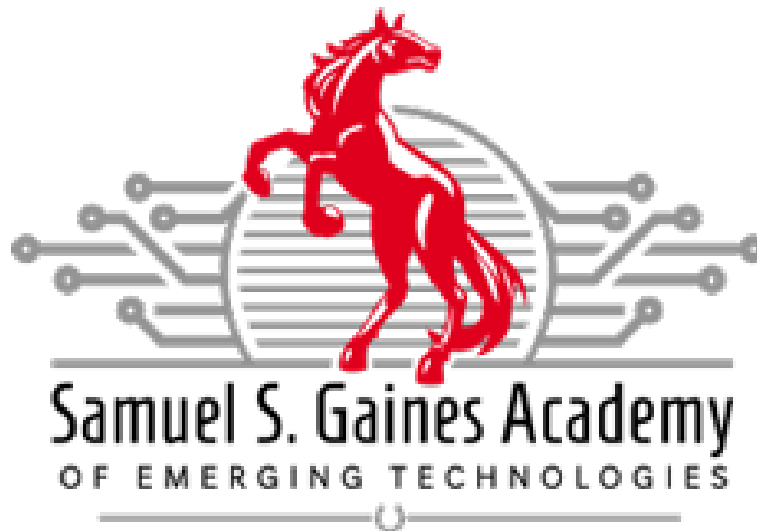




Samuel S. Gaines Academy of Emerging Technologies

STUDENT & PARENT HANDBOOK



Keith W. Davis Sr., Principal

JOHN J. DAVINO, ASSISTANT PRINCIPAL | AMY RODRIGUEZ, ASSISTANT PRINCIPAL

Table of Contents

About SGAET/SLPS.....	3
SLPS Vision Statement.....	3
SLPS Mission Statement	3
SGAET Vision Statement.....	3
SGAET Motto, Colors, & Mascot.....	3
SGAET Logo & School Crest	3
Admission Agreement/Annual School-Home Compact	3
Arrival & Dismissal for Students	4
Student Arrival and Dismissal Times.....	4
Bus Students	4
Changes in Student Transportation	4
Attendance.....	5
Attendance and Behavior Requirements for Extracurricular Activities.....	9
Auditeria	9
Lunch Visitors.....	10
Cell Phones & Electronic Devices.....	10
Communication.....	10
Student Discipline	11
Grading	13
K-2 Grading System.....	13
3-8 Grading System	13
Classroom Celebrations.....	13
Clinic Procedures.....	13
Medications.....	13
Dress Code	13
Spirit Wear	13
Emergency Procedures.....	13
FERPA	14
Schoolwide Student-Centered Initiatives	15
Leader in Me (LIM).....	15
Advanced via Individual Determination (AVID).....	15
Life Management Skills & Character Education	15
Morning Circles.....	15

Kids @ Hope15

Procedural Safeguards for Students with Disabilities16

Notice of Protection of Pupil Rights Amendment.....16

State Required Morning Routines.....17

 Pledge of Allegiance17

 Moment of Silence17

School Advisory Council17

School Closings17

Student Records.....18

SLPS Notice of Non-Discrimination, Title IX, and Section 504.....18

About SGAET/SLPS

SLPS Vision Statement

St. Lucie County 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 continuous improvement of student achievement and the success of each individual. Our promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for each child, every day. This is the St. Lucie way!

SLPS Mission Statement

Our mission is to ensure that all students graduate from safe and caring schools equipped with the knowledge, skills and desire to succeed.

SGAET Vision Statement

Samuel S. Gaines Academy of Emerging Technologies will be among the region's most innovative K-8 public schools, transforming the lives of our students and shaping the future of our community through exceptional teaching, creative activity, service to our community, and STEM. We will amplify these efforts through our distinctive climate – one that places a premium on interdisciplinary inquiry, personal leadership and determination, and draws from the rich diversity of our students, faculty, and staff.

SGAET Motto, Colors, & Mascot

The Motto: *We are...Colts! A Community of Learning, Teaching, Succeeding*

The Colors: Red & Gold: Symbolizing energy, self-confidence, and enthusiasm.

The Mascot: Sammy the Colt

SGAET Logo & School Crest

Original Logo 2007-2017



Current Logo



School Crest



Admission Agreement/Annual School-Home Compact

All parents have been asked to sign the annual school compact. Your commitment to the philosophy of the school, its academics, and the behavior of your child is extremely important. Please review with your child the annual school-home compact that is signed each fall, as well as the admission agreement, which is included below:

By signing the admission agreement of Samuel S. Gaines Academy of Emerging Technologies, you, the parents/guardians, agree to the following conditions as long as the child named is a student at this school:

a) Comply with all policies and procedures implemented by the school.

