission!

**SCHOOL COLORS**

The school colors are Silver, Black, and Carolina Blue.

**MOTTO**

Mission Ready ... That’s the Pointe!

**ST. LUCIE PUBLIC SCHOOLS MISSION STATEMENT**

The mission of St. Lucie Public Schools is to ensure all students graduate from safe and caring schools, equipped with the knowledge, skills, and desire to succeed.

**ST. LUCIE PUBLIC SCHOOLS VISION STATEMENT**

St. Lucie Public Schools, in partnership with parents and community, will become premier centers of knowledge that are organized around students and the work provided to them. Our name will be synonymous with the continuous improvement of student achievement and the success of each individual. Our promise is to move from good to great, focusing on our core business, the creation of challenging, engaging and satisfying work for each child, every day.

## Arrival and Dismissal for Students

Parents/guardians of car riders must stay in their vehicles and continue through the K-1 or Gr. 2-8 car lines.

### 9:15-9:37 am Student drop-off

- Students should arrive on school grounds no earlier than 9:15 am, since no adult supervision is available prior to that time. Students should not exit car prior to 9:15
- Students enrolled in Boys and Girls Club will be permitted to their assigned space prior to 9:15. Parents, please park in a regular, designated parking space and escort your child to the auditeria to sign them in. The safety of our students is our primary concern. Please do not park in the bus loading zone, or the authorized parking area, unless you have an authorized parking pass.
- Students participating in the Fine Arts/sport team before-school activities will be permitted to their assigned space prior to 9:15 with a pass.
- Between 9:15-9:30 am, students will report directly to their classroom hallway or the auditeria for breakfast.
- Students report to classes at 9:30 am.
- Upon arrival after 9:30 am, students will follow traffic pattern signs and walk directly to their homeroom classrooms. Students will not congregate or wait in front of the school or in the hallways, pods, or auditeria.
- Students who plan to eat breakfast will move directly to the auditeria and report to class when finished.

9:37 am Morning announcements will begin

9:40 am Students are tardy. **A parent must escort their child to the front office to sign-in.** Students will receive a tardy pass to be admitted to class.

3:50 pm Teachers display the PikMyKid\* screen and will check for any dismissal changes.

3:57 pm Dismissal begins. Students remain in classroom until notified to be dismissed. Once dismissed, students are to report directly to their appropriate dismissal area. (1:57 pm on Early Dismissal)

- Kindergarten and 1<sup>st</sup> grade car rider siblings are released to the K-1 car line
- First round of students in the 2-8 Car Line are announced by name to be released to the 2-8 car line

3:58-4:14 pm Students who are showing as active, next, and waiting lines on PikMyKid will be released to the car lines. As buses and daycare vans are announced via PikMyKid, students will be released to the bus loading zone. (1:58-2:14 pm on Early Dismissal)

4:03 pm Students who are designated walkers/bike riders\*\* will be released. Students will be tagged to display their walker status. (2:03 pm on Early Dismissal)

4:15 pm All remaining car riders, bus riders, Boys and Girls Club and staff children will be released. (2:15 pm on Early Dismissal)

\*PikMyKid is the dismissal application used by Palm Pointe. It is an expectation for parents/guardians to download and utilize the app. For our car lines, use of the PikMyKid app will notify the school, teacher, and child of the parent's on campus. The PikMyKid car tag must be displayed and visible until the student is picked up. See *Appendix: PikMyKid Guide* for more details about the app and its features.

\*\*Students designated as *walker* must walk off campus to meet their parent/siblings across the street, past the crossing guard. A signed walker agreement must be completed each year. On days when there is inclement weather, a notification will be sent on PikMyKid to notify families of any changes in dismissal. The transportation department notifies the school of those families who live within the 2-mile radius, stating who is eligible to be a walker. Only students who live within a 2-mile radius of Palm Pointe, therefore, do not qualify for a bus, will be designated as walkers. Any student who lives outside of the 2-mile radius must either be picked up in one of the car rider lines, ride a bus/daycare van or attend Boys and Girls Club. Please use the designated public parking located throughout the neighborhood and do not park on side streets.

We must have a written note from the parent/guardian if anyone other than the parent/guardian picks up the child. The person designated to pick up your child must be listed on the emergency contact list. Should the situation arise that they are not listed, the parent/guardian must email the front office a letter stating who is picking up the child with a copy of the parent/guardian's driver's license attached to the email.

If students are going home a different way than usual, students must have a written note from a parent (ex. regular bus rider to Car Rider). Notes must be turned into the front office no later than 10:00 am. Other dismissal changes will be accepted up until 30 minutes prior to dismissal through the PikMyKid app (i.e. 3:30 or 1:30 on early dismissal days).

When students are dismissed from the front office/clinic, all parents/guardians must present government-issued identification at the door, even if they are known by the office staff. Staff will check ID using Skyward and Raptor.

## Attendance

### Student/Parent Notification of Attendance Policy

*Florida State Statute 1003.24. Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of the section; however, criminal prosecution under this chapter may not be brought against the parent until the provisions of s.1003.26 have been complied with.*

- 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 must have a parent note.
- 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.
- A student diagnosed with Autism Spectrum Disorder and who has an appointment, partial day or full day with a health care practitioner to receive generally recognized services such as applied behavioral analysis, speech therapy, and occupational therapy will have the absence excused when the school is provided appropriate documentation (see student progression plan for further information).
- 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, as confirmed by the school.

**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.

**Lack of attendance** can result in court action-As required by law, truancy cases are filed in the Circuit Court in St. Lucie County. A Truancy Petition can be filed when a student has 5 unexcused absences in a calendar month or 10 unexcused absences in a 90-calendar 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, community service and loss of custody. Middle and high school truancy cases may be also referred to CINS/FINS for intervention. You may view your child's records (including attendance) online through Skyward Family Access, which may be activated at your child's school.

Please read the District Student Progression Plan for more information regarding the Attendance Policies in the Saint Lucie County School District at [www.stlucie.k12.fl.us](http://www.stlucie.k12.fl.us) Parents/Students

Please also review the SLPS Attendance Policy 5.40 at <https://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#>

### **Tardy/Absence Notes**

We will continue to accept tardy and absence notes by email and/or paper copy. Please contact your child's teacher or PALM POINTE K-8's attendance clerk at [Christine.Sarlo@stlucieschools.org](mailto:Christine.Sarlo@stlucieschools.org) to report absences and/or tardies. For questions, please call (772) 345-3282.

### **Attendance Requirements from Student Progression Plan:**

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

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

#### **Official Attendance**

Official daily attendance is recorded: at the beginning of the day for elementary; at every period in middle school.

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

Parent is required to be contacted after each unexcused absence or absence which the reason is unknown.

#### Means of Parent Contact

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

#### Required Documentation

- Phone log noting date and time of call, official making call, family member contacted, and outcome of conversation.
- Mail – copy of dated notice or postal service return-receipt.
- Personal Contact – parent's signature on form(s)/letter.

#### Referrals to Student Services

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

#### **Project ROCK**

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

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

## Attendance Codes

C – Clinic

E – Excused

G – Guidance

I – BIC (not an absence)

O – Out of School Suspension

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

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

T – Excused Tardy

U – Unexcused Tardy

1 – Unexcused Tardy

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

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

- Illness of the student
- Major illness in the student's immediate family
- Medical appointment of the student
- Death of family member or friend
- Required court appearance
- Religious holiday of the student's faith
- Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- Major disaster that justifies the absence that has been approved by the principal
- Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester
- Missing the school bus if the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- Other planned absences approved in advance by the principal.
- Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. The principal can excuse vacation travel that exceeds the threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel. **Absences for this reason cannot exceed 5-days annually.** Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein
- Physician Referral for Hospital/Homebound Services absences should be excused from the date the physician's referral for Hospital/Homebound is received. Should the student not be found eligible for Hospital/Homebound services, absences occurring after the determination will be excused or unexcused based on the above policies.
- A student of an active duty military member may be excused from absences related to deployment activities as approved by the Principal.

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

- Truancy
- Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal. Absences for this reason cannot exceed 5 days annually and cannot be excused without advance written approval of the principal. Schools

have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.

- Take Your Son or Daughter to Work Day
- Failure to provide an explanation of the absence to the school within 3 days of the student's return to school. Student Services staff can, after investigation, advise the school to excuse absence documentation received after the expiration of the 3-day period. Physician explanations received after the 3-day period will also authorize the school to excuse the absence(s).
- Failure to provide a Physician's Authorization when required missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late
- Immunization non-compliance
- Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2 days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office/clinic will not be counted as in-attendance and will have the absence unexcused.
- Out of school suspensions

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

**When:** Student has accumulated at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences or absences for which the reasons are unknown, within 90 calendar days

**By Whom:** Teacher or any school staff with knowledge of the student's attendance

**Required Participants:** School Social Worker or contracted caseworker; school attendance officer; parent shall be invited and encouraged to attend in-person or virtually

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

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

- frequent communication between school and family
- mentoring
- counseling
- evaluation for alternative education program
- attendance contracts
- agency referral(s)
- other interventions, including but not limited to a referral for CINS/FINS services

#### **Referral to CINS/FINS (F.S. 984.12)**

When students subject to compulsory attendance do not comply with attempts to enforce school attendance, the parent/guardian, superintendent or designee may refer the case to the case staffing committee pursuant to F.S. 984.12. A Child in Need of Services (CINS) is a child who has been found by the court to be a runaway, habitually truant, or ungovernable. School Staff will work with CINS/FINS staff and provide accurate attendance information according to school board policy.

#### **Habitual Truants (F.S. 1003.27)**

Each public school principal or the principal's designee shall notify the district school board of each minor student under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days. Each designee of the governing body of each private school, and each parent whose child is enrolled in a home education program, may provide the Department of Highway Safety and Motor Vehicles with the legal name, sex, date of birth, and social security number of each minor student under his or her jurisdiction who fails to satisfy relevant attendance requirements and who fails to otherwise satisfy the requirements of s. 322.091. The district school superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s. 322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student, pursuant to the provisions of s. 322.091.

