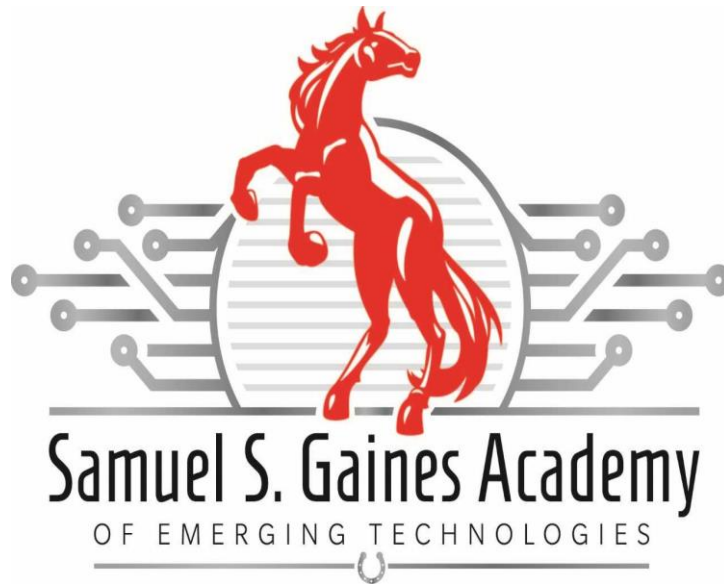


*Ignite Change, Accelerate Gains
Gear up for Success*

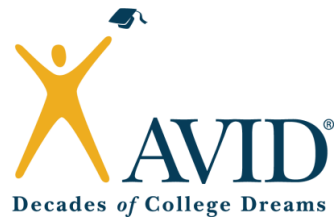


Student Handbook

2018 - 2019



Keith Davis, *Principal*
Alexandra Laoutas, *Assistant Principal*
Amy Slacum, *Assistant Principal*
John Lynch, *Executive Director of School Transformation*



**2250 S. Jenkins Road
Fort Pierce, FL 34947
(772) 462-8888
www.stlucie.k12.fl.us/SGA**

St. Lucie County Public Schools Mission, Beliefs, Vision

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

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

- School district personnel, community members, parents, and students share the responsibility for student achievement.
- Quality learning experiences are the central focus of all school and district activities.
- We ensure equity and quality for all students, not just some.
- Equity without quality is prejudice, quality without equity is privilege, equity plus quality equals excellence.
- Students are volunteers. Their attendance can be required, but their attention must be earned.
- We teach the whole child, not simply the test-taker.
- All students have the absolute right to a safe, trusting, and drug-free environment.

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

- The teacher's primary role is to design rigorous, engaging work that leads students to higher levels of learning.
- We provide clear and compelling understandings about what students are expected to know and be able to do.
- We provide support for student success, understanding that different students master tasks in different ways and at different times.
- District and school support personnel are partners with teachers and schools in the core business.
- Collaboration around the core business is essential to quality learning experiences.
- Quality tools are required for quality work.
- Instructional needs drive the design and construction of facilities.
- Quality facilities are required for quality work.

Quality schools are the responsibility of the entire community.

- Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute the community.
- The community works together to provide the political advocacy and support needed for student success.
- Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.
- The community is responsible for providing and supporting the facilities and Infrastructure necessary to accommodate growth.
- All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.
- The school district has an obligation to achieve quality results for both the schools and the community.

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

- Quality schools develop productive, contributing citizens.
- Quality schools improve the quality of community life.
- We strengthen relationships and broaden perspectives by embracing diversity.
- We model principles of representative democracy both in our schools and throughout the district.
- Systems of checks and balances contribute to quality decisions.
- We share a fundamental common commitment to the common good.
- Leaders are responsible both to constituents and for shaping the future.

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

- Our core values are fairness, respect, trust, integrity, and commitment to improvement.
- We develop leaders committed to our common vision at all levels in the system.
- Collegiality and collaboration are key to our success.
- All district employees have the absolute right to a safe, trusting, and drug-free environment.
- All district employees provide prompt and courteous attention to their customers.
- We are a school system, not a system of schools.
- We are a learning organization, in which all roles serve the common purpose of pursuing continuous improvement in quality learning experiences for all.