- b) Agree to support and follow the school's dress code policy.
- c) Allow photos of my child to be taken and published in the newspaper, yearbook, Facebook, or other media.
- d) Agree to the SGAET Laptop Use Policy.
- h) Complete the National School Lunch Program application annually.

You understand that standards of conduct and behavior are high and that close cooperation between home and school in these matters is required. Serious misbehavior or repeated, unacceptable conduct constitutes grounds for the dismissal of a student from school.

Arrival & Dismissal for Students

Student Arrival and Dismissal Times

9:00 am

Student Drop-Off

- Students should arrive on school grounds **no earlier than 9:00 am**, since no adult supervision is available prior to that time and enter through the audeteria for breakfast and to report to class
- Parents should not park & walk students from the parking lot during drop off but are asked to remain in the right lane and not pass for the safety of students and staff during drop off.

9:30 am

Homeroom classes begin

9:34-9:35am

Moment of Silence

4:00pm

Dismissal begins

- Parents who are on school grounds to pick-up their children after school are to remain in their vehicles in the right lane of the parent pickup area at the audeteria.
- Parents of students with special needs are asked to park in the right lane in front of the main office building for pickup.
- Bus riders will be dismissed in waves from the classroom to the bus ramp. Primary bus riders will be seated with their classes on the bus ramp.

4:15pm

All remaining students are dismissed

Bus Students

If a child asks to ride a bus other than their regular bus, they must have a note from their parent/guardian, approved by administration and bus transportation, even for a one-day change. A child may not ride a different bus unless the note has been approved.

CHAMPS for the School Bus

C – Voice level 1 or 2

H – Raise hand

A – Safe ride to and from school

M – Entering and exiting the bus only

P – Seated facing front, bottom to bottom and back to back; hands, feet, objects to self and inside the bus

Success

Changes in Student Transportation

If students are going home a different way than usual, students must have a written note from a parent (ex. regular bus rider to walk home). Notes must be turned into the front office no later than 10:00 a.m. Other dismissal changes will be accepted up until 3:30 p.m. The notes will be verified and returned to the teacher prior to dismissal. If anyone other than the parent/guardian is to pick up the child, the student must bring in a written note from the parent/guardian. The

person designated to pick up a 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. When students are dismissed from the front office/clinic, all parents/guardians must present government-issued identification, even if they are known by the office staff.

Attendance

Official Attendance

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

St. Lucie County School District Student/Parent Notification of Attendance Policies

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 this section; however, criminal prosecution under this chapter may not be brought against a 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

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, 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

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 written explanation must include the dates of the absences which are sought to be excused and the reason for the absence. (F.S. 1003.26)

- Illness of the student
- Major illness in the student's immediate family
- Medical appointment of the student
- Death of family member or friend
- Required Court Appearance
- Religious holiday of the student or student's family's faith

- Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- Major disaster that justifies the absence that has been approved by the principal
- Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester
- Missing the school bus if the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- Other planned absences approved in advance by the principal.
- Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. The principal can excuse vacation travel that exceeds the threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel. Absences for this reason cannot exceed 5-days annually. Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for 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

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

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

- frequent communication between school and family

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

Non-Compliant Students: When students subject to compulsory attendance will 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 and the superintendent may file a truancy petition pursuant to F.S. 984.151.

Truancy Petition

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

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

School's Responsibility:

- Partner with Student Services to prepare the Petition
- Provide Student Services with all verifications of notification to and conferences with the parent to inform and discuss attendance
- Copies of all parent and physician excuses and phone logs
- Verification that the recorded attendance is true and correct according to School Board Policy

Filing of the Truancy Petition:

- Filed in Circuit Court in the 19th Judicial Court
- All supportive documentation becomes part of the Court file
- Parent(s) named in the Petition will receive a copy of the Petition when the Petition is served

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.

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 p.m., or 1:30 p.m. on an early release day.

Tardiness and/or leaving early will be either excused or unexcused. To have a tardy or early departure excused, you must email or send in a doctor's note that day or within three days to have it excused. Every effort should be made to schedule medical and dental appointments before/after school hours, student "no school" days, or during summer vacation. Every effort should be made to take vacations only during scheduled school breaks.