**Homebound/Hospitalized Students** in the Homebound/Hospitalized Program are required to follow the same attendance policies contained herein:

- Parents of students who are confined to the home will provide the homebound teacher with a written explanation of the reason for absence (only needed for absence not related to the medical condition) within three (3) days of the absence.
- The teacher will forward the written explanation to the ESE District Office.
- Parents of students, who are receiving services in the Homebound/Hospitalized Program due to an intermittent illness, will provide written explanation of the reason for absence (only needed for absence not related to the medical condition) directly to the school of enrollment.

#### **Tardy and Early Pick Up**

Students are expected to attend school daily and to be on time. Poor attendance, persistent tardiness, or leaving early will hinder their school progress. Students in grades K-5 who are picked up from school prior to the end of the school day will be marked tardy; students in grades 6-8 who are picked up or leave school prior to the end of the day are absent for any classes missed. The tardy/absence will be excused if the parent provides written documentation that the need to leave school was for the same reason(s) that an absence from school would be excused. Students will not be released for early pick-up after 3:30 pm, or 1:30 pm on an early release day.

For all students in grades K -8, once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons 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. The school principal or designee can approve an early pick-up or release beyond these limits after taking into consideration the reason as well as the student's attendance history, both daily and by period, and the number of early releases.

#### **Attendance and Behavior Requirements for Extracurricular Activities**

Attendance and participation at sporting events, assemblies, performances, extracurricular activities, social functions, and any school event are privileges which require attendance at school for at least half of the school day of the event. If your child is home due to illness, he/she will not be permitted to attend any school-based function during or after school. Regular and timely attendance to class is necessary for good academic performance and to meet state statutory requirements for attendance. Repeated misbehavior and/or referrals may prevent your child from participating in extracurricular activities (e.g. intramural sports, clubs, etc.). Teachers will notify parents when there is a concern. Final decisions will be made by administration.

#### **Balloons and Flowers**

Students may not have these items on campus. A parent may bring flowers to a ceremony (not balloons), but they must go home with the parent upon conclusion of the ceremony and not remain in the student's possession. If these items are brought on campus, they will be held in the front office until the end of the school day.

#### **Before/After School Programs**

Palm Pointe's before- and after-school care program is provided by Boys and Girls Club. The hours of operation are 7:00 am – 6:00 pm. The playground and covered PE area are leased by the Club. Students who are not registered are not permitted to use these areas during their hours of operation. The telephone number for the Club is (772) 398-0291 (main number) or (772) 675 5003 (PALM POINTE K-8 site). The office is located in the auditeria.

Students enrolled in Boys and Girls Club will be permitted into the auditeria prior to 9:15 am. Parents, please park in a designated parking space and escort your child to the auditeria to sign them in. The safety of our students is our primary concern. Students participating in the Fine Arts/sport team before-school activities will be permitted into their designated space prior to 9:15 am with a pass. Students participating in before-school tutoring should report to the designated location at their designated time. Students participating in teacher-directed after-school clubs, intramural sports, tutoring programs, etc. must report to their assigned location when notified to do so at dismissal time. **Pick-up for students enrolled in Boys and Girls Club will not begin until after 4:15 pm; please do not park in the Authorized Parking Area adjacent to the auditeria or the Bus Loading Zone, as these spots are intentionally reserved for others.**

## **Bicycles/Skateboards**

Students who ride bicycles to school are responsible for parking them in the bike rack. All bicycles should be securely locked. Palm Pointe takes no responsibility for damaged or stolen bicycles or skateboards. Students are not to loiter in the bike rack area, in front of the school, or on the sidewalks. In the morning, students should report directly to their homeroom classroom hallway or to the auditeria, if they plan to eat breakfast. In the afternoon, students must not linger and must leave campus immediately. Students **MUST** walk their bikes and skateboards on/off campus. Students are not permitted to ride bicycles on the school grounds, bus loading areas, or in the parent pick-up area. Students are reminded when riding a bicycle, the law requires riders to wear a helmet at all times. Students who bring their skateboards to school should secure their skateboard in the front office. Skateboards may be picked up at the end of the school day.

## **Bullying and Harassment School Board Policy - See Discipline**

## **Bus Transportation**

Students may use bus transportation if they live two or more miles from school. Students must abide by the rules of common courtesy and vehicular safety at all times. Students may not eat, drink, smoke or use tobacco products on the school bus. Students may not bring any items on the school buses that are not allowed on school grounds. All students are under the authority of the driver while being transported and must obey his/her requests. Upon arriving at school, students must move directly from the bus loop to their homeroom classroom hallway, or the auditeria if they will be eating breakfast. At dismissal, students will wait in their classrooms until notified that they may proceed to the bus loading zone/auditeria (by PikMyKid and announcements). Students may not congregate in the hallways or sidewalks and must report directly to their bus. Students are to only ride the bus to which they are assigned. Plans to ride a different bus home must be made in advance through the school and the student will be issued a bus pass, in order to ride another bus. Students must provide a signed note from home which will be verified by the school that morning. Students who fail to abide by bus rules may be suspended from the bus.

## **Candy, Gum, and Beverages**

Gum is NOT allowed at school. Candy is allowed **only** as part of a packed school lunch but is discouraged. Glass bottles are NOT permitted in school lunches. Food is not permitted to be eaten anywhere other than the lunchroom (even if it is given to the student by a staff member). Students are not permitted to have open beverages (e.g. soda, fountain drinks, coffee beverages, shakes, etc.). Parents/guardians may bring the above-mentioned opened beverages for students only when eating lunch with their child. Students are only permitted to bring water in bottles which are 30 ounces or smaller, and the bottle must close completely with no exposed straw to prevent spillage/leakage. The water bottle should fit in a backpack, if possible. Water bottles may be refilled at the water fountains and students should ask permission to do so.

## **Cellular Phones and Electronic Devices**

In accordance with new legislation recently signed into law, **students may not use their cell phones or any wireless communication devices (WCD) at school throughout the entire school day** including during lunch or class changes.

### **Allowable Exceptions:**

Students may only use their cell phone or wireless communication device during the school day for the following reasons:

1. If authorized by a school administrator in the front office or clinic
2. If a physician licensed under Chapter 458 or Chapter 459 has certified in writing that it is necessary based on clinical reasoning or evidence or,

In accordance with:

3. The student's Individual Education Plan or,
4. The students 504 Plan under section 504 of the Rehabilitation Act of 1973.

As stated in the Code of Conduct “Examples of a WCD include but are not limited to cellphones, smartwatches, tablets, smart glasses and/or web-enabled devices.” Please see the student Code of Conduct for additional information related to violating this policy.

All wireless communication devices should be “Off and Away”. If any wireless communication device is brought to school and stolen, the school will not investigate. Please also turn all wireless communication devices to silent while at school events or during performances.

Additionally, wireless ear buds and accessories are NOT permitted at any time on campus. **This begins from when a student arrives on campus until they leave, including dismissal time.**

## **Ceremonies**

We enjoy recognizing your child during ceremonies at school (e.g. Citizen of the Month, Honor Roll, 8<sup>th</sup> grade Celebration, etc.). To keep our campus safe, for all ceremonies we will have you pre-register each of your attendees with their first and last name, along with their date of birth in order to create a security badge from our Raptor System. To obtain the badge, attendees will need to present his/her government-issued identification the day of the ceremony. If a parent/guardian would like a Palm Pointe sibling to attend the ceremony they must sign them out in the Front Office, and after the ceremony, back in at the Front Office. For graduation ceremonies, every person needs a ticket, including children/siblings.

## **Class Parties**

Only two classroom parties are permitted each year for students. Parties will not last for more than one hour. No individual child’s birthday will be celebrated with a classroom party. Parents are permitted to send in peanut-free, store-packaged treats, with a visible ingredient list, for their child’s classroom only. When sending treats, only items which do not need to be cut or poured will be allowed.

## **Clinic**

Clinic visits will be reserved for essential purposes only - first aid, general sickness, and/or medication. Students who become ill or need first aid will be sent to the clinic. You will be notified with a phone call if your child is sent to the clinic and the situation requires your immediate attention.

Written parental consent, authorized by a physician, must be provided if you wish the clinic to dispense medication. **ALL** medications are to be kept in the clinic. This includes prescription and non-prescription medications. No medication, prescription or nonprescription (i.e. Tylenol, Chapstick, aspirin, or cough drops), can be given at school without a written Physician Authorization Medication form (PA Form) filled out completely and correctly by the physician and signed by the physician. Medication should be brought to school by the parent and **MUST** be in the original container as dispensed by the pharmacist and labeled to match the physician’s orders. **Students are not allowed to have any medication in their possession.** It is the student’s responsibility to come to the clinic to take the medication. The clinic employee is not responsible for reminding students to take medication.

Per SLPS guidelines, students who present with a fever or flu-like symptoms, parents will be contacted and advised to pick up the child from school as quickly as possible. **Any student with a fever must stay home for a minimum of 24 hours after the time they are diagnosed with a fever.** Students should be fever-free without the use of fever reducing medications (i.e. Tylenol, Motrin, etc.).

If your child is home due to illness, he/she will not be permitted to attend any school-based function before, during, or after school.

## Code of Student Conduct – See Discipline

### Communication

Communication between school and home is essential to the success of every child and the school. Parents can view their child's progress through Skyward. You must sign up for school family access. The form is located at <http://www.stlucie.k12.fl.us/pdf/school-family-access-form.pdf>. A copy of your current ID must accompany the form, and both should be turned into the front office. If requested, a paper copy may be sent home.

To improve communication between school and home:

1. Ongoing communication will be on the official Palm Pointe K-8 Facebook page and Palm Pointe K-8 website. Additionally, schoolwide messages are often shared via email and phone call.
2. Each week, teachers will send a common grade level newsletter/email to their homeroom students' families. It will detail the instructional focus for each subject area, as well as homework, assessment information, and important upcoming events.
3. Each Wednesday, graded work and school/grade level flyers will be sent home. Parents/guardians are expected to review the items and keep the contents at home unless a signature/response is required. All parents/guardians should regularly review posted grades in Skyward and contact the teacher via email with any questions or concerns.
4. Teachers will contact parents if a student is at risk of failing at any time during the school year. Teachers must maintain documentation of each time the parent is contacted.