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

- We are committed to a common vision.
- We use our beliefs and vision as the key criteria for making decisions.
- We lead and manage by results.
- We hold ourselves mutually accountable for quality effort.
- We assess progress toward agreed-upon goals on a regular basis.
- We expect and we work to bring out the best in every employee.
- We accept change as inevitable and shape it into opportunity.
- We exercise flexibility and we encourage innovation in pursuit of our goals.

Samuel Gaines Academy is a Kids At Hope School!



Kids at Hope Student Pledge

I am a Kid at Hope.

I am talented, smart and capable of success.
I have dreams for the future, and I will climb
to reach those goals and dreams everyday.

Kids at Hope Adult Treasure Hunter Pledge

As an adult and a Treasure Hunter,
I am committed to search for all the talents,
skills and intelligence that exists in all
children and youth.
I believe all children are capable of success,
NO EXCEPTIONS!

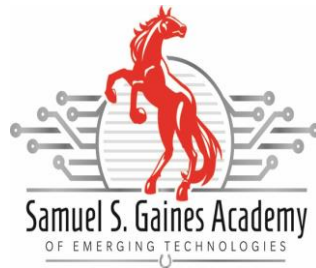
C.O.L.T.S. Creed

- ❖ We believe each student has the right to learn in a safe environment.
- ❖ We believe each teacher has the right to teach.
- ❖ We believe each parent, student and teacher has the right and responsibility to support each other and to expect a positive learning environment.
- ❖ We expect everyone will be courteous and demonstrate respect for others.
- ❖ Learning and teaching will not be interrupted by anyone.
- ❖ We expect everyone to respect the personal property of others and the property of the school.
- ❖ We expect everyone to be on time, ready to work and stay on task.
- ❖ We expect everyone to use safe and appropriate conduct at all times.

GENERAL INFORMATION

Upon entering our school for any reason, you will need to stop in the office to pick up a visitors pass.

School Logo



School Colors

Red, Black and Gold

School Mascot

COLT

School Hours

Office	8:45 AM – 4:30 PM
Students	9:30 AM – 4:00 PM

Main Office Number: 462-8888
Elementary Guidance K-5: 462-8865
Middle School Guidance 6-8: 462-8889
ESE Department: 462-8867
Dean: 462-8868
COLTS Café: 462-8876
COLTS Clinic: 462-8872
Attendance: 462-8864

Samuel S. Gaines Academy of Emerging Technologies Vision & Mission

- The mission of SGAET is to create a Community Of Learning, Teaching and Succeeding.
- Our vision is to encourage and motivate our students to become effective communicators and collaborators, and to become productive citizens in our local and global community.

Academic Evaluation

At the end of each nine weeks, the teacher sends a complete report of the student's academic performance, attendance, and behavior to each parent.

Progress Reports are issued every 4 ½ weeks via Skyward Family Access. Paper report cards will be issued at the end of each nine-week period.

Uniform Grading System:

- In grades K-2, the indicators are:
 - 4 (Above Standard)
 - 3 (At Standard)
 - 2 (Approaching Standard)
 - 1 (Below Standard)
 - 0 (Not Attempting)

Uniform Grading System:

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

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

Accident/Illness: When a student is injured on school property or ill, the parent shall be notified as soon as possible. When the injury/illness is serious and a parent cannot be located, the school staff must take the responsibility of securing emergency treatment and/or transportation to the nearest hospital. It is essential that emergency numbers be provided for each child and that any changes in work or home telephone numbers are provided to the office.

Arrival Procedures: **STUDENTS ARE NOT ALLOWED ON THE SCHOOL GROUNDS BEFORE 9:00 A.M.** The school does not provide supervision before this time. Parents of students arriving prior to 9:00 a.m. will be asked to make other arrangements for their child's supervision.

Students may enter the building at 9:00 a.m. and go to breakfast or directly to their assigned waiting area. They will be allowed to enter the classroom at 9:25 a.m. and instruction begins at 9:30 a.m. If students eat breakfast, they will go directly to the cafeteria. After breakfast they should go directly to their assigned waiting area.

Walking children to class will be permitted the first 2 days of school & for Kindergarten students only.

Students who are assigned to designated areas (i.e., the cafeteria) will be supervised by school staff. Parents do not need to wait with their child in this area. Additionally, parents must drop off students at the front door. **Arrival Times:** Breakfast @ 9:00 a.m.; First Bell @ 9:25 a.m.; and Tardy Bell @ 9:30 a.m. Prior to arrival time, students shouldn't be unsupervised at parent drop off.