- When students are absent from school, they must bring a written excuse from home or send an email directly to the attendance clerk and/or provide written doctor verification. These are the only forms accepted. No phone calls.
- Any student absent without notification of the absence will be recorded as a non-excused absence.
- Excessive absences will result in phone calls home, letters from school, and/or visits from the school's social worker, potentially followed by a PST and Truancy Petition.

For all students in grades K -12, once the student has accumulated three 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 (if they are deemed safe to take place) are privileges that 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.). Parents will be notified when there is a concern. Final decisions will be made by administration.

Auditeria

Breakfast will be served in the auditeria from 9:00 a.m. until 9:25 a.m. Lunch will be served at times according to the school master schedule. The following auditeria rules will be enforced:

Auditeria Rules:

- Keep hands/feet/objects to self
- Follow pattern of movement
- Sit in assigned seat
- Wait for signal to dismiss

Breakfast and/or lunch are available for the students, staff and guests. Breakfast and lunch prices are as follows and are subject to change; district approved meal prices are reviewed annually. Please check the district website

<https://www.stlucie.k12.fl.us/departments/child-nutrition-services/> for current prices:

Full Price

Reduced Price

Adult Price

Breakfast	Universal Free Breakfast for K-12 Students		\$3.00
Lunch K-5	\$2.25	\$0.40	\$4.00
Lunch 6-8	\$2.50	\$0.40	

All parents need to 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 it doesn't qualify. Federal funding is attached to our food service meal applications. A new application must be submitted at the beginning of each school year, you can apply online at <https://foodservice.stlucie.k12.fl.us/>.

Lunch Visitors

A parent that wants to have lunch with their child must come to the front office to sign in and have their identification checked on the Raptor System. Parents may eat with their student in the parent room or the benches outside of the front office. Parents may not drop off fast food for a student and the school will not receive outside food/drink deliveries for a student. 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.

Cell Phones & Electronic Devices

Any electronic device that can be used for educational purposes is permitted ONLY in classrooms at the discretion of the individual teacher. Electronic devices, games, and accessories are NOT permitted at any time on campus outside of the classroom, including, but not limited to: the auditoria, hallways, basketball courts, media center and car rider area and bus loading zone. This begins from when a student arrives on campus until dismissal. Anyone seen using such items during the school day may have them confiscated. Confiscated items may be picked up by the student's parent/guardian at the Dean's Office, by appointment only. Cellphones must be turned off during the school day and stored away. Students with Smart Watch devices must turn them to "Do Not Disturb" mode while at school. If any electronic device is brought to school and lost or stolen, the school will not investigate. Parents, please also turn all phones to silent while at school events or during performances.

From the SLPS Code of Conduct:

A student may possess a wireless communication device while on school property or attending a school function, subject to the following limitations: (a) The device must be inactivated or "off" (1) while on a school bus and (2) during the school day (from the time students step off the bus/out of car), unless approval is granted by the school-based administrator or his/her designee to allow use for educational purposes. (b) During prohibited times, the device (1) may not be displayed, held, used, activated, or manipulated in any way. (2) Must be stored in a pocket, pocketbook, backpack, device carrier, or other closed or enclosed container.

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. All parents/guardians should regularly review posted grades in Skyward and contact the teacher via email with any questions or concerns.

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.

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.

For the SLPS Calendar, please visit: <https://www.stlucie.k12.fl.us/>.

Parents should notify school personnel in the following sequence, if there are concerns:

1. 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.
2. School Counselor: Following conversations with the classroom teacher in matters of student behavior and academics, parents may request a 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. Dean: While deans primarily will communicate with parents regarding student behavior, they are also here to give suggestions on how to help your child be successful working with their teachers and their peers. The deans will investigate bullying and harassment claims.
4. Assistant Principal: Following conversations with the school counselors or deans 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.
5. The Principal: Following conversations with the classroom teacher, school counselor or 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.

Student Discipline

Refer to the [St. Lucie Public Schools Student Code of Conduct](#) which can be located on both the [SLPS Website](#) and [Samuel S. Gaines Academy of Emerging Technologies website](#). A printed copy can be requested by completing the form on the next page.

Notice regarding the St. Lucie Public Schools Code of Student Conduct 2023-2024

In order to conserve resources, schools will not distribute paper copies of the Code of Student Conduct to every student. An electronic copy of the Code of Student Conduct can be found at www.stlucie.k12.fl.us/departments/student-services/.

Parents/guardians may request a printed copy to be provided. To receive a printed copy of the Code of Student Conduct, please check the box below and return this form to your child's school. A copy will then be provided to your student.