Teachers frequently communicate information to parents concerning school assignments, upcoming activities, and student progress. Parents should discuss the importance of teacher communication with their children and develop a system to ensure that all notes, flyers, etc. reach home and school in a timely manner. All students in grades K-8 are required to purchase a *Student Planner*. Teachers may direct students to use the planners in different ways, but they have been found to be highly effective in assisting students to develop good organizational skills.

To become updated on daily events at Palm Pointe, please follow our official Facebook page (Palm Pointe K-8). School Messenger is a phone/email notification service that quickly delivers large volumes of messages, including those for early dismissal, upcoming events, fundraisers, and late school buses. Our monthly Orbiter and calendar will be sent home and will be posted on the PALM POINTE K-8 website and official Facebook page. For the 2026-2027 SLPS Calendar, please visit: <https://www.stlucieschools.org>.

Parents are requested to notify school personnel in the following sequence if there are concerns:

- 1<sup>st</sup> The Classroom Teacher:** Classroom teachers are the first line of communication. If parents have concerns regarding their child's academic performance, behavior, or social interaction with the teacher or students, they need to first have a conversation with the teacher. Parents may call and leave a message for the teacher to return a call, send a written request to set up a conference, or email a teacher with a conference request. Conferences will be in person or virtual, by appointment only. Teachers will respond within 24 hours during the work week, Monday through Friday.
- 2<sup>nd</sup> School Counselor/Dean:** Following conversations with the classroom teacher in matters of student behavior and academics, parents may request an in person or virtual meeting with the appropriate school counselor. School counselors will be able to work with the teachers, the dean, and parents to give suggestions to help your child be successful.
- 3<sup>rd</sup> Assistant Principal:** Following conversations with the school counselors or dean in matters of student behavior and academics, parents may request a conference with the assistant principal to further discuss an issue. The assistant principal will usually meet with the teacher and any other necessary personnel who may be directly involved with the child's situation prior to making the conference arrangements with the parent.

**4<sup>th</sup> The Principal:** Following conversations with the classroom teacher, school counselor/dean, and assistant principal in matters of student behavior and academics, parents may request a conference with the principal to further discuss an issue. The principal will usually meet with the teacher and any other necessary personnel who may be directly involved with the child's situation prior to making the conference arrangements with the parent. Parents must first contact the assistant principal regarding all other school-related issues. It may be that the assistant principal will refer the individual to the principal, teacher, school counselor, or other appropriate contact for additional information.

Please know we follow this chain of command in most instances. **If you need to speak/meet with the principal, arrangements will be made for all families through the school secretary.**

### **Conferences – Parent/Teacher**

Parent and teacher communication are an important part of the school year. Teachers are encouraged to have a minimum of one conference with all parents during the school year. Conferences will be in person or virtual. All conferences need to be scheduled through the teacher or school counselor. The outline for a conference will typically include: the purpose, goals, strengths, areas for growth/concern, and follow-up. Contacting the teacher may be through phone message at the front office or email contact. The school counselor is also available by appointment for group conferences as needed. Contact the school counselor to schedule conferences when more than one teacher is involved. If you need to cancel an appointment, please call the school office as soon as possible.

### **Discipline**

Palm Pointe K-8 supports the belief that school should be a place where teachers can teach, and students can learn. Maintaining an optimum environment for learning is dependent upon everyone in the school community. The intent of the Code of Conduct is to provide students with the greatest amount of freedom possible while commensurate with an effective teaching-learning environment. The Student Code of Conduct is prescribed in Section 1006.07, Florida Statutes and may be supplemented or supplanted by the policies and regulations of SLPS.

#### **Student Code of Conduct**

The School District's mission is to ensure all students graduate from safe and caring schools equipped with knowledge, skills and the desire to succeed. The Code of Student Conduct describes for students, parents, teachers and administrators conduct that violates expected student behavior and lists the potential consequences for those offenses. It also sets out the procedures that will be followed for student discipline. Each student, parent, teacher, and administrator are expected to have a basic understanding of the Code of Student Conduct.

The Code of Student Conduct adopted by the School Board of St. Lucie County applies to students when the student is waiting for School District transportation at a designated stop, being transported to and from school on School District transportation, at school, or participating in a school-sponsored activity no matter where the activity is occurring. In addition, the student may be subject to the Code of Student Conduct for off-campus activities, regardless of the time or place where the conduct occurs, if the student's conduct is found to have a detrimental effect on the health, safety, and welfare of other students while at school.

The ***Student Code of Conduct*** and ***Student Handbook*** will be reviewed by teachers during the first week of school. The Student Code of Conduct is available for all students on the SLPS website at:

<http://www.stlucie.k12.fl.us/departments/student-services/>

**Parents and students are responsible for reading and understanding the contents of the Student Code of Conduct. Contact the dean's department with any questions. Please note: All discipline rules will apply during After-School Programs' hours of operation. Please refer to the St Lucie Code of Conduct for additional information.**

### **Discipline Management Plan K-8**

#### **School-Wide Positive Behavior Support Expectations**

Take Responsibility  
Engage in your Learning  
Act Respectfully  
Make Safe Choices

Hallway, Classroom and Auditoria rules align to these expectations. Students are expected to:

| <u>Hallway Rules</u>                                                                                                                             | <u>Classroom/Extended Learning Areas Rules</u>                                                                            | <u>Auditoria Rules</u>                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Go directly to your destination.<br>Walk in a single, straight, silent lines.<br>Keep hands, feet and objects to yourself.<br>Stay to the right. | Have materials ready and use them as intended.<br>Participate in activities.<br>Keep hands, feet and objects to yourself. | Speak at a Level 2 volume.<br>Throw away your trash.<br>Respond to High Five.<br>Raise your hand for help.<br>Keep hands, feet and objects to yourself. |

**All adults on campus are actively supervising students to make sure they are following these expectations.**

#### Student Behavior Expectations and Disciplinary Procedures

Students are directly taught specific expectations that will be followed throughout the entire campus. These expectations align with our single school culture. All staff members have the same expectations for every student. Through the Positive Behavior Intervention System (PBIS) students are rewarded for following expectations. It is with consistency and follow through in the use of this system that we will continue to decrease the number of discipline referrals and classroom disruptions thus increasing instructional time.

#### Classroom-Managed Behaviors and Behavioral Incident Reporting

Teachers are responsible for creating a classroom management plan, utilizing CHAMPS, at the start of the school year. Classroom managed behaviors are those behaviors which are handled specifically by the classroom teacher in conjunction with the classroom management system.

The classroom management system outlines the rules, expectations for appropriate behavior, rewards, and consequences. They are consistent with school-wide behavioral expectations and applicable across all settings.

Classroom managed behaviors involve opportunities for teachable moments and minimizing interruptions to instruction. Teachers monitor classroom managed behaviors and determine if a pattern of behavior exists that may warrant more intervention or the need to be addressed by the school's problem-solving team. These repeated classroom managed behaviors are referred to as the Behavior Intervention Referral System or BIRS. BIRS are used to track repeated classroom-managed behaviors and are not attached to a consequence.

For classroom-managed behaviors, teachers will utilize the Student Code of Conduct suggested interventions. If these interventions have not proven effective, the teacher will follow the behavior tracking process.

1<sup>st</sup> Offense – Parent Contact

2<sup>nd</sup> Offense – Parent Contact and Lunch Detention

3<sup>rd</sup> Offense – Parent Contact and Referral

#### Level 1 Offenses – Written Referral - Office Managed

Level 1 offenses are acts of misconduct which interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation.

The misconduct will be handled and documented first by the teacher or staff member involved. When additional action becomes necessary because of continued violation or other serious concerns, the student will be referred to the dean for disciplinary action.

#### Level 2 Offenses – Written Referral - Office Managed

Level 2 offenses may include minor acts of misconduct previously identified and are more serious than a Level 1 offense. It may also include repeated acts of misconduct and acts directed against persons or property, but which do not seriously endanger the health and safety of others. This misconduct will be reported to the dean's office for disciplinary action. The consequences for the referral (in accordance with the code of conduct) may be, but are not limited to: loss of privilege, referral to problem-solving team, lunch detention, in school suspension (ISS)/Behavior Intervention Classroom (BIC) in increments of time based on the offense and out of school suspension (OSS).

#### Level 3 Offenses –Written Referral – Office Managed

Level 3 offenses include but are not limited to: repeated acts of misconduct, serious disruptions of the orderly conduct of school, threats to the health, safety and property of self or others and other acts of serious misconduct. These acts of misconduct will be reported immediately to the dean's office and may result in immediate removal of the student from school and in case of criminal act, notification of Law Enforcement or School Board Security. Consequences may include but are not limited to: mandatory parent conference, confiscation of unauthorized materials/objects/contraband, in school suspension (ISS) in increments of time based on the offense, out of school suspension (OSS), or possible recommendation of expulsion.

#### Level 4 Offenses – Written Referral – Office Managed

Level 4 offenses are those of the most serious category. Any of these acts committed shall be sufficient grounds for recommendation for expulsion and may result in out of school suspension of up to 10 days with the recommendation for expulsion. These offenses will be reported immediately to the dean's office and may result in immediate removal of the student from school and referral to appropriate law enforcement agency. Consequences may include but are not limited to: mandatory parent conference with administrator or district employee, confiscation of unauthorized materials/objects/contraband, behavior intervention plan, or out of school suspension (OSS) for up to 10 days with recommendation for expulsion.

Deans determine the consequences for office managed referrals. When deciding disciplinary action, school personnel shall consider all relevant factors including the student's age, developmental level, possible exceptionality, previous conduct, and severity of the offense. The interventions and corrective strategies listed, included in all levels of the Code of Student Conduct, are behaviorally sound, practical interventions. The Principal has the authority to apply the most appropriate disciplinary response to any Code of Student Conduct violation.

#### Search and Seizure – Section 1006.09(9) Florida Statute

The school principal, assistant principal, and deans reserve the right to search any school property (e.g. desks, storage areas) for suspected contraband (e.g. drugs, weapons, etc.). Students' clothing, persons, and property may be searched when reasonable suspicion or evidence exists.

There is **Zero Tolerance** for major disruptions, such as fighting in public areas, possession of drugs or other illegal substances, bullying or assault and/or battery of a student or staff member.