Attendance: It is the responsibility of the parent to encourage consistent school attendance. An absence will be considered “unexcused” unless an absence excuse note is received. It is the responsibility of each student’s parent/guardian to write a note to the school within three (3) days of the absence. Please include your child’s full name, teacher’s name, dates absent, and reason for the absence. NOTE: A phone call does not constitute an excused absence. If the child will miss more than five (5) consecutive days, the absence must be approved in advance by the principal to be considered excused. *Please See Appendix I Attendance Policies K-12 at the end of the handbook for a detailed description.*

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

Bus Rules: In order for students to ride school buses in a safe and orderly manner, the following rules must be observed.

COLT Bus Rules: Back to back; bottom to bottom; Use voice level 2; Stay in seat. Eating and drinking is not allowed on the bus. **Skateboards** and other toys are not allowed on the bus.

If you have to make other arrangements for transportation home for your child, THE OFFICE MUST RECEIVE A WRITTEN NOTE FROM THE PARENT STATING HOW YOUR CHILD WILL BE TRANSPORTED. For the safety of all the children at Samuel S. Gaines Academy of Emerging Technologies, we will not accept any dismissal changes over the telephone. All dismissal changes must be submitted either in person or in writing/fax.

Business Partners: Samuel S. Gaines Academy is always looking for classroom sponsors (\$150 donation) and business partners. We have appreciated the support the community has offered us in the past and hope for continued support in the future. The donations in the past have provided basic school supplies for our students, classroom library books for our teachers, as well as rewards for our students’ various achievements. Contact the school for details.

Breakfast and Lunch Programs:

Samuel Gaines Academy is part of the Community Eligibility Provision (CEP). The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch and School Breakfast Programs. Student do not need to fill out applications for free and reduced priced lunches. **Snacks:** Students may not have soda or gum on campus. Cookies, ice cream, and chips are available for purchase. Breakfast will be served in the cafeteria from 9:00 a.m. until 9:20 a.m. All cafeteria questions may be directed to the cafeteria manager by calling 462-8876. **If your child has an allergy to any type of food, please notify the front office, teacher, health clinic and cafeteria manager in writing from your child’s doctor.** Should a parent/visitor wish to join a student for lunch, he/she must come to the front office to sign in and have their identification checked on the Florida Sexual Offenders and Predators website. Once approved, the visitor will receive a special “Lunch Visitor Pass” sticker and will be seated in the designated “Visitor Area” in the cafeteria. The cost for adults is as follows: Breakfast = \$2.00 and Lunch = \$3.00. A healthy choice of delicious food items are available to purchase by visitors. Please refrain from bringing fast foods, such as McDonalds and Burger King for yourself or student.

Cell Phones: If it is necessary for your child to bring a cell phone to school, please adhere to the following: (1) Turn off phone during school hours (2) Secure phone in child’s purse, pocket, backpack, etc. The school is not responsible for lost or stolen cell phones. **Any violations of this policy will result in confiscation of the cell phone or electronic device. Parents must come to school to retrieve the confiscated cell phone or electronic device. Confiscation will lead to disciplinary action.**

Change of Address: If you move, you are required to provide the school with verification of your new address within five (5) days of the change. Proof of your address change must be a utility bill or a phone bill dated within the past thirty days, or a rental agreement showing your name and new address.

Checkout During the School Day: Parents must come to the front office directly to sign a student out, and the student will be notified to come to the office. Teachers are not allowed to dismiss students from the classroom, cafeteria, or playground without prior notice from the office. **There will be no dismissal of students allowed after 3:30 p.m. unless there is a documented family emergency. Parents must send a written note to school to let the teacher and office know the student will be leaving early.** Students will only be released to adults whose names appear on the emergency card. Parents must notify the office **immediately** of any changes in legal custody. Anyone checking out a student must show identification to the office staff.

Clinic: If a student becomes ill or injured during school hours, he/she will be sent to the clinic. Parents/guardians will be notified to pick up sick children. In order to notify parent, we must have the current home and work telephone number of every parent on file. **Please keep additional emergency contact numbers current.**

Medication - The parent is responsible for the delivery of the medication and the physician's authorization form to the school clinic. **No medication will be administered without a physician's form completed by the physician and the parent/guardian.** This applies to all prescription and nonprescription medications.