The Code of Student Conduct has been adopted to help your son/daughter gain the greatest possible benefit from his/her education. Please read and discuss the Code of Student Conduct with your son/daughter.

FAILURE TO RETURN THIS ACKNOWLEDGEMENT FORM WILL NOT RELIEVE A STUDENT OR THE PARENT/ GUARDIAN OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE CODE OF STUDENT CONDUCT OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO SLPS PROPERTY.

Please check only if you require a printed copy of the 2023-2024 Code of Student Conduct. One (1) copy per household will be provided.

_____	_____	_____
Print Student Name	Student Signature	Date
_____	_____	_____
Print Parent/Guardian Name	Parent/Guardian Signature	Date

Grading

K-2 Grading System

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)

3-8 Grading System

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

Letter	Percent	Grade Point Average	Performance Definitions
A	89.5-100	4	Outstanding
B	80-89.4	3	Above Average
C	70-79.4	2	Average
D	60-69.4	1	Lowest Acceptable
F	0-59.4	0	Unacceptable
I	0	0	Incomplete

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

Classroom Celebrations

There may be two in class celebrations a year (Winter Holiday and End of the Year). Birthday parties are not given at school. Parents wishing to provide a treat for their child's birthday may do so with consultation of and at the teacher's discretion only. Only store-bought foods are permitted.

Party Invitations: Students will only be permitted to hand out party invitations in school if each student in the class receives one. Since student addresses and phone numbers are confidential, staff cannot share student information with parents.

Clinic Procedures

Medications

All medication must be administered in the clinic with written permission from the doctor. 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. Notify the clinician if a child needs emergency medication such as inhalers and epi-pens, they may be carried by students with physician and parent approval.

Dress Code

Through our dress, we project an image for ourselves, project the standard of our school, and help to establish the learning environment in the classroom.

Acceptable Dress	Not in Dress Code
<u>Tops</u>	<u>Tops</u>

<ul style="list-style-type: none"> • Collared shirts (solids, stripes, any colors, without words or graphics) • Must have sleeves • Must be tucked in at all times • Must be long enough to remain tucked in, even when seated • School Spirit T-Shirts may be worn any day in lieu of a collared shirt 	<ul style="list-style-type: none"> • Collarless (other than approved School Spirit Shirts) • Sleeveless • Untucked • Tightfitting or revealing of the midriff, chest, back • Tops with graphics or words • Visible undergarments at any time
<p style="text-align: center;"><u>Bottoms</u></p> <ul style="list-style-type: none"> • Shorts, Pants, Khakis, Capris, Jumpers, Collared Dresses, Skirts, Denim Jeans are permitted • Must be fitted at the waist and securely fastened above the hip bone • Must extend beyond outstretched fingertips • Tights are permitted underneath dresses or skirts 	<p style="text-align: center;"><u>Bottoms</u></p> <ul style="list-style-type: none"> • Bottoms that have holes, are torn, or frayed • Bottoms with embellishments or designs • Sweatpants, athletic shorts or pants, spandex, tights worn as bottoms, leggings • Visible undergarments at any time
<p style="text-align: center;"><u>Outerwear</u></p> <ul style="list-style-type: none"> • Sweatshirts, jackets, and pullovers of any colors • Hoods may only be worn outdoors on cold weather days • Approved tops must be worn beneath any outerwear 	<p style="text-align: center;"><u>Outerwear</u></p> <ul style="list-style-type: none"> • Caps, hats, bandanas • Hoods on indoors at any time • Outerwear worn without approved tops/bottoms underneath
<p style="text-align: center;"><u>Shoes/Accessories</u></p> <ul style="list-style-type: none"> • Shoes must be closed toed and have a secured back or back strap • Small jewelry, earrings, and nostril piercings are allowable 	<p style="text-align: center;"><u>Shoes/Accessories</u></p> <ul style="list-style-type: none"> • Flip Flops, Slides, Sandals, Clogs • Shoes with wheels or lights • Press on tattoos • Large or dangling jewelry, chains, facial piercings

Spirit Wear

- SGAET Spirit Wear may be worn any day of the week. Spirit Wear is available in the school store, through the front office, or through an order form on our school website.

Students are also highly encouraged to participate in the various themed days, or fundraisers where out of dress code outfits are permitted, such as “No Collar for a Dollar” days. Final decisions on what is appropriate for school on these days will be made by administration. Students should always ask their teacher prior to or bring an alternate dress code appropriate outfit on these days.