#### Bullying and Harassment SLPS Policy (3.43) Completion of Investigations and SLPS Policy (3.43) Against Bullying and Harassment

##### a. Statement prohibiting bullying and harassment:

It is the policy of the Saint Lucie Public Schools 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. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Additional Information regarding Bullying/Harassment and reporting Bullying/Harassment can be found at:

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

##### b. Definition of bullying and a definition of harassment:

Bullying means systematically (carried out with a system, method or plan) and chronically (continuing for a long period of time) inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing
- Social Exclusion
- Threat
- Intimidation
- Stalking
- Cyber-stalking
- Cyber-bullying
- Physical violence
- Theft
- Sexual, religious, gender, ethnic or racial harassment
- Harassment of any kind involving sexual orientation, socio-economic status or family background
- Public humiliation
- Destruction of property
- Rumor or spreading of falsehoods

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of a school

**Bullying and harassment** also encompass:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - Incitement or coercion
  - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
  - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

**Cyber-stalking** as defined in s. 784.048(1)(d), F.S., as a means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**Cyber-bullying** is defined as the willful and repeated harassment and intimidation of another person or persons through the use of digital technologies, including but not limited to email, blogs, social websites (Facebook, Tik Tok, Snapchat, Instagram, etc.), chat rooms, instant messaging, text messaging, digital pictures or images, cellular telephone communications and defamatory websites, regardless of whether such acts are committed on or off school property and with or without school resources. For off-campus conduct, the school will be responsive in cases where the off-campus

conduct causes, or threatens to cause, a substantial disruption at school or interference with the rights of students to be safe and secure.

Please refer to the Student Code of Conduct for additional information regarding bullying.

**The administration refers suspected illegal violations to the School Resource Deputy who will make a determination as to whether or not the citation is a crime. Students who participate in criminal activities or repeated major disruptive behavior will be recommended for expulsion by the administration.**

Copies of referrals are sent home within 24 hours of action taken. Students receiving in-school suspension will spend time in the Behavior Intervention Classroom (BIC). During BIC, students are given behavior counseling, as well as schoolwork, as are students who attend Project Rock during an out of school suspension. Consequences for behavior infractions may include lunch detention, BIC assignment, or out of school suspension.

## **Dress Code**

Teachers will notify the dean's department each morning of the dress code violations for their class via email. If the dress code violation can be corrected, the student will be asked to comply with the school dress code policy (e.g. take off hood). However, repeated non-compliance of this sort could result in disciplinary action (e.g. binder entry, referral, etc.).

### **Disciplinary Action for Violation of Dress Code Policy:**

| Violation Number | Consequence*                                                                                                                                               |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup>  | Verbal Warning; Correct the violation (Homeroom/Classroom Teacher - Classroom Managed)<br><b>**Uncorrectable violation should be sent to Deans Dept.**</b> |
| 2 <sup>nd</sup>  | Verbal Warning; Parent Phone Contact (Dean's Clerk – Office Managed)<br><b>**Uncorrectable violation should be sent to Deans Dept.**</b>                   |
| 3 <sup>rd</sup>  | Written Warning; Parent Phone Contact (Dean's Clerk – Office Managed)<br><b>**Uncorrectable violation should be sent to Deans Dept.**</b>                  |
| 4 <sup>th</sup>  | Parent Phone Contact; Referral/Consequence (Dean's Clerk - Office Managed)<br><b>**Uncorrectable violation should be sent to Deans Dept.**</b>             |

\*Students may be asked by the Dean's Department to call home for a change of clothes.

## 2026-2027 Palm Pointe K-8 Dress Code (6/29/26)

Our dress code is established to ensure a safe, respectful, and distraction-free learning environment that promotes academic focus and achievement. Adherence to the dress code reflects our commitment to maintaining a culture of excellence and high expectations for all students. School administration retains the authority to make final decisions on all dress code matters. The dress code is strictly enforced and applies to all students in grades K-8.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Permitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Not Permitted                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Shirts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Collared shirts with sleeves</li> <li>Solid colors of blue, white/cream, gray or black</li> <li>Approved school logos or brand name logos smaller than child's hand</li> <li>Spirit shirts on the last day of the school week</li> </ul> <p>*Must fit tidily so the shirt falls below waistline, but is no longer than the top of the thigh</p> <p>*Undershirts worn must be the same approved solid colors</p>                                                                       | <ul style="list-style-type: none"> <li>More than the top 2 buttons unbuttoned</li> <li>Tight-fitting</li> <li>Revealing (e.g. shows mid-section when hands are raised)</li> <li>Sleeveless/off-the-shoulder</li> <li>Collarless</li> <li>Striped</li> <li>Frayed or with holes</li> </ul> <p>*Shirts that are too long must be tucked in</p>                                                              |
| <b>Cardigans, Sweatshirts, Sweaters</b><br>(these items are not considered outerwear that falls under the cold weather clause stated below)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Solid colors of blue, white/cream, khaki/tan, gray or black</li> <li>Approved school logos or brand name logos smaller than child's hand</li> </ul> <p>*Uniform shirts must be worn underneath</p>                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Hoods worn on the head on campus</li> <li>Ponchos, capes, trench coats, shawls</li> <li>Items worn inside out</li> <li>Striped (of any kind)</li> <li>More than one logo</li> </ul>                                                                                                                                                                                |
| <b>Jumpers &amp; Dresses</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Uniform-styled</li> <li>Solid colors of blue, white/cream, khaki/tan, gray, black or #76 plaid</li> <li>Extend to mid-thigh or longer</li> <li>Appropriate fit (not too tight or loose)</li> </ul> <p>*Uniform shirts must be worn underneath jumpers</p> <p>*Dresses that follow all guidelines above with sleeves can be worn with or without a collar</p>                                                                                                                          | <ul style="list-style-type: none"> <li>Frayed, torn, or with holes</li> </ul>                                                                                                                                                                                                                                                                                                                             |
| <b>Bottoms</b><br>(pants, shorts, skorts, skirts, capris; including jeans)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Uniform-styled</li> <li>Solid colors of blue, white/cream, khaki/tan, gray, black or #76 plaid</li> <li>Extend to mid-thigh or longer</li> <li>Pocket logo/design smaller than a child's hand</li> <li>Fastened above the hip bone</li> <li>Appropriate fit (not too tight or loose)</li> </ul> <p>*If these clothing items are too big at the waist or fall below the waist, a belt must be worn through the belt loops (belt buckles must be smaller than 2 inches by 2 inches)</p> | <ul style="list-style-type: none"> <li>Frayed, torn, or with holes</li> <li>Spandex, nylon, Lycra or jersey fabric</li> <li>Leggings/tights (unless worn under appropriate length dress/skirt in same solid colors permitted for those items)</li> <li>Jeggings</li> <li>Athletic wear (e.g. gym shorts)</li> <li>Sweatpants</li> <li>Pajama bottoms</li> <li>Visible display of undergarments</li> </ul> |
| <b>Shoes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Closed toe with a back covering the entire heel</li> <li>Matching pair</li> <li>Laces tied</li> <li>Heels no higher than 1 inch</li> </ul>                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Wheels on shoes</li> <li>Clogs</li> <li>Sandals/flip-flops</li> <li>Jellies</li> <li>Crocs</li> <li>Cleats</li> <li>Slipper-style soft-soled shoes (e.g. UGGs)</li> <li>Walking shoes with individual toes</li> </ul>                                                                                                                                              |
| <b>Jewelry, Accessories, Protective Face Coverings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Earrings &amp; studs worn in the ears only</li> <li>Earrings/pendants less than 2 inches</li> <li>Non-distracting headbands</li> <li>School-appropriate protective face coverings (in any color/print)</li> </ul> <p>*Sunglasses may be worn outside only</p>                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Excessive jewelry</li> <li>Piercings other than ears</li> <li>Sweat wristbands</li> <li>Inappropriate/derogatory/offensive wording/images</li> <li>Grills/removable caps on teeth</li> <li>Kerchiefs, caps, hats, bandanas, doo-rags</li> <li>Curlers</li> <li>Combs/hair accessories that resemble weapons</li> <li>Visible tattoos</li> </ul>                    |
| <b>Hair &amp; Eyebrows</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Natural color</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Unnatural or highly contrasting colors</li> <li>Spray painting</li> <li>Mohawks/Faux hawks</li> <li>Images/writing through the shaving of head/eyebrow</li> </ul>                                                                                                                                                                                                  |
| <b>Book Bags</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Any color</li> <li>With/without wheels</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Inappropriate wording/obscene images/writing (including skulls, drug, or alcohol-related)</li> </ul>                                                                                                                                                                                                                                                               |
| <b>Cold Weather Clause:</b> Should the temperature drop below 50 degrees, students are permitted to wear winter jackets/outerwear of any color, but only when outside the school buildings; when inside the buildings, the dress code must be followed, and the jacket must be taken off.                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Non-Dress Code Days:</b> Occasionally, there will be days when students will be allowed to wear non-dress code clothing. Information regarding Non-Dress Code Days will be shared prior to the designated day. Students who participate in the Non-Dress Code Days must follow the guidelines for the designated day which will be indicated on the advertised flyer. Students who do not follow the guidelines for the designated day will be considered out of dress code. When there is a designated theme, students must follow the theme or stay in dress code. Students must be in dress code if they do not want to participate. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                           |

### Non-Dress Code Days

Occasionally there will be days when students will be allowed to wear non-dress code clothing. When these days occur, the general guidelines are:

- Clothing must be free from holes, inappropriate graphics or wording; cannot be too short, see-through; no shirts without sleeves, no tank tops, and no cleavage or stomach showing; pajama-type clothing, dyed hair, and tight-fitting wear (i.e. Leggings) will not be allowed; shoes must be closed at the heels and toes.
- At times, students may be invited to wear a specific colored or themed shirt; in these cases, sleeved shirts must be worn with dress code-appropriate bottoms.
- For pre-purchase lanyard days, students must purchase a lanyard online through SchoolPay <https://schoolpay.com/link/2627spirit> to be able to participate in these specific non-dress code days.
- Some days are designated as “non-dress code” days, students should follow the guidelines outlined for “non-dress code” days above.
- On designated theme days you must be in the specific theme of the day (e.g. Twin Day: you must dress like at least one other person); this is NOT a non-dress code day. If students do not dress in the designated theme they must be in dress code (whether they have a lanyard or not)

### **Drop-off/Pick-up**

We appreciate your cooperation in helping to create safe, effective drop-off/pick-up zones. The K-1 and 2-8 car rider zones are for drop-off and pick-up only; do not park your car or leave your car unattended in these areas throughout the day. The safety of our students is of the utmost importance throughout the day. Dropping off or picking up students in the middle of the street is illegal. There are only two designated drop-off/pick-up areas for Palm Pointe: kindergarten and first grade students on West Park and second-eighth grade students on Academic Way. Parents/guardians of car riders must stay in their vehicles and continue through the K-1 or Gr. 2-8 car lines. Use of the PikMyKid app will notify the school, teacher, and child of the parent’s arrival on campus. Picking up and dropping off at other areas around school campus (e.g. the bus loading zone) is not permitted. Parents/guardians are not permitted on school grounds during dismissal unless reporting to the front office. Please see ***Arrival and Dismissal for Students*** for more details.