Students are not permitted to carry any kind of medication on them at any time, including aspirin, cough drops, Tylenol, etc. (unless authorized by a physician). If a child needs emergency medications such as inhalers and/or epi-pens, that medication may be carried by the student with physician and parent approval. In the event of a serious medical emergency requiring medical treatment above that which is available at the school site, the principal or her designee shall call 911. Once the emergency medical service (EMS) personnel arrive at the scene, they assume responsibility for the care of the individual.

Code of Conduct

St. Lucie Public Schools has established a uniform Disciplinary Response Code. The Code of Conduct applies to all students enrolled in the district. The Code of Conduct is available in three languages located on the districts website under Parent and Students. Please contact the school if you would like a copy of the Student Code of Conduct.

C.O.L.T.S Honor Roll/Awards Grades 3-8

In grades 3-8, students can earn the distinction of honor roll in three ways:

PRINCIPAL'S HONOR ROLL

- **Grades 3-8:** Must have earned (grade earned column) an A in all subject areas, including conduct.

"A" HONOR ROLL

- **Grades 3-5:** Must have earned (grade earned column) an A in all subjects with one (1) B being allowed. This includes the conduct grade.
- **Grades 6-8:** Must have a GPA of 3.5 – 3.99 ("C's", "D's", "F's", or "U's" would disqualify the recognition)

"B" HONOR ROLL

- **Grades 3-5:** Must have earned (grade earned column) a grade of all A's and B's. This includes the conduct grade. No "C's", "D's", or "F's" are allowed.
- **Grades 6-8:** Must have a GPA of 3.0 – 3.4 ("C's", "D's", "F's", or "U's" would disqualify the recognition)

Academic Achievement Award

- **Grades 3-5:** Must have earned all A's, B's and C's including conduct.
- **Grades 6-8:** Must have earned a GPA of 2.5 – 2.9 ("C's", D's, F's or U's would disqualify the recognition)

Perfect Attendance Award

Perfect Attendance Awards will be given every nine weeks for grades K-8.

COLT of the Month

COLT of the Month will take place once every month. One student per class who has shown positive character traits will be selected.

Conferences: The communication between the home and school is a key factor in monitoring a child's progress. Conferences with teachers and other school personnel are encouraged and can be made by calling the school (462-8888) or by sending a note to the teacher. Please allow 24 hours notice for an appointment. You will be contacted by your child's teacher prior to conference time to schedule an appointment. **We encourage every parent to attend at least two (2) face-to-face conferences during the school year.**

Custody: School personnel will release pupils to either parents, guardians, or their designees unless there is on file in the school a copy of a Florida court order which grants custody or denies access to one parent or a third party. Proper identification (driver's license, picture ID, etc) for release of pupils will be required.

Dress Code:

Samuel S. Gaines Academy K-8 Dress Code 2018 – 2019

We encourage students to take pride in their attire as it relates to the school setting. Students are to dress in a manner that, in addition to the following guidelines, takes into consideration the safety, health, and welfare of self and others, and does not disrupt the learning environment. **Appropriateness of dress shall be determined by the school administration per Governing Board Policy.** Violations are not negotiable; our students will present themselves appropriately.

YOU ARE IN DRESS CODE	YOU ARE <u>NOT</u> IN DRESS CODE IF
<p style="text-align: center;"><u>SHIRTS/TOPS</u></p> <ul style="list-style-type: none">➤ All collared shirts must have sleeves➤ Collared Shirts (solid, stripes & plaids without printed words or pictures embroidered on them)➤ Shirts must be tucked in at all times➤ Shirts must be long enough to remain tucked in when seated➤ Spirit Shirts can be worn any day	<p style="text-align: center;"><u>SHIRTS/TOPS</u></p> <ul style="list-style-type: none">➤ Shirts that are collarless➤ Shirts that are not tucked in➤ Shirts that are tight fitting, revealing or sleeveless➤ Sweaters with hood on inside➤ Shirt has graphics larger than pocket size
<p style="text-align: center;"><u>PANTS/BOTTOMS</u></p> <ul style="list-style-type: none">➤ Shorts, Pants, Capris, Jumpers, Collared Dresses are permitted (tights are permitted underneath)➤ Fitted at the waist➤ Extend beyond the fingertips➤ Denim jeans are allowed➤ Must be securely fastened above the hip bone	<p style="text-align: center;"><u>PANTS/BOTTOMS</u></p> <ul style="list-style-type: none">➤ Pants that have holes or are torn➤ Pants that have embellishments/designs➤ Sweat pants, athletic shorts, spandex➤ Pants that display visible underwear➤ Belt buckles larger than 2 inches
<p style="text-align: center;"><u>SHOES</u></p> <ul style="list-style-type: none">➤ Must have closed toe➤ Closed toe must have a back or back strap➤ All closed toe straps/laces must be properly fastened	<p style="text-align: center;"><u>SHOES</u></p> <ul style="list-style-type: none">➤ Flip Flops/Sandals➤ Clogs/Crocs➤ Shoes with wheels/lights
<p style="text-align: center;"><u>OUTERWEAR</u></p> <ul style="list-style-type: none">➤ Sweatshirts, Sweaters, jackets and pullovers in	<p style="text-align: center;"><u>OUTERWEAR</u></p> <ul style="list-style-type: none">➤ Inappropriate or obscene pictures