Emergency Procedures

Fire Drills and Code Red Drills are conducted once each month and Tornado Drills & Bus Evacuation Drills are conducted twice each year. All teachers and staff are familiar with and practice the emergency procedures plan. The safety of our

students is always our highest priority. Parents are encouraged to talk to their students regarding the importance of these safety drills.

FERPA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* * *

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

Schoolwide Student-Centered Initiatives

Leader in Me (LIM)

A whole-child education approach with five core paradigms: Everyone can be a Leader, Everyone has Genius, Change starts with Me, Educators empower Students to Lead their own Learning, and Develop the Whole Person. At SGAET, LIM has three parts to the Lighthouse Committee, Academics, Leadership, and Culture, which provide a framework for the school and incorporates all the school wide initiatives.

Advanced via Individual Determination (AVID)

An academic approach using a focus through Writing, Inquiry, Collaboration, Organization, and Reading (WICOR) strategies for teaching and learning. AVID strategies are the focus of the SGAET's LIM Academic Team.

Life Management Skills & Character Education

This is a process for developing students' social-emotional competencies and provides strategies for problem-solving and building strong relationships with peers. There are five skill areas that are focused upon: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Responsible Decision Making.

Morning Circles

As part of SGAET's approach, each day in homeroom (following the Moment of Silence), will start with a morning circle for students and teacher.

Kids @ Hope

Samuel S. Gaines Academy of Emerging Technologies is a Kids at Hope school. We believe in making the following pledges:

Kids at Hope Pledge

I am a Kid at Hope.

I am talented, smart & capable of success.

I have dreams for the future and I will climb to reach those goals & dreams every day.

All Children are Capable of Success, No Exceptions!

Treasure Hunter's 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!

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, visit: <http://www.fldoe.org/core/fileparse.php/7690/urlt/0070135-procedural.pdf> (English) or <http://www.fldoe.org/core/fileparse.php/7690/urlt/0070136-safeguards-span.pdf> (Spanish).

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

State Required Morning Routines

Pledge of Allegiance

Florida law states that the pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart... at the beginning of the day in each public elementary, middle, and high school in the state.

Moment of Silence

Florida HB 0529 requires that public schools set aside time for a moment of silence in first period, at least for 1 minute, not to exceed 2 minutes, daily. Parents/guardians are encouraged to discuss the moment of silence and make suggestions as to the best use of this time with their child. Students may not interfere with any other student's moment of silence. There will be a daily bell chimed in Homeroom to start and end the Moment of Silence.

School Advisory Council

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. Meetings are held monthly and all stakeholders are invited to attend and participate in the discussions. Meetings will take place virtually or in-person.

School Closings

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.

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 proper identification (i.e. 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. Record requests can be made on our school website at [Contact – Samuel S. Gaines Academy K-8 \(stlucie.k12.fl.us\)](mailto:stlucie.k12.fl.us).

SLPS Notice of Non-Discrimination, Title IX, and Section 504

THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA, does not discriminate in employment, treatment, in admission or access to its programs and activities on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, sexual orientation or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or any employment conditions or practices conducted by this School District, except as provided by law. The School Board provides equal access to the Boy Scouts and other designated youth groups¹. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. (SLPS SB Policy 2.7).

ADULTS (2.70) EQUITY POLICY: PROHIBITING HARASSMENT

A. Harassment concerning an individual's race, color, sex, age, religious beliefs, national or ethnic origin, marital status, or disability is a form of misconduct which undermines the integrity of the employment relationship.

B. Adverse remarks or epithets and other forms of harassment concerning an individual's race, color, sex, age, relation, national or ethnic background or disability are strictly prohibited. A disability exists when an individual has a physical or mental impairment which substantially limits one or more of the individual's major life activities.

In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

Adult COMPLAINT PROCEDURES:

If an **adult** needs to report an alleged violation of these policies, an informal equity complaint should be made to a principal or department designee. If the situation cannot be resolved informally, a formal complaint should be directed to the Superintendent's designee listed below.

Dr. Rafael Sanchez, Jr.
Executive Director of Human Resources
Office: (772) 429-7508
e-mail: EMP-GRV@stlucieschools.org

STUDENTS (2.70) EQUITY POLICY

A. It is the policy of the SLPS School Board to offer students the opportunity to participate in appropriate programs, services and activities without regard to race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background.