### **Early Release**

Students will not be released to individuals other than parents or legal guardians unless the identity and authority of the person has been established by notification from the parent or guardian in writing and the name is included on the official emergency contact list. The release request shall be denied if proper identification is not provided or if the person picking up the child is not on the emergency contact list. Should the situation arise that they are not listed, the parent/guardian must email the front office a letter stating who is picking up the child with a copy of the parent/guardian’s driver’s license attached to the email. When a student is leaving school before the regular dismissal time, a note must be emailed to the classroom teacher. Teachers will forward all such requests to the main office no later than 10:00 am for verification before the child is released.

Students must be released and signed out through the front office. When students are dismissed from the front office/clinic, all parents/guardians must present government-issued identification outside the entry door (by camera), even if they are known by the office staff. Staff will check ID using Skyward and Raptor. Parents/guardians will sign the child out on the provided sheet. If the student returns before the end of the school day, he/she must report to the office to “sign in” and get an *Admission Slip* to return to class. Dismissal changes will only be accepted up until 30 minutes prior to dismissal through the PikMyKid app (i.e. 3:30 or 1:30 on early dismissal days), as later changes interfere with the general dismissal procedures and compromise school safety and security measures. Students may **not** change their dismissal method without a written note from a parent/guardian.

### **Emergency Card**

The emergency card should be updated each year and whenever a detail included on it changes. The enrolling parent is the only parent who can complete the emergency card and may add emergency contacts. However, the non-enrolling parent may add his/her name and one additional contact to the emergency contact list, so long as his/her parental rights have not been restricted or revoked and he/she resides within St. Lucie, Martin, Indian River, or Okeechobee Counties.

They must do so in person or via email sent to the school's data specialist, with a copy of their photo identification attached to the email. Only people listed on the emergency contact list can pick up your child from school.

### **Emergency Management Plan**

Palm Pointe will follow the St. Lucie Public Schools' Emergency Management Plan in the event of an emergency at the school. A copy of the district plan is housed in the principal's office, the front desk, and the custodial office. Staff members have information regarding what to do in the event of a school-based emergency as part of their handbook and in their emergency folder, which is posted inside each classroom/office. This information is reviewed with staff and students regularly and prior to scheduled drills, including fire drills, tornado drills, and Armed Aggressor drills. During safety drills, all students will participate in designated locations.

### **Exceptional Student Education (ESE)**

Palm Pointe provides a Free Appropriate Public Education (FAPE) with a continuum of services in the Least Restrictive Environment (LRE) for each child. The teachers and staff at Palm Pointe work collaboratively with parents to develop Individual Educational Plans (IEPs) with appropriate services and accommodations, based on students' academic and behavioral needs. For copies of the Notice of Procedural Safeguards for Parents of Students with Disabilities (Revised 08/2021), see **Procedural Safeguards for Students with Disabilities**. If you have any questions, please call the ESE clerk at 772-345-3252, or one of the ESE School Specialists at 772-345-3271 or 772-345-3276.

### **Equity Grievance Procedure for Students**

For information on this Board Policy 5.71 please follow the link:

[Equity Grievance Procedures for Students](#)

### **Family Educational Rights and Privacy Act**

#### **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 9461 Brandywine Lane, Port St. Lucie, FL. Office hours are Monday – Friday, 8:00 am to 4:30 pm a copy of the policy and the manual may be obtained, free of charge, upon request.**

## Field Trips

Students may participate in field trips only with written permission from their parents. For each field trip, a form is provided for permission with a space for parent/guardian signature. These forms must be signed by the parent/guardian and returned to the classroom teacher. Out-of-county permission forms must be notarized and can be done so in the front office. Field trips are an extension of the curriculum and attendance is a privilege. Repeated misbehavior and/or referrals will prevent your child from participating. If a child has more than one referral or engages in a serious offense from the time the field trip letter is sent home until the day of the trip, the trip can be denied; final decisions are made by administration. Parents may not chaperone unless cleared as a SLPS volunteer for the current school year. Siblings may not accompany parents that are chaperoning a school-sponsored trip. Private/outside Registered Behavior Technicians (RBT's) may not attend field trips. Specific details regarding field trips will be sent home in advance of the trip.

Parents who chaperone must be willing to ride the bus with the students and be there to supervise on the way to and from the trip. Driving separately or leaving the group at the end of the trip to extend your stay at the location is **not** allowed. Student safety and supervision is the purpose of having chaperones and they are needed the entire trip, start to finish. Please consider this before volunteering to chaperone.

Although most field trip locations are open to the public, only approved chaperones are allowed to be with Palm Pointe classes at the location. Parents who are not serving as chaperones on that trip may not meet the group at the location, join the group, or check their child(ren) out at the field trip location.

If your child needs any medication administered during the off-campus field trip, you need to obtain a Physician Authorization form from your school clinic or family physician. If your child has been receiving medication at school and the paperwork is in place, please ignore this request. This is for new medication or new requests for field trips. This form must be signed by both the physician and parent/guardian. This is St. Lucie Public School Board policy.

## Grading

In grades K-2, the uniform grading system indicators are:

- 4 (Above Standard); 3 (At Standard); 2 (Approaching Standard); 1 (Below Standard); 0 (Not Attempted)

In grades 3-8, students will be awarded letter grades to indicate progress as follows:

| 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 (See Make-up Work and Missing Assignments Sections). If the student does not make up all work by the designated period of time, then for any missing work, a grade of zero will be entered by the teacher and the final grade will be calculated. NOTE: the "I" will calculate as a zero on the report card until the "I" is replaced with a grade. At that time, an adjusted GPA will be calculated for the student.*

### Calculation of Middle and High School Grades

*Full Year:*

- 1st Quarter = 40%; 2nd Quarter = 40%; Semester exam = 20%; Total First Semester Grade = 100%
- 3rd Quarter = 40%; 4th Quarter = 40%; Semester exam = 20%; Total Second Semester Grade = 100%

#### *Semester 1 / Semester 2 Only:*

- 1st Quarter = 40%; 2nd Quarter = 40%; Semester exam = 20%

In courses with State End-Of-Course (EOC) Exams, the grading algorithm will change in alignment with F.S. 1008.22:

#### *Full Year:*

- 1st Quarter = 35%; 2nd Quarter = 35%; Comprehensive State End-of-Course Exam = 30%; Total First Semester Grade = 100% \*
- 3rd Quarter = 35%; 4th Quarter = 35%; Comprehensive State End-Of-Course Exam = 30%; Total Second Semester Grade = 100%

#### *Semester 1 / Semester 2 Only:*

- 1st Quarter = 35%; 2nd Quarter = 35%; Comprehensive State End-of-Course Exam = 30%

\* No credit or grade will be earned in the first semester in courses with End-of-Course State Exams until scores are received and applied for 30% of the grade.

A student with a disability, as defined by Sec. 1007.02(2), F.S., for whom the individual education plan team determines that the end-of-course assessment cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have the end-of-course assessment results waived for purposes of determining the student's course grade and competing requirements for middle grades promotion.

#### Grade Point Average Calculations

- Point Value: A = 4, B = 3, C = 2, D = 1, F = 0
- Total points divided by 10 (this number is derived by counting each Quarter twice and the semester exams once) = GPA to Letter Grade
- Grade Point Average Grade Given: A=3.51 - 4.0; B=2.51 - 3.50; C=1.51 - 2.50; D=0.51 - 1.50; F=0 - 0.50
- If a student receives two report card academic grades of "F" in a semester of a course, the semester average is automatically determined as an "F," except in EOC courses.

### **Guidance/School Counseling Services**

Palm Pointe employs full-time certified school counselors, as well as a mental health counselor. Counselors consistently monitor and enhance academic progress and achievement. They advocate for educational and career planning and strive to remove barriers to learning. School counselors are qualified to address the developmental needs of all students through a comprehensive school counseling program targeting the academic, career, and social-emotional development of all students. School counselors are available by email or by appointment to discuss with parents/guardians any student issues. The number is (772) 345-3245.

### **Health Screenings**

In accordance with Florida Statue 381.0056, St. Lucie Public Schools, in cooperation with the St. Lucie County Health Department, may conduct health screening activities for selected student groups during the school year. Screening dates will be shared with families in advance. The screenings will include:

- Height/weight, which will include Body Mass Index (BMI) calculation for Grades 1, 3, and 6
- Vision and hearing screenings for Grades K, 1, 3, and 6
- Scoliosis screenings for Grade 6

Parents will be informed, in writing, if their child fails to meet any of the screening standards and are encouraged to seek further professional assistance. If a parent **does not** want their child to participate in school health screenings, they must **notify the school in writing and include the child's name and grade**. In addition to these screening activities, students will receive first aid and care in the event they are injured or become ill while at school.

### **Homeless Education (McKinney-Vento Act)**

If you lost your housing due to foreclosure and now live doubled-up with family or friends; in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; or in another type of temporary or inadequate housing, your

child(ren) may be able to receive help through a federal law called the McKinney-Vento Act. Additional information is available in the front office or through our Gr. 7-8 school counselor, Tiffany Rowley, our school's McKinney-Vento liaison.