<ul style="list-style-type: none"> any color ➤ Hoods (must be removed once inside the building) ➤ Collared shirts must be worn underneath all outerwear 	<ul style="list-style-type: none"> ➤ Camouflage ➤ Graphics
<p style="text-align: center;"><u>HEAD ATTIRE/HAIR/JEWELRY</u></p> <ul style="list-style-type: none"> ➤ Natural hair color only ➤ Headbands of any solid color (Girls) ➤ Earrings 2 inches or smaller ➤ Piercings appropriate for school ➤ Hair color, hair styles, hair accessories & jewelry should be appropriate to school setting & must not distract the learning environment 	<p style="text-align: center;"><u>HEAD ATTIRE/HAIR/JEWELRY</u></p> <ul style="list-style-type: none"> ➤ Caps, hats, bandanas ➤ Hoods are not to be worn on the head ➤ Spray painting or dyeing of hair ➤ Inappropriate and/or distracting images or writing or designs through the shaving of a head is not permitted ➤ Inappropriate press on tattoos

Dress Code Violations:

- 1st Violation:** Teacher will conference with student and contact parent and document the conference in student planner. Teacher will send a copy of the dress code policy with violation highlighted.
- 2nd Violation:** Teacher will make parent phone call and document it in the student planner.
- 3rd Violation:** Teacher will schedule parent conference and document it in the student planner. Referral will be submitted by the teacher to administration.

Consequences for being out of Dress Code after the 1st Referral will be handled in the following manner:

- 1st Referral** Lunch Detention for a day
- 2nd Referral** Elementary Students - Mandatory Parent Conference with the Teacher, and Lunch Detention
Middle School Students – Mandatory Parent Conference with the Homeroom Teacher
- 3rd Referral** Elementary Students – One day of In-School Suspension
Middle School Students – One day of In-School Suspension
- 4th Referral** Mandatory conference with an administrator or dean for the consequences to be determined
If an item of clothing is not listed above, it is not allowed to be worn.

Electronic Devices: Misuse of telecommunication services or networking for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall include all acts defined as a violation of local, state, or federal laws. Inappropriate use includes any act that violates or is inconsistent with the District’s mission, goals, policies, or procedures. Obscene activities include all acts that violate generally accepted social standards for use of a publicly owned and operated communication vehicle. In cases of substantial disruption, such misconduct may be the basis for expulsion. Please refer to the Appendix to review the specific policy, Student Responsible Computer Network and Internet Use Policy.

Emergency Drills/Evacuations: The safety of our students is one of our greatest concerns. The school holds regular fire, tornado, code red and code yellow drills to teach the students to respond calmly in the event of an emergency. Each classroom has a designated escape route to an outside area located a safe distance from the building. Students are expected to follow the teachers’ instructions. Bus evacuation drills are conducted twice per year, and practice per the directions set forth by the Saint Lucie County Transportation Department.

Family Access: St. Lucie County utilizes the Skyward System which allows parents the ability to view their child’s school information online. Before you can use Family Access, you must have a Username and password for your new account. Please go to your child’s school to have your account activated by showing a picture identification for verification. Once logged in to the system, you can access your child’s calendar, grade book,

message center, attendance, schedule, and current/past assignments. For families with more than one currently enrolled student, Family Access lets you select which child's information you wish to view.