B. Students, while they are in school or participating in school-related activities, are entitled to an

Student COMPLAINT PROCEDURES:

If a **student** needs to report an alleged violation of these policies, an informal equity complaint should be made to the Principal or principal designee. If the situation cannot be resolved informally, a formal complaint should be directed to the Superintendent's designee listed below.

Heather Roland
Executive Director of Student Services
Office: (772) 429-4577
e-mail: SS-GRV@stlucieschools.org



TITLE IX POLICY (2.71): PROHIBITING SEXUAL HARASSMENT

Sexual harassment is prohibited in the District, on all District property, and all District sponsored activities or events. Students and employees who feel that they have been subject to sexual harassment are encouraged to file a complaint in accordance with the procedure outlined in the Title IX Policy (2.71). Employees who become aware of sexual harassment must report to the appropriate personnel so the District can conduct a thorough investigation. Sexual harassment by an employee or student to another individual (student or adult) is strictly prohibited by School Board Policies 2.70, 2.701, and 3.43. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Title IX Complaint Procedures: Any person may report sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment, in person, by mail, telephone, or electronic mail, using the Title IX Complaint Procedures to the following contacts:

Employee Related:

Aaron Clements
Director of Employee Relations
Phone: (772) 429-7529
e-mail: Aaron.clements@stlucieschools

Student Related:

Esther Rivera
Director of Student Services
Phone: (772) 429-4526.org
e-mail: Esther.rivera@stlucieschools.org

If, due to a disability, you need special accommodations to receive School Board information or to participate in School Board functions, call (772) 429-3600 and ask for the School Board Secretary. Telecommunications Device for the Deaf (TDD) phone (772) 429-3919.

¹ For Further information on notice of non-discrimination, visit <https://ocras.ed.gov/contact-ocr> or contact the SLPS District Equity Coordinator: Dr. Adrian Ocampo Executive Director of Assessment & Accountability Phone: (772) 429-5538 e-mail: Adrian.ocampo@stlucieschools.org

School Designees

Adult/Employee Related:

John J. Davino
Assistant Principal
(772)462-8880
John.Davino@stlucieschools.org

Student Related:

Clifton Robinson
Dean of Students
(772) 462-8868
Clifton.Robinson@stlucieschools.org

St. Lucie Public Schools Title IX Formal Complaint

My name is _____ and I am a student/employee at _____.
School Name

_____ sexually harassed me on or about _____ at
Name Date/Time

Location

Please explain the incident below:

I am requesting that _____ investigate these allegations.
Title IX Coordinator's Name

Name: _____

Signature: _____

SGAET Student and Parent Handbook procedures and policies are in accordance with district policies. A physical copy of the student handbook can be provided upon request. Policies may change or be updated throughout the school year.

*District policies can be found at:
[St Lucie Public Schools – Each child, every day](#)*

Board Members

Debbie Hawley
Troy Ingersoll
Jack Kelly
Dr. Donna Mills
Jennifer Richardson

Superintendent

Dr. Jon R. Prince

NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE

THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA, No person shall, on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, sexual orientation, or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

Reasonable accommodations are provided for persons with disabilities to complete the application and/or interview process. Applicants/individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact 772-429-7500 for assistance.

Non-Discrimination Policy Inquiries and Complaints by Students, Parents, Applicants for Admission to School, and all others except Employees and Applicants for Employment:

Heather Roland, Executive Director of Student Services 9461 Brandywine Lane, Port St. Lucie, FL 34986

Office: (772) 429-4521, Fax: (772) 429-4528, E-mail: SS-GRV@stlucieschools.org

Non-Discrimination Policy Inquiries and Complaints by Employees and Applicants for Employment:

Rafael Sanchez, Executive Director of Human Resources 9461 Brandywine Lane, Port St. Lucie, FL 34986

Office: (772) 429-7508, Fax: (772) 429-7501, E-mail: EMP-GRV@stlucieschools.org

Inquiries and Complaints under SECTION 504 OF THE REHABILITATION ACT OF 1973 should be directed to the School Board's Section 504 Compliance Officer, the Executive Director of Student Services, contact information listed above.

If due to a disability you need special accommodations to receive School Board information or to participate in School Board functions, call (772) 429-3600 and ask for the School Board Secretary.

Telecommunications Device for the Deaf (TDD) phone (772) 429-3919.

Dr. Adrian Ocampo, Executive Director of Assessment and Accountability Equity Coordinator

9461 Brandywine Lane, Port St. Lucie, FL 34986

Office: (772) 429-5538 E-mail: Adrian.Ocampo@stlucieschools.org