## **Homework**

Research indicates that meaningful homework, along with parent support, results in better student academic performance. Homework provides practice and support of concepts provided during the school day. It is also used to prepare for future concept acquisition and exploration of areas of interest for individual students through targeted or teacher-designed skill development. Homework assists in developing good study habits and responsibility. Parents/guardians can assist children with their homework by providing a quiet workspace with minimal distractions, plenty of materials, and supervision to ensure students stay on task. Parents/guardians are encouraged to verify completion of homework, but not to mask student difficulties by completing work for the child or correcting all practice sets. The direct involvement with homework should diminish as a child enters middle school and develops independent work skills.

## **Honor Roll Grades 3<sup>rd</sup> through 8<sup>th</sup>**

### Grades 3-5

- **Gold Rocket:** Students must earn a grade of A in all subject areas and earn all S's for conduct.
- **Silver Rocket:** Students must earn grades of A's and B's in all subject areas. Conduct grades must not include any N's (the lowest conduct grade out of the S-P-N options).

### Grades 6-8

- **Gold Rocket:** Students must earn a grade of A in all subject areas and earn all S's for conduct.
- **Silver Rocket:** Students must earn grades of A's and B's in all subject areas. Conduct grades must not include any U's (the lowest conduct grade out of the S-N-U options).

*School assemblies/ceremonies will take place either in person or virtually.*

## **Insurance**

Your child will be provided the safest of school environments. However, an injury can result from an accident and St. Lucie Public Schools do not assume liability in these instances. We encourage parents to enroll their child in the Student Accidental Insurance Program available through the school. Paperwork is available the first week of school and throughout the year.

## **Lost and Found**

All articles lost on the bus or at school will be turned into the "Lost and Found" area, located in the auditoria. Please label all coats, lunch boxes, and other personal items. All items remaining after the last day of each semester will be donated.

## **Lunch Visits**

Parents/guardians lunch visits will be permitted on designated days. A schedule will be provided. We will not have lunch visitors for the first month of school, in order to allow time for students to learn lunch routines and socialize with their peers. All lunch visits will take place in the outside dining area. Alternate seating will not be available during inclement weather; please plan accordingly. Visitors and students must stay under the covered dining area for the duration of the lunch period.

Students may bring lunch from home or purchase lunch in the auditoria. If a student's lunch (contained in a standard lunch box or lunch bag) is dropped off in the front office after 10:00 am, there is no guarantee that the lunch will be able to be delivered to the student by the start of his/her designated lunch time. Unfortunately, open beverages and food from take-out or drive-through restaurants will not be delivered to a student.

**Parents must sign in and out through the Raptor System in the front office when coming to eat lunch. All visitors must present a government-issued identification. If anyone other than the parent or legal guardian is having lunch with the**

**child, a written note must be received in the front office no later than 10:00 a.m. and the note must be verified via phone by the front office staff.** Guests will be permitted to leave the front office no earlier than 10 minutes prior to their child's lunch time, on the designated day, and should meet the child at the outside dining area. **Parents may not enter the auditoria at any time. Additionally, parents/guests are only allowed to have lunch with their own children. Students are not permitted to eat lunch with other students and their guests.** Visitors must only use the restroom in the front office.

## **Make-Up Work**

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

### Provisions

- The 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.
- Teachers are not required to accept incomplete work late, but often do. Be sure you are in communication with the teacher on his/her specific late or extra credit policies beyond the SLPS Make-up Work Policy.

## **Media Center Policies**

Book check-out is available to students through the Media Center. Additionally, students will have access to classroom sets of books to support their instructional unit standards. All students are encouraged to take advantage of the e-books and databases on their computers or mobile devices through the Destiny OPAC system.

At the beginning of the school year students and families will complete a Library Access Form. This form contains three options:

1. Students may have full access to library materials
2. Students have limited access to library materials- ex: No books by Dav Pilkey, etc.
3. Students have no access to library materials (this would mean students would not be allowed to check out books in our library)

We are very committed to making sure students have access to great books that are age and content appropriate. If a student wants to check out a book that is intended for a higher age level, the parent will need to send in a note allowing the student to check that book out.

## **Middle School Promotion Requirements**

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

- **Mathematics:** Three middle school or higher courses in mathematics (Six Semesters). Each middle school must offer at least one high school-level mathematics course for which students may earn high school credit.

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

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

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

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

If a student does not pass a required core semester class in sixth, seventh or eighth grade, and does not meet one of the alternate documentation methods, parents will be notified that the student will not be eligible for promotion to high school and will be retained in 8<sup>th</sup> grade unless the courses are successfully completed through repeating a course within the school day or credit recovery options. Such notification must be provided at the end of each semester in which a student fails a core class.

If a sixth or seventh grade student fails multiple core classes and an attainable remediation plan cannot be developed, the student may be recommended to an alternative program or retained in grade level. The final decision regarding grade placement is the responsibility of the principal.

#### In Addition to the Four Core Subjects

- Middle school students will receive instruction, in a selection of electives chosen from, but not limited to, reading, art, music, and foreign language. The scheduling of this instruction shall be determined annually by the School Board (F.S. 1001.40)
- Students enrolled in grades 6-8 must have the equivalent of one class period per day of physical education for one semester of each year (225 minutes).  
*PE Waiver* - Students in grade K-8 are eligible to waive the physical education requirement if they meet any of the following criteria:
  - The student is enrolled or required to enroll in a remedial course.
  - The student's parent indicates in writing to the school that the parent requests the student be enrolled in another course from among the courses offered as options by the school district; or

- The student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement
- Students must complete one course with a career and education planning component. The course must be internet-based and customizable for each student. This research-based class will assist students in identifying educational and career options as well as setting goals including an emphasis on entrepreneurship skills.
- The course may be taken during 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade.
- The course may be taught by any member of the instructional staff; must include career exploration. The course must result in the completion of a personalized academic and career plan and emphasize technology or the application of technology in career fields.

The required personalized academic and career plan must inform students of high school graduation requirements, high school assessment and college entrance test requirements, Florida Bright Futures Scholarship requirements, state university and Florida College System institution admission requirements, and programs through which a high school student can earn college credit, including Advanced Placement, International Baccalaureate, Advance International Certificate of Education, dual enrollment, career academy and career- themed course opportunities, courses that lead to national industry certification, and diploma designation.

Each student shall complete a personal education plan that must be signed by the student and the student's parent.

Students repeating a course for credit recovery may waive electives until the semester that they are back on track to meet promotion criteria.

For each year in which a student scores at Level 1 or 2 or identified levels as determined by the state on the mathematics portion of the state assessment, the student must receive remediation the following year, which may be integrated into the student's required math course. Students taking Intensive Math (1204000) can only count it one time as a math course during 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade even if the course is taken multiple times.

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

#### Middle School Course Recovery

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

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

#### Alternatives to 8<sup>th</sup> Grade Retention

An 8<sup>th</sup> grade student who has not met State requirements for promotion to 9<sup>th</sup> grade may enroll in a district 8-9 transition program at an alternative site (if funding is available) where the student will receive course work to complete middle school requirements and complete five (5) credits of 9<sup>th</sup> grade high school course work, entering high school in the first semester of the next academic year as a 10<sup>th</sup> grade student, under the following conditions:

- The student was not promoted to ninth grade as a result of failing one (1) semester of a core course but not more than two (2) semesters of core courses in grades 6-8,
- The student maintains good attendance, follows the Code of Student Conduct, and a commitment to academic progress is evident at the alternative site.
- The student and parent understand that the 8-9 transition program is a mandatory one-year program, and that, once enrolled, withdrawing prior to the end of the school year in June will result in the student's assignment to his/her zone middle school or K8 School for the remainder of the school year to complete

grade 8. The student would then enter high school as a 9th grade student in the first semester of the next academic year IF the student meets 8th grade promotion requirements.

The above promotion requirements for middle school students also applies to students with disabilities following Florida Standards as appropriate for a Standard Diploma or a Certificate of Completion.

## Missing Assignments

Missing assignments may differ from make-up work (which is the result of an absence). Missing assignments could include incomplete classwork, projects, and homework, etc. Each grade-level team/department will develop a plan for addressing missing assignments and share this information with families.

## Moment of Silence

Legislation requires all schools to observe a moment of silence at the beginning of each school day. The moment of silence will last one minute and take place daily during morning announcements. Teachers will not make any suggestions as to the nature of the reflection that a student may engage in during the moment of silence. Parents and guardians are encouraged to discuss the moment of silence with their child and make suggestions as to the best use of this time.

## National School Lunch Program

Breakfast and/or lunch are available for the students and staff only. Meals will be served according to USDA guidelines, so that both students and staff remain safe. Specific meal service procedures are located on our district website at [www.stlucieschools.org](http://www.stlucieschools.org) under the parent/student tab. District meal pricing will be posted on the district website by the first day of school on August 10<sup>th</sup>. Please check the district website <https://www.stlucie.k12.fl.us/departments/child-nutrition-services/> for prices.

**We ask that all parents fill out a food service meal application form for the National School Lunch Program. This form must be filled out every year, even if a family thinks they will not qualify. Federal funding is attached to our food service meal applications. If a child is eligible for free or reduced breakfast/lunch, a new application must be submitted at the beginning of each school year (after July 1<sup>st</sup>) or they lose their status. You can apply online at [www.stlucie.k12.fl.us](http://www.stlucie.k12.fl.us). Under the Parent/Student tab, click on the Meal Application link. Only one application per family is needed. We appreciate your support of this important program.**

### St. Lucie Public Schools Meal Charging Policy/Procedure

The updated 26-27 Meal Policy and Prices are below. They are reviewed annually to ensure they meet USDA pricing guidelines. CEP schools offer free meals to all students; however, students must have a positive cafeteria account balance to purchase a la carte items.

- Breakfast (K-12): **Free for all students**
- Elementary (K-5) Lunch: Only \$2.50
- Middle & High (6-12) Lunch: Just \$2.75
- Adult Breakfast: \$4.00
- Adult Lunch: \$5.00

All St. Lucie Public Schools must adhere to the Meal Charging Policy set forth by the USDA. All students who qualify for a free meal benefit will not be denied a meal even if there are meal charges on the account. Students' accounts can accrue up to \$25.00 of charges for reimbursable meals only. No à la carte items are permitted to be charged. No adults are allowed to charge.