Field Trips: Field trips are one way to improve learning and enrich the curriculum. All students going on field trips must have a signed permission slip from their parent or guardian. Without written permission the student will remain at school. **Parents who accept responsibility of chaperoning field trips will have to make provisions for younger siblings.** Field trip participation is limited to grade specific students only. Parent chaperones who want to take their children home after a field trip must sign them out in the office prior to the child leaving campus. Parent chaperones must ride on the school's transportation to and from the event. Additionally, in order for a parent to be a chaperone on a field trip, a Volunteer Application must be completed at least two weeks prior to the field trip. A fee is charged to help defray the costs of field trips. Cost is usually based on the distance traveled and whether a fee is charged for admission.

Fighting: Fighting is strictly forbidden in the school, on campus, or on school district transportation. Breaking this rule will result in an immediate and automatic suspension from the school, a conference with the student's parents, and a possible expulsion recommendation.

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

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

In addition to these screening activities, your child will receive first aid and care in the event he/she is injured or becomes ill while at school. You will be informed, in writing, if your child fails to meet any of the screening standards. You are encouraged to seek further professional assistance. If you DO NOT want your child to participate in school health screenings, PLEASE NOTIFY THE SCHOOL in writing and include your child's name and grade.

HOMEWORK

The faculty and administration of Gaines Academy believe that homework is a valuable learning experience. Homework can accomplish any or all of the following:

- reinforce academic skills introduced in the classroom,
- increase learning time (time on task), thereby increasing students' achievement,
- communicate the curriculum to parents,
- encourage self-discipline in the student,
- assist the student in becoming more self-directed, and
- provide for different rates and styles of learning.

We believe that skills and concepts are reinforced through assignments completed outside the school. Through homework you have the opportunity for enrichment, extension and/or remediation of instructional goals and the opportunity for practice of basic skills.

Homework becomes more valuable when there is a strong partnership between home and school. A role of the home is to provide support, encouragement and a place to complete homework. A role of the school is to assign meaningful homework.

Media Center: Our media center is open to all students and teachers. There are no fees for overdue books, however, lost or damaged books must be paid for. Students will not be allowed to check out an additional book until the debt is settled.

Messages and Telephone Calls: Please leave a message with the office staff and your child will be notified.

Parent Pick-Up and Drop-Off of Students:

1. **Parking and/or lining up of vehicles will not be permitted in front of the covered student pick-up area.** This area is the fire zone area and no parking is permitted. **Please do not move any traffic cones located in the driveway/parking areas of the school.** Please adhere to the following rules: do not block the handicap parking spaces; do not cut in front of another car that is waiting in line for their child; and have your child enter and exit the vehicle on the passenger's side only. If you desire to wait for your child, park in the designated visitor's parking spaces or park on the sides of the entrance/exit areas of the driveways in designated spaces. It is important that you do not allow and/or encourage your child to run to the vehicle.
2. Parents and visitors are requested to follow the directions of the school attendants who are supervising the children in the mornings and afternoons during drop-offs and pick-ups. Their job is to provide supervision of the children, assist the children getting in and out of the vehicles, and making sure vehicular traffic is moving in an orderly and efficient manner. If you need to get out of your car, then you must go to one of the designated parking spaces.
3. **The bus loading zone is for buses and day care vans only.** The area is clearly marked, "Do Not Enter". Drivers are not permitted to drive through this area and/or block the driveway for the buses.
4. The teachers and staff parking lot is only for employees of the school. The area is clearly marked. Drivers are not permitted to park in this area.
5. All car riders are to be dropped off in the morning in the front of the school and picked up in the front of the school as well. The bus loading zone is for buses only and the staff parking lot is not a safe area for dropping off and picking up of students.
6. School safety is a priority goal for everyone at Samuel Gaines Academy. These procedures that we have developed are for the safety and security of all children who attend the school. Patience and courtesy will help enormously in attaining our goal.

Parties/Birthdays/Candy: Students can celebrate their birthday with their classmates in the cafeteria during lunch. Please make arrangements 24 hours prior with the teacher. Individual wrapped items are recommended (cupcakes, muffins, etc.) only store bought items are allowed; no homemade goods. Candy and gum are not permitted. If you have any questions, please contact your child's teacher.

Positive Behavior Intervention (PBiS): PBiS uses school-wide EXPECTATIONS and RULES in specific settings to TEACH students appropriate behavior. PBIS also utilizes a reward system to encourage and model appropriate behavior and effective consequences to discourage inappropriate behavior.