1. Students are allowed to charge up to \$25.00 for receiving a reimbursable meal. The students will receive the same school lunch as other students.

2. Students who have accrued a negative balance will receive notification of charges through the district communication system, written notification, and/or a phone call from the school. Parents will be encouraged to make payments through either our online prepayment system or in the cafeteria
3. Households will continue to receive notification of charges until the charges are paid in full. Notifications will be sent through the district communication system twice a week.
4. Up to three courtesy meals will be offered to students who have maximized their charge limit. A courtesy meal consists of a cheese sandwich, a vegetable, a fruit, and low-fat white milk. The school meals program will maintain a list of students who receive or refuse a courtesy meal.
5. If a pattern of receiving courtesy meals is evident, the Child Nutrition Services Department will attempt to discuss the issue with the parent or guardian to encourage them to complete a free and reduced meal application. If the practice continues and the parents/guardians remain unresponsive, the Child Nutrition Services Department will initiate a plan for Student Services to contact the household to complete a meal application for the student and determine if the student is known to be eligible for free or reduced meals.
6. Any time there is an uncollected balance in a student's meal account, the student will be prevented from purchasing à la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance

## **Parent Bill of Rights**

For the Parent Bill of Rights, visit: [Parental Rights Information – St Lucie Public Schools](#)

## **Pets**

Pets are not allowed in the school building or on school grounds during school hours, including arrival and dismissal. Service animals, however, can accompany people with disabilities. The definition of a service animal must comply with St. Lucie Public School Board policy 3.703 and Title II of the Americans with Disabilities Act (ADA).

## **Pledge of Allegiance**

The Florida Legislature in the 1987 session enacted legislation requiring the Pledge of Allegiance to the flag be recited at the beginning of the day in every public elementary and secondary school in the state. According to the Pledge of Allegiance Act of 2007, a written request of a parent/guardian is necessary for a student to be exempt.

## **Positive Behavior Interventions and Supports (P.B.I.S.)**

Mission Statement – Palm Pointe works to facilitate positive behavior in our students. Our mission is to increase instructional time through the development of effective, proactive and education-oriented interventions that result in a reduction of inappropriate behaviors by students. Positive Behavior Interventions and Supports is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Parents are an important part of the school's P.B.I.S. implementation. We encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and unified support for expected student behavior. Parents are asked to discuss the common rules and expectations and help us reinforce them. Children thrive when they have consistent, predictable expectations and consequences.

## What Happens When A Student Follows the Expectations?

The instructional educational plan can be implemented at its best when students all follow the expectations. Teachers can teach in an environment conducive to learning, and students are able to learn in an environment that is comfortable and safe. Students earn Rocket Fuel when they abide by the expectations, which can then be used to earn special rewards.

## Tiered Model of Support for Behavior

Each intervention tier of the model defines the level and intensity of services required for a student to progress behaviorally.

- **Tier 1:** Tier 1 is intended for all students and in all settings. It is preventative and proactive. At this level students learn the rules and expectations and when a rule or expectation is broken, the student responds to a reminder or a consequence. These are minor violations of the Code of Conduct and don't occur frequently.
- **Tier 2:** Students in Tier 2 are identified "at risk" behaviorally. Students at this level often repeat the same misbehavior on a regular basis in multiple settings. At this level, specific behaviors are identified, and students are made aware of when they occur through a behavior chart. Students are given frequent feedback at this level as well as reinforcement for identified behaviors. The goal at this tier is to reduce the identified behaviors through rewards, consequences, and feedback.
- **Tier 3:** Students in Tier 3 are identified through examining discipline data over a period of time and are considered "at risk." Students at this level are not responding to the interventions used for Tier 1 or Tier 2. At this tier, the student receives very small group or individual counseling that addresses the identified behaviors and a behavioral intervention plan.

## **Procedural Safeguards for Students with Disabilities**

This documentation is available on the SLPS website: <https://www.stlucie.k12.fl.us/departments/exceptional-student-education/>. For copies of the Notice of Procedural Safeguards for Parents of Students with Disabilities (Revised 08/2021), visit: visit <https://www.fldoe.org/core/fileparse.php/7690/urlt/0070135-procedural.pdf> (English); <https://www.fldoe.org/core/fileparse.php/7690/urlt/PSG-Spanish.pdf> (Spanish); <https://www.fldoe.org/core/fileparse.php/7690/urlt/PSG-HaitianCreole.pdf> (Creole); <https://www.fldoe.org/core/fileparse.php/7690/urlt/PSG-Arabic.pdf> (Arabic); <https://www.fldoe.org/core/fileparse.php/7690/urlt/PSG-Portuguese.pdf> (Portuguese). Other languages are available upon request. If you have any questions, please call the ESE clerk at 772-345-3252, or one of the ESE School Specialists at 772-345-3271 or 772-345-3276.

## **Protection of Pupil Rights Amendment**

### **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

## **Safety**

Health and safety are SLPS' Priority. Our school follows CDC, St. Lucie County Department of Health and district guidelines on health and hygiene. Guidelines are subject to change as circumstances change.

## **Safety Drills**

Monthly fire drills, quarterly armed aggressor drills, and twice-yearly tornado drills, will be conducted. These procedures ensure all students and staff are prepared in case of emergency.

## **School Advisory Council (SAC)**

School Advisory Councils (SAC) have been established in Florida public schools as the decision-making body for school improvement and accountability at the school level. SAC's primary mission is to write and monitor the School Improvement Plan. SAC members should represent the ethnic, racial and economic community served by the school. Meetings are held monthly, and all stakeholders are invited to attend and participate in the discussions. SAC Meetings will take place in-person during before or after school hours.

## **School Closings**

In the event of a campus emergency, weather emergency, or other unusual event that would necessitate the closing of school, the process and updates will be made available on the SLPS website and through the School Messenger phone/email system. For the School Messenger system to be effective, it requires that we have an accurate database with current parent contact information. **Please notify the front office anytime you change your phone or email contact information.**

## **School Day**

The school office is open Monday through Friday 8:15 am – 4:30 pm. School hours are from 9:40 am - 4:10 pm each day. The school's telephone number is (772) 345-3245. Early dismissal days, as designated by SLPS, dismiss two hours earlier at 2:10 pm.

## **School Functions**

School functions and activities, such as field trips, parties, and similar activities, under the sponsorship of the school, shall be chaperoned by adults who are approved volunteers for the current school year. All adults must have completed online SLPS volunteer applications annually (no earlier than the first week of the school year) and be approved at least one week prior to the event.

## **School Improvement Plan (SIP)**

The *School Improvement Plan* is a state-mandated document approved annually by the School Advisory Council, with input from all stakeholders. The SIP outlines strategic goals aimed at improving student performance and achievement. All staff members and parents are invited to attend SAC meetings to offer continuous input on this important document and monitor the implementation of the plan. Palm Pointe's SIP will be available for viewing online at [www.floridacims.org](http://www.floridacims.org).

## **Student Daily Planners/Spirit Shirts**

Daily planners must be purchased online by all students in kindergarten through eighth grade at the cost of \$5.00. It is the parent's responsibility to review the planner nightly with his/her child. If the planner is lost, a new planner must be purchased. Spirit shirts may be purchased online for \$12.00. Additional spirit items are also available. To purchase any of these items through our SchoolPay system by credit card or check, visit: <https://schoolpay.com/link/2627spirit>

## **Student Movement**

All students who travel between school buildings and in hallways must have a pass issued by the teacher/staff member from the departing location (i.e. classroom, clinic, etc.) and follow traffic pattern signs, walking on the right side of the sidewalk, hallway, or stairwell. Students may only be directed by a staff member to go to the clinic or front office.

## **Student Placement**

Class assignments are created with consideration of demographics and academic performance. Parent requests will not be considered.

## **Student Progression Plan**

Palm Pointe School will follow SLPS' *Student Progression Plan*. The plan clearly defines state and district grade-level proficiencies, as well as grading, promotion, and retention criteria. Please refer to this document, available online at <https://www.stlucie.k12.fl.us/parents-students/>, for more information.

## **Student Records**

All student record requests by a parent and/or guardian shall be honored within three business days. No request will be given without government-issued identification (e.g. driver's license), a copy of which may be emailed to the guidance clerk/registrar. Records will be available for pick up at the front office door by appointment only.

## **Technology/Internet**

At Palm Pointe, students are able to utilize various technological resources as provided by the classroom teacher. Each student will be assigned a specific laptop for use throughout the school year. Families will be asked to sign a Mobile Device Agreement, which will be kept on file. Students must adhere to the guidelines in the Agreement for Student Use of Mobile Device, which includes:

- Access educational material with teacher permission (Do not access non-educational material for personal purposes, and restrain from displaying offensive messages or pictures)
- Any damage, loss or malfunctioning must be reported immediately to an adult in the school.

- Handle all hardware with great care (Do not damage computers or treat hardware carelessly or roughly)

If any student breaks any of these guidelines, depending on the nature of the infraction or the cumulative number of infractions, continued use of the system will be in jeopardy and consequences will be enforced as indicated in the *Student Code of Conduct*. Families will be held responsible for damage to technology. The policy for student computer responsibility, as well as network and internet use, is included in the Code of Conduct.

## Telephones

General use of the office telephones by students is discouraged. No phone calls should be allowed for missing assignments, musical instruments, lunches, or after school plans. A teacher may send a student to the office with a note authorizing use of the phone when necessary. Telephones throughout the school may not be used by students unless authorized and supervised by staff. Teachers will encourage students to come to school prepared and to make social and transportation plans ahead of time. Please refer to **Cellular Phones/Electronic Devices**.

## Textbooks & Laptops

All textbooks are issued free of charge to students. Laptops are assigned to students for his/her use. Families will be charged for lost or damaged textbooks and laptops.

- Damaged/Lost books will be assessed and charged individually:
 

|                   |                       |
|-------------------|-----------------------|
| New Book – 1-year | Replacement cost 100% |
| 2-3 years         | Replacement cost 75%  |
| 4-years or more   | Replacement cost 50%  |
- Damaged/Lost Laptops will be assessed and charged as follows:
 

|                           |                        |
|---------------------------|------------------------|
| ○ Lost/Damaged Laptop     | Replacement cost \$400 |
| ○ Lost Laptop Charger     | Replacement cost \$25  |
| ○ Broken Laptop Screen    | Replacement cost \$100 |
| ○ Broken/Damaged Keyboard | Replacement cost \$60  |

## Third Grade Promotion Requirements

Please refer to the latest Student Progression Plan document, available online at <https://www.stlucie.k12.fl.us/parents-students/>, for updated information for the 2026-2027 school year.

## Title IX

The School Board takes seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972. Title IX is a federal law, enacted in 1972 states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

For additional information on the School Board Title IX policy please reference the links provided:

<https://www.stlucie.k12.fl.us/policies/#titleix>

[Public Notice of Non-Discrimination Title IX.pdf](#)

[SBP 2.70 Prohibiting Discrimination](#)

[SBP 2.701 Title IX Sexual Harassment Complaint Investigation Procedures](#)

## Toys, Electronic Devices, Games, and Playing/Trading Cards

These items, and any other items which may be a distraction to the educational process, are not allowed at school. This includes fidget toys (e.g. pop-it toys, simple dimples, spinners, cubes, etc.). Anyone bringing such items to school will have them confiscated. Confiscated items may be picked up by a parent or guardian at the main office or dean's dept., by appointment only. If students bring these items to school and they are lost or stolen, the school is not responsible for replacement.

## Valuables

Parents/guardians are urged to see that students do not wear valuable jewelry, bring large amounts of money, or expensive electronic devices to school. School staff will take due care to help guard against loss of personal belongings but will not bear responsibility for any loss. Please label your child's personal belongings and clothing so that lost items may be returned quickly and with the least amount of lost class time and hurt feelings.

Found articles are kept in the "Lost and Found" located in the auditoria. All unclaimed articles of clothing, lunch bags, and water bottles will be donated at the end of each quarter.

## Visitors

Visitors must stay in the area designated on their visitor's badge. Visitors will not be permitted to congregate while on campus nor will parents/guardians be allowed to congregate in front of the school or on the sidewalks during arrival or dismissal times. For volunteers, please see the "Volunteers" section below.

SLPS will continue its use of the Raptor system to maintain campus safety and security. All campus visitors, including parents and alumni, will need to have their government-issued driver's license or military ID available when arriving at the front office door. This ID must be shown to the camera outside the front door prior to entry. The Raptor system accesses a national database, preventing anyone who should not be on our campus from gaining access. No one will be on campus without a picture ID badge printed by the Raptor system. Upon leaving campus, visitors must check out through the front office. The first time you submit your ID, this sophisticated system takes about one minute to process. For early pick-up of students, parents/guardians must bring their ID to the door of the front office. Staff will check ID using Skyward and Raptor and send the student outside for early dismissal.

Providing a safe school environment is one of the school's major goals. Frequent inspections by the State Fire Marshal, and specialists from the health department help to ensure a safe environment for the students. The school's safety officer is charged with identifying areas of concern and monitoring status of safety issues. The following procedures have been developed to help provide a safe, orderly environment for the students attending Palm Pointe:

1. ALL VISITORS MUST REPORT TO THE FRONT OFFICE WHEN ENTERING AND EXITING THE SCHOOL. This includes, but is not limited to: volunteers, parents, family members, service personnel and guests.
2. Visitors must show ID outside of the front door to gain entry, sign in, providing a valid government-issued photo ID, and wear an official name tag while on campus. Parents and visitors are only given permission to visit the area of the school they signed-in to visit, which is listed on their badge. School personnel will report to administration all unauthorized visitors on campus.
3. Parents reporting for conferences must also check in at the front office and wear an official tag.
4. Parents must not visit classrooms unless a conference is scheduled. If parents wish to visit, contact the teacher concerning the requested visit. Teachers may not be immediately available, and visitors will need to schedule a mutually agreed upon time.
5. The official Raptor tag must be displayed on the upper chest area during the entire visit. Upon leaving campus, visitors must check out through the front office and return their tag.

❖By signing in via the RAPTOR System, you acknowledge that you have read and understand the St. Lucie Public Schools Visitor's Policy.

## Volunteers

Volunteers must have clearance to participate in school functions and/or accompany Palm Pointe students as a chaperone on field trips. Volunteers may come on campus, if they are cleared through HR, including a background check, through St. Lucie County, as well as the State of Florida Department of Law Enforcement. The process of how to become a volunteer may be found on the SLPS website: <https://www.stlucie.k12.fl.us/our-district/volunteers/>. Contact

the school volunteer coordinator to determine volunteer status (i.e. cleared or not) prior to visiting campus and/or chaperoning field trips. Additionally, volunteers may not volunteer directly in their child's classroom or have access to confidential information. Volunteers are not permitted to be left unattended with students.

In alignment with Florida Senate Bill 676 (SB 676), to further enhance student safety, all school volunteers will now be required to complete a Level 2 background screening, which includes fingerprinting.

- **Fingerprinting Requirement (Valid for 5 Years):**
  - All volunteers must complete a Level 2 background screening every five years. The cost is **\$75**, and fingerprinting can be completed at the District Office during onboarding hours (8:00 AM–2:00 PM, no appointment necessary).
  - Volunteers who continue beyond five years will be required to **renew their fingerprinting and pay the associated fee** at that time.
- **Annual Volunteer Application:**
  - Volunteers must continue to submit a new application each school year to remain eligible.
- **Volunteer Badge Fee:**
  - A **\$6 annual fee** will be required for the issuance of a volunteer badge, which is mandatory for campus access.
  - **Please note:** Volunteer badges **expire at the end of each school year** and must be **renewed annually**. The renewal fee will be collected at the time of the application submission for the new school year.

#### **Compliance Reminders:**

- **No Badge, No Volunteering:** Volunteers must have a current badge to be permitted on campus. No exceptions will be made.
- **Plan Ahead:** Volunteers are encouraged to complete their application and fingerprinting well in advance of their intended start date to allow time for processing and clearance.

All volunteers must stay in their designated area. Volunteers will not be permitted to congregate while on campus nor will parents/guardians be allowed to congregate in front of the school or on the sidewalks during arrival or dismissal times.

All campus volunteers must sign in and out in the Front Office Volunteer Book and display their volunteer badge at all times.

### **Withdrawal of Students**

The enrolling parent/guardian shall notify the school at least a week in advance of a student's withdrawal. Parents will be made aware of any books or materials that must be returned or of outstanding accounts to be paid. The student's records will be forwarded to the new school upon receipt of that school's request. Student records may not be released until outstanding fees have been paid to Palm Pointe. All student record requests by a parent and/or guardian shall be honored within three business days. No request will be given without government-issued identification (e.g. driver's license).

### **Appendix**

- *PikMyKid Guide*



# PARENT APP USER GUIDE

## Get Started

The PikMyKid app is available for download on your smartphone's app store (Google-Play or iTunes).

## Registration

Once you have downloaded the PikMyKid phone app, you will press the "Register" button and follow the prompts to sign up

## OTP Code

After you press "Submit", you will be sent an OTP code by text message. Please enter this code into the next screen. This will complete your registration process!

## Don't see your child?

If you are a parent/guardian and do not see your student, it is likely that the school does not have your mobile number or the information on file is incomplete.

For support, parents can call **(813)-864-7627**

Each parent & user will need to register on their own smartphone with their own information.

The registration form is divided into three sections, each with a 'Next' button:

- What is your name?**
  - First
  - Last
  - Next
- What is your email?**
  - Email
  - Next
- What is your phone number?**
  - USA or Canada (+1)
  - Mobile Number
  - Next

**Password section:**

- Password
- Confirm Password
- Next

\*Parents can use our website [parentapp.pikmykid.com](http://parentapp.pikmykid.com) to register and make dismissal changes.

**Note:** Announcement is only available through the parent phone app.

Blank Screen? Missing OTP code?  
Email [support@pikmykid.com](mailto:support@pikmykid.com)  
Be sure to include the name of the school, the child's name, the dismissal ID, and your mobile number, with your questions.



## PARENT APP USER GUIDE

### **Q** How do I add a change to my child's dismissal schedule?

- 1) Select the pencil icon in the corner next to the school name --> Select the Edit button next to child's name. Select OK on the next screen to display your child's calendar--> choose the date for the change
- 2) Select "Change Pickup Mode", "Delegate to Another Person", or "After - School Programs" and follow instructions on the screen depending on the choice of dismissal. Decide if it is a recurring change—if so, for how long and how often (weekly, daily, monthly etc).
- 3) Select "Save Pickup Change" to submit. You and the school will be able to see the changes on your child's calendar!

### **Q** How do I announce my arrival to the school?

- 1) Parents can only announce at school, during the **set dismissal hours** if the school has the Announce feature enabled on the school portal.
- 2) Make sure your phone's location services are enabled on both your phone and your PikMyKid parent app.
- 3) Stop at the stop sign and select the GREEN ANNOUNCE button.

### **Q** How do I manage my delegates?

- 1) Select the three bars at the top right corner to access your app menu, then select Manage Delegates.
- 2) Select **Add Delegate** to create a new contact. You can also Edit, Delete or Block delegates as needed. \*Blocked delegates will still be on your contacts but they won't be visible on your list when adding a Delegation to your child's calendar.

Note: Delegates are not able to see your child on their app until you assign them to your child's calendar for specific dates.



# PARENT APP USER GUIDE

## Announcing

The app's home screen allows you to see your children, view their pickup mode, and announce your arrival.

## Pickup Changes

From this screen, you will be able to change the way your child will go home. You can also make this a recurring change.

## Delegation Changes

To change who your child goes home with, you'll use this screen to enter the delegate's information.

## Default pick-up

Select the pencil from this screen to change your child's default pick-up mode. If you don't see the pencil, contact your App Support

### App Support

From the menu (≡) in the top right corner of the app, select "Support". Fill out and submit the form to be connected with a friendly customer service human.