Problem Solving Intervention Team: The primary purpose of the Problem Solving Intervention Team is to provide schools with a procedure for implementing systematic and efficient assistance to administrators, teachers, parents, and students. The team meets on a regular basis to discuss students in need of resource services, alternative teaching strategies, curriculum changes, behavioral interventions, and/or psychological evaluations. The Team's responsibility is to study all information about the student and make recommendations for interventions to be utilized in working with him or her. The interventions must be implemented for a minimum of 6 to 9 weeks on a consistent basis. The Team will reconvene after the intervention phase to discuss the effectiveness of the interventions. The Team will determine if the interventions were effective and need to be continued, if new interventions are needed; and/or if a formal evaluation is necessary.

Pupil Progression Plan:

Criteria for promotion and retention for each grade are explained in St. Lucie Public Schools' Pupil Progression Plan accessible on the district website.

Rainy Day Arrangements: Please arrange a rainy-day schedule for your child. Some after school activities may be canceled due to the weather. Your child will be permitted to call if this occurs.

School Advisory Council: The School Advisory Council (SAC) meets monthly and meetings are open to any parent, community, or staff member. We strongly encourage parents to participate in our monthly meetings.

School Deputy

Gaines Academy is fortunate to have School Resource Deputy assigned to us on a full-time basis. The officers interact with students and staff members as a teacher, counselor, advisor, and legal resource. Their presence and involvement provide preventive measures to help maintain our campus as a safe and orderly environment.

ADMINISTRATION HAS THE AUTHORITY TO SEARCH WHEN NECESSARY DEEMED.

Scope and Sequence: Your child's grade level scope and sequence can be found online at the following website address: <http://www.stlucie.k12.fl.us>.

Textbooks: Basic textbooks are a loan for students use during the school year. It is requested that they be handled carefully and be kept as clean as possible. You will be required to pay for a lost or damaged book. Failure on the part of the student to pay for lost/damaged textbooks may deprive the student of further issuance of free textbooks. (Fl. Statue 233.42)

Valuables: **All students are to leave valuables such as, money, jewelry, toys, I pods, electronic devices, etc. at home.** The probability of damage/theft is too great and those items are a distraction to the students throughout the day. While it is tempting to bring a new gift or toy to school, these items, unfortunately, generally end up being damaged or lost, or in some cases, confiscated by adults because they are causing a disturbance or disruption in class. Confiscated items can be picked up in the office by a parent or guardian after dismissal of school. If an adult sees the items on campus at any time it will be confiscated.

Visitors: Parents are always welcome to visit the school. Please use the designated parking spaces in front of the school. Parking in the bus loading zone and faculty parking areas is prohibited. **ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE AND OBTAIN A VISITOR'S PASS.** We will strictly enforce this policy to ensure the safety of all students. Parents who would like to observe a classroom must obtain prior permission from the principal and teacher, and must allow 24 hours notice. **Preschool children and children not registered as students are not permitted to spend the day at school or visit the classrooms.**

Volunteers: We have seen excellent results when students receive individual help and we would like to be able to offer this educational opportunity to more students. If you feel that you could volunteer to work with students in a classroom, or help prepare materials for instruction, we would be happy to hear from you. You can reach our volunteer coordinator by calling 462-8888. We ask that all of our volunteers dress professionally while working in our school. **Volunteers are not allowed to volunteer in their own child's class or bring younger siblings that are not school aged to school while volunteering.**

Withdrawals: If it is necessary to withdraw a student from school, please notify the office as soon as possible. All library books and textbooks must be returned to the school, and other obligations satisfied, i.e. cafeteria charges, library books, textbooks, etc. A copy of the withdrawal form will be issued, and may be presented to the new school. Records will be forwarded to the receiving school.

Zero Tolerance Policy: **Notice of possession, sale or use of controlled substances, or weapons by any student on school property, or in attendance at a school function, is grounds for suspension and/or expulsion. Refer to the student code of conduct.**

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 4204 Okeechobee Road, Ft. Pierce, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

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

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

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

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

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

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

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

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

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

The School Board of St. Lucie County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School Board will directly notify parents of these policies at least annually at the start of each school year and after any substantive change. The School Board will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School Board will make this notification to parents at the beginning of the school year if the Board

has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA