

St. Lucie Elementary School

2020 S. 13th St.
Fort Pierce, FL 34950
772-468-5213

School Administrators

Mrs. Kathy Baich-Potenza, Principal
Mrs. Adrienne Mendoza, Assistant Principal
Mrs. Elizabeth Gomez, Assistant Principal

School Mascot

Rising Stars

School Colors

Gold and Blue

St. Lucie Elementary Mission Statement

The mission of Saint Lucie Elementary School is to ensure every child succeeds academically, behaviorally, and socially in a safe and secure environment. We provide students with engaging learning experiences to empower ALL students to unlock their FULLEST potential.

St. Lucie Elementary: 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 every day.

NO EXCEPTIONS!

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 exist in all children and youth.

I believe all children are capable of success,

NO EXCEPTIONS!

August 12, 2024

Dear Parents and Students,

Welcome Rising Star families to the 2024-25 school year at St. Lucie Elementary. The faculty and staff are excited to welcome all students back on campus this year. Our school family believes every child can reach for the stars and achieve all their academic and personal goals. All students are capable of success – NO EXCEPTIONS!

This handbook is provided to you and your child as a reference and outlines many of our policies and procedures at St. Lucie Elementary. This handbook is designed to be a reference for you. It is important for you and your family to review the handbook in its entirety. You will also find state and district policies for your review. The guidelines outlined in this handbook help us to provide a safe and caring learning environment for your child at St. Lucie Elementary.

Parent involvement in your child's education is extremely important to their success. We have a few opportunities for families to become part of their child's school community. If you are interested in joining the Parent Teacher Organization (PTO) and/or our School Advisory Council (SAC), below please find information pertaining to these two opportunities:

- The Parent Teacher Organization (PTO) helps to provide support for our school programs and enrich the implementation of our curriculum.
- The School Advisory Committee (SAC) meets monthly to help guide the decision-making process for the school.

Please contact our front office if you are interested in serving on either of these organizations.

This year volunteers are welcome back on campus! We LOVE and appreciate our volunteers. We need volunteers to help in the media center, during special events like our book fairs and holiday shops and other places throughout the school. Volunteers can chaperone field trips and other special classroom events.

If you are interested in volunteering or chaperoning, you are required to complete a volunteer application. Please allow two weeks processing time for your application. We recommend you complete the volunteer application at the beginning of the year. You need a new application completed every school year. Our front office staff will gladly help you with this process.

"You are destined for greatness... Believe in yourself and Go For It!"

"Anchored in Greatness",

Mrs. Kathy Baich-Potenza, Principal

General School Information

Upon entering the campus of St. Lucie Elementary for any reason, you will need to check in at the front office to pick up a visitor's pass.

Visitors on campus must have a valid state ID for our Raptor security system. Visitors without IDs cannot be admitted on campus. Volunteers must be screened and approved through the St. Lucie Public Schools volunteer system.

School Hours

Front Office Hours	8 AM – 4:00 PM
Student School Hours	8:30 AM – 3:20 PM

School Phone Numbers

Main Office	772-468-5213
Guidance	772-468-5815
ESE Department	772-468-5809
Cafeteria	772-468-5812
Clinic	772-468-5807

Daily School Routines & Schedules

WHAT	TIME	SPECIFIC INFORMATION
Arrive at School Prior to 8 AM	Prior to 8 AM	Supervision NOT Provided – Students are not permitted to be on campus prior to 8 AM
Breakfast	Begins at 8 AM Ends at 8:25 AM	Students Eat Breakfast in the Cafeteria
Bell Rings	8:30 AM	Academic Day Begins
Late Arrival	After 8:30 AM	Parent Needs to Sign Student into School in Front Office, Student Obtains a Tardy Pass
Early Check-Out	Before 2:30 pm	Students Will Not Be Dismissed from 2:30 PM – 3:20 PM Unless There is a Family Emergency
Dismissal	3:20 pm	

School Policies & Procedures

Accident/Illness: When a student is injured on school property or becomes 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 8:00 A.M. The school **does not provide supervision** before this time. Parents of students arriving prior to 8:00 A.M. will be asked to make other arrangements for their child's supervision.

Students may enter the building at 8:00 A.M. and go to their classrooms or proceed to the Cafeteria to eat breakfast. Instruction begins at 8:30 A.M. Breakfast will be served until 8:25.

Arrival Times: First Bell @ 8:00 A.M.; and Tardy Bell @ 8:30 A.M.

Assessments: This year students in grades K-2 will participate in STAR testing and 3-5 students will participate in the F.A.S.T. Florida Assessment of Students Thinking in Reading Mathematics. These progress monitoring tools will take place three (3) times per year. These assessment tools will be utilized to guide instruction in the classroom and help your child reach their fullest potential. Fourth and Fifth Grade students will also be tested in their writing abilities in either expository or argumentative writing. The fifth-grade students will also be tested on science knowledge during the Statewide Science Assessment. All students in Grades 2-5 will be tested with ongoing Unit Assessments in Reading, Math, and Science throughout the year. Additionally, all Kindergarten - Fifth Grade students will complete an iReady reading and math diagnostic assessment two times during the year. (FALL AND WINTER)

Testing Accommodations for Students with Disabilities in Statewide Assessment:

Rule 6A-1.0943, F.A.C., states that all students with disabilities will participate in the statewide assessment program based on state standards without accommodations unless:

- The individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a statewide assessment; or
- The IEP team determines that a student with a significant cognitive disability meets the criteria for participating in the statewide alternate assessment under subsection (4) of rule 6A-1.0943, F.A.C.

Each school board shall utilize appropriate and allowable accommodations for statewide assessments within the limits prescribed in rule 6A-1.0943, F.A.C. and current statewide assessment test administration manuals published by the Florida Department of Education, Bureau of Assessment and School Performance, and Bureau of Exceptional Education and Student Services.

Accommodations are defined as adjustments to the presentation of the statewide assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a statewide assessment to include amount of time for administration, settings for administration of a statewide assessment, and/or the use of assistive technology/devices to facilitate the student's participation in a statewide assessment. Accommodations that negate the validity of a statewide assessment are not allowable. Within the limits specified in rule 6A-1.0943, F.A.C., allowable statewide assessment accommodations are based on current instructional accommodations and accessible instructional materials used by the student in the classroom.

The need for any unique accommodations for use on a statewide assessment not outlined in the statewide assessment test administration manuals, published by the Florida Department of Education, as described in paragraph 3 of rule 6A-1.0943, F.A.C., must be submitted to the Department of Education for approval by the Commissioner of Education.

All district personnel are required to implement the accommodations in a manner that ensures that the test responses are the independent work of the student. Personnel are prohibited from assisting a student in determining how the student will respond or directing or leading the student to a particular response. In no case shall the accommodations authorized in rule 6A-1.0943, F.A.C. be interpreted or construed as an authorization to provide a student with assistance in determining the answer to any test item.

Allowable accommodations include:

a. PRESENTATION:

(1) VISUAL ACCOMMODATIONS

- a. Regular print versions of the test may be enlarged through mechanical or electronic means.
- b. The district test coordinator may request large print version.
- c. Braille versions may be requested for students who use Braille materials. Some test items may be altered in format for Braille versions of the test as authorized by the Department. Test items that have no application for the Braille reader will be deleted as authorized by the Department. Student performance standards that cannot be assessed in Braille format will be deleted from the requirements of Section 1008.22, Florida Statutes.
- d. The student may use means to maintain or enhance visual attention to test items.
- e. Provide student with a copy of directions read by teacher from the F.A.S.T administration script.
- f. Mask portions of the test to direct attention to uncovered item(s).
- g. Use colored transparencies/overlays .
- h. Secure papers to work area.*
- i. Increase spacing between test items.*
- j. Fewer items placed on each page.*
- k. Positioning tools such as reading stand.
- l. Highlight keywords or phrases in directions to items.

(2) AUDITORY ACCOMMODATIONS

- a. Signed or oral presentation may be provided for all directions and items other than reading items. Reading items must be read by the student through visual or tactile means.
- b. Use a reader to read directions and items other than reading items.
- c. Repeat, clarify or summarize test directions.
- d. Allow student to demonstrate understanding of directions (e.g., repeat or paraphrase) to ensure understanding.
- e. Use of text-to-speech technology to communicate directions or items or other than reading items.
- f. Provide verbal encouragement (e.g., "keep working," "make sure to answer every question"); may not be used to cue a student regarding correct/incorrect responses.
- g. Use white noise (sound machines) to reduce auditory distractions.

b. RESPONDING:

(1) ACCOMMODATIONS TO RESPONSE INPUT

- a. The student may use a variety of methods to respond to the test, including written, signed and verbal response. Written responses may include the use of mechanical and electronic devices. A test administrator or proctor may transcribe student responses to the format required by the test. Transcribed responses must accurately reflect the response of the student, without addition or edification by the test administrator or proctor.
- b. Dictate responses to proctor.
- c. Use of speech-to-text technology to indicate answers.
- d. Use of computer switch to indicate answers.
- e. Use of computer/alternative keyboard to indicate answers.
- f. Use of pointing device to indicate answers.
- g. Use of other communication devices to indicate answers.
- h. Enter answers directly into test booklet.
- i. Signing responses to interpreter.
- j. Dictate responses into a tape recorder.
- k. Use of special paper such as raised, line, shaded line, or color- decoded for long or short response (would require that responses are then transcribed).
- l. Use of math guides to organize mathematical computation.
- m. Use of writing guides (grids) to produce legible answers.

n. Check periodically to be sure student is marking in correct spaces.

(2) ACCOMMODATIONS TO RESPONSE PREPARATION

- a. Calculator for math problems for grades 7 and up.
- b. Abacus for all grade levels for students with visual impairments.

c. SCHEDULING:

- a. The student may be administered a test during several brief sessions allowing frequent breaks during the testing sessions, within specifications of the test administration manual. Students may be provided additional time for the administration of the test.
- b. Specific time of the day for specific subtests.

d. SETTING:

- a. The student may be administered a test individually or in a small group setting. The student may be provided with adaptive or special furniture and special lighting or acoustics.
- b. Special lighting.
- c. Adaptive or special furniture.
- d. Special acoustics such as FM systems to enhance sound or special rooms to decrease auditory distractions.
- e. Increase or decrease the opportunity for movement.
- f. Reduce stimuli (e.g., limit number of items on desk).
- g. Other specialized settings.*
- h. Administer the test in a familiar place such as the home with a test proctor present and/or by a familiar person. (*students homebound or hospital*)

e. ASSISTIVE DEVICES:

The student may use the following assistive devices typically used in classroom instruction:

- a. If the purpose of the assessment requires complex computation, calculators may be used as authorized in the test administration manual. A calculator may not be used on assessments of basic computation as specified in the test administration manual.
- b. Visual magnification and auditory amplification devices may be used. For students with visual impairments, an abacus may be used.
- c. Technology may be used without accessing spelling or grammar-checking applications for writing assessments and without using speech output programs for reading items assessed. Other assistive technology typically used by the student in classroom instruction may be used provided the purpose of the testing is not violated. Implementation of assistive devices must assure that test responses are the independent work of the student. Unusual circumstances of accommodations through assistive devices must be approved by the Commissioner of Education before use.

Examples of unique accommodations are identified by an asterisk ().

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. Excuse absence notes may also be submitted to stlucieelementary@stlucieschools.org. 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 1 Attendance Policies K-12 in this handbook for a detailed description.*

Awards: At the end of each 9-week period, students may qualify for the following awards. The criterion is as follows:

Principal’s Achievement Award:

Any student in grades 3-5 who earns all A’s in all academic and related arts areas including conduct and personal development

Any student in grades K-2 who earn all 3’s and 4’s and all 5’s will be recognized for their academic achievements.

Academic Achievement:

Any student in grades 3-5 who earns a combination of A’s + B’s in all academic and related arts areas

Rising Star of the Month:

One student in each class will be selected as Rising Star of the Month. This celebration is held to honor students who excel in our St. Lucie Elementary S.T.A.R. expectations.

Bus Procedures:

- Transportation is provided for each child residing more than two miles from school.
- All students will receive a bus tag that they should wear to and from school for the first two- three weeks, until they are familiar with their bus and staff members are familiar with the student’s dismissal method.
- Students may only ride their assigned bus.
- If a student usually rides the bus, but will be picked up by a parent, that request must be **sent in writing** to the front office.
- When riding the bus, students must remain quiet and seated in their assigned seat and obey

the driver. Students may not eat, drink, or chew gum. Backpacks are to remain closed.

- Serious or repeated violations of safety and/or behavior rules may result in students being suspended from the bus by administration. **Suspension from riding the bus does not mean suspension from school; it will be the responsibility of the parent to get the child to and from school.**

During the first two weeks of school, please address bus concerns to the transportation office at 340-7120. During the school year we ask that you please call our school at 468-5213 and speak with the Assistant Principal to share your concerns and/or suggestions regarding bus concerns.

Bicycles: Bike riders are required to wear helmets and lock their bikes at all times at the bike rack. Students may ride their bikes to school. Students must walk their bikes on the sidewalks near the school, never bringing the bike inside the fenced courtyard area.

- Students are to bring a chain and lock and place the bike in the rack near the Physical Education building.
- Students are to have helmets. Students are not to ride scooters or skates to school.
- **THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN BIKES.**

Business Partners: St. Lucie Elementary is always looking for classroom sponsors (\$150 donation) and business partners. St. Lucie Elementary appreciates 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.

Cafeteria: Breakfast and lunch are served to all students at St. Lucie Elementary at no cost. Breakfast will be served in the classroom from 8:00 A.M. until 8:25 A.M. **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.** St. Lucie Elementary's policy does not allow hard candy or chewing gum on campus at any time. Please refer to the poster in the Cafeteria (CAFE) which indicates appropriate Cafeteria behavior.

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. (3) Phones should be off and out of sight during the school day. The school is not responsible for lost or stolen cell phones. If a student is observed by an adult using or displaying a cell phone without permission, the phone will be taken and held until the end of the school day. Parent will be notified. For repeated offenses, student will not receive the phone back and parent will have to come and pick up the phone.

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. Two forms are required.

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 2:30 p.m. unless there is a documented family emergency. Parents should 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 may be asked to show identification if they are unknown to the office staff and photo IDs must be available when requested.

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: The district Code of Conduct is available on our district's website and on our school website. **It** is essential that each parent and student read this Code and sign the acknowledgement page which will be kept on file at school. A hardcopy of the Code of Conduct book is available upon parent request by checking the appropriate box on the acknowledgement page. Please note that the Code includes a full explanation of the district's **Bullying/Harassment Policy**. You may download a complaint form from our district's website, obtain a form from our school office, or simply call the office to have your child bring a form home to you. **IF** you have further questions, please contact the principal or assistant principal.

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 (468-5213) 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.

Custody: School personnel will release students 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 students will be required.

Dismissal: 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 St. Lucie Elementary School, we will not accept any dismissal changes over the telephone. All dismissal changes must be submitted either in person or in writing/fax. No changes to dismissal will be made after 2:30.

Dress Code: The administration reserves the right to make all final decisions regarding dress code.

Masks	Masks are optional. If worn it must cover the nose and mouth. A used mask must be disposed of in a trash can only. Logos, graphics, and designs must be school appropriate.
Shirts	All shirts must have a collar, sleeves and be free of writing or pictures. Shirts colors are any solid shade of blue, yellow, white, and black. St. Lucie Elementary spirit shirts may be worn any day of the week. <ul style="list-style-type: none"> No other T-shirts are permitted.
Shorts, Jeans, Skirts, & Pants (Bottoms)	All bottoms must be one solid color. All bottoms must be free of holes, rips, cut-offs, frays, and extra zippers. All bottoms (skirt and shorts) must be the minimum fingertip length and worn above the hip bone. <ul style="list-style-type: none"> No athletic bottoms: (leggings, jeggings, sweatpants, yoga pants, or joggers) are not permitted. No prints or multicolored bottoms allowed. Pants/jeans/shorts should not sag or drag on the floor.
Shoes	All shoes must be closed toe and closed back. Heels must not exceed one inch. <ul style="list-style-type: none"> Crocs, cleats, shoes with wheels are not permitted for student's shoe attire.
Belts	School appropriate belts with buckles may be worn with clothing with belt loops. <ul style="list-style-type: none"> No belt buckles larger than 2 inches of any kind or design are permitted. No shoestring, chains, rope, or tape etc. can be fashioned for a belt.
Head Attire	Headbands are permitted. <ul style="list-style-type: none"> No distracting hair accessories. No caps, hats, bandanas, bonnets, doo-rags, sweatbands, curlers, hair picks or combs. No mohawks, or fauxhawks. No inappropriate images or writing through the shaving of a head/eyebrows.
Backpack & Bags	Bookbags are recommended and encouraged for students. <ul style="list-style-type: none"> No inappropriate/obscene pictures, words, or graphics, including skulls, drug, weapon, or alcohol-related images.
Dresses & Jumper	Uniform style solid color dresses collared and with sleeves meeting the minimum finger length requirement are permitted. A collared and sleeved shirt must be worn under the jumper and jumper straps must remain shouldered.
Jacket, Sweater & Cardigan	Solid one-color jacket/sweater/cardigan allowed. A uniform shirt must be worn underneath any of these items. <ul style="list-style-type: none"> Hoods may not be worn on the head inside school buildings and under covered walkways.
Jewelry & Accessories	Earrings and studs may be worn in the ears only. <ul style="list-style-type: none"> No earrings/pendants larger than two inches. No excessive jewelry, wrist cuffs, sweat wristbands, or piercings other than earlobes. No inappropriate wording, or grills/removable caps on teeth. No tattoos may be displayed while on campus. No sunglasses are permitted on campus.
No Dress Code Days	Occasionally there will be days when students will be allowed to wear non-dress code attire. Information regarding approved Non-Dress Code Days will be made available prior to the actual day. Students who participate in the Non-Dress Code Days must follow the guidelines for the day. Students who do not follow the guidelines outlined for Non-Dress Code Days will be considered out of the dress code. When there is a designated theme, students must follow the theme or stay in school dress code. <ul style="list-style-type: none"> ➤ Students who do not adhere to the above dress code will forfeit participation in upcoming No Dress Code days.

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 practiced according to the directions set forth by the Saint Lucie County Transportation Department. Parents will be notified in advance for all scheduled Code Red drills.

Family Access: St. Lucie County utilizes the Skyward System which allows parents the ability to view their child's school information and add money to their lunch accounts online to purchase snacks and other ala carte food items. Before you can use Family Access, you must have a Username and password for your new account. Please come to the front office 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.

Grading:

- In grades K-2, the indicators are:
 - 4 (Above Standard)
 - 3 (At Standard)
 - 2 (Approaching Standard)
 - 1 (Below Standard)
 - 0 (Not Attempted)
 - The before mentioned grades are based on mastery not a numerical %.
- 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*

It is the teacher's responsibility to determine grades based on the following criteria:

- A minimum of nine (9) academic grades should be posted each nine weeks on a teacher's grade book to apply toward a student's grades in grades 1-12. Resource teachers in grades 1-5 should post a minimum of 5 grades per 9 weeks. If a teacher is using weighted grades, then there should be at least 3 grades in each weighted category. These grades should include homework, assessments, reports, laboratory activities, research papers, notebooks, portfolios, special projects and any special activities that relate to a content area. This would not include non-academic grades for example a grade for following dress code, returning a signed Code of Conduct and so forth. All grades should be determined on student academic achievement only.

NOTE: For students who transfer from outside the district, the quarter grades will be determined by the transfer grade.

- Mastery of the course objectives that have been identified for each course in the state course description and are compatible to the Benchmarks and the Next Generation Sunshine State Standards where applicable.

*A student who receives an incomplete has to 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.

Grading ESOL Students:

All students must be graded according to grade level appropriate benchmarks and equal to their peers. ESOL students should not be retained solely on the basis of their limited English proficiency.

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 Policy: Homework is assigned by the classroom teacher to enrich and/or reinforce the instructional program. Your child should read independently, read with, or read to you each evening. The amount of time should vary depending on the age of the student. In addition to reading, students may receive mathematics and language/writing homework to help students to become proficient with their skills. It is the child's responsibility to complete the homework, the parent's role is to provide a quiet place and encouragement, and the teacher's role is to give feedback to the student about its quality. Please contact the teacher if your child is having difficulty with homework assignments.

Make-Up Work:

K- 12	*Allowed for all absences, excused or unexcused *Student has 1 day to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school. *All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year. *Students whose work is turned in after the end of the grading period for quarters one through three, will receive an "I" or incomplete. If the work is turned in on-time, the student will receive the grade for the work (see grade provisions for students in grades 9 -12 below) *Incomplete grades become "F" or "0" if not replaced with the grade for the makeup work that was turned in on time * Students will take announced tests on first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence
K -5 Provisions	*Teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments *Graded at full credit

Lost and Found: At the end of each quarter, all remaining items in the school's lost and found box will be donated to a Charitable organization.

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. Phone calls for teachers will be returned within 24 hours.

Money: Moneys collected for special events including field trips and end of year events will be collected through School Pay (accounts will be created for each field trip/event). You may pay using a debit or credit card. Families may pay in cash to the classroom. The front office will not accept cash.

Monthly Newsletters/Calendar: Each month, we will produce a newsletter to share upcoming events, pertinent information, and helpful tips for the parents and students. The newsletter/Calendar will be emailed to families, on our Facebook page and also on our website.

Parent Pick-Up and Drop-Off Of Students:

Arrival procedures for students in cars:

- Pull up to the covered sidewalk on the 13th Street side of the school. A staff member will assist your child out of the car. Parents are asked to remain in their vehicles because it helps to keep the traffic flowing in a quick and orderly manner.
- If there is a need for you to be on campus, please park in a designated parking space.

- The fire lane in the front of the office is not for parking, Please help us to keep this lane free for emergencies.
- Students arriving at or after 8:30 AM are late to school. Parents, please escort your child to the front office to sign them in to receive a tardy pass.

Dismissal procedures for students in cars:

- All students will be dismissed at 3:20 PM.
- All parent pick-up students will receive a tag with student and parent name.
- Parents will be given a SLE permit to display in their front car window. It must be displayed throughout the school year. **IF** you need to switch vehicles the SLE permit must be transferred to the new vehicle.
- Students will sit on their assigned benches to await parent pick-up.
- Have your child's name and grade visible from your car window. Do not park or get out of your car and walk over to get your child.
- As you pull into the pick-up area, we have two lanes for cars to stop and wait. A staff member with a walkie-talkie will call for your child; a second staff member will bring your child to your car.
- Students will only exit the parent pickup area at the far end and must be escorted by one of the designated staff members.
- Staff members are on duty to assist students and are not able to conference with parents at this time. Please call the office to schedule an appointment if you need to speak with the teacher or administrator.
- All students who walk or who are picked up by parents will be dismissed by an adult staff member on duty.
- Students who have not been picked up by 3:45 p.m. will be taken to the office and the parent will need to come to the office at that time to sign the child out.

Parent Teacher Organization (PTO): Consider joining Parent/Teacher Organization. PTO is the fund-raising arm of the school to support programs to enhance student learning. The meetings are held once a month at the school. For more information, please contact the school office.

Parties/Birthdays/Candy: Students can celebrate their **birthday with their classmates in the Cafeteria during lunch.** Parents are NOT permitted to distribute items in the cafeteria. Please make arrangements 24 hours prior with the teacher and the front office. Individual wrapped items are recommended (cupcakes, muffins, etc.) and all food items must be store bought. **Candy (candy bags) and gum are not permitted. Balloons and gift delivered or brought to the school are not permitted.** **No distribution of invitations of any types are allowed on campus.** If you have any questions, please contact the school.

Planners: All Students K-5 will receive a homework planner. The planner must be brought to school each day. It will be used to record homework assignments, special events, and teacher/parent communication. The first planner is free. If the planner is lost, it must be replaced for a cost of \$ 5.00.

Positive Behavior Interventions Support (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.

The following student expectations/school rules will be learned by all students.

S – Strive to Do Your Best
T – Take Responsibility for Your Actions
A – Always Follow School & Classroom Rules
R – Respect Yourself & Others

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.

Progress Reports: Progress reports are issued each quarterly. Parents are urged to examine these reports carefully on Skyward. Parents may also monitor their child's progress daily by accessing the Parent Portal on Skyward where they can monitor their child's grades year round.. Please contact our office for information about registering to use this helpful tool.

Promotions and Retentions: Promotions and retentions are based on an evaluation of academic assessments and diagnostic data, attendance, physical, social and emotional growth. To be promoted from one grade level to another, a student must have made satisfactory progress during the regular 180 day school term. Promotion criteria in grades Kindergarten through Five is that the student has demonstrated satisfactory progress in mastery of the Florida Standards for the appropriate grade level. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year.

Parents will be notified of any retention decision.

Mandatory Retention of 3rd Graders

Any student who exhibits substantial deficiency in reading skills before the end of grade 1 must be given intensive reading instruction immediately. Such instruction shall continue until the deficiency is remedied. If the student's reading deficiency is not remedied by the end of grade 3, and the student scores below level 2 on the FAST test in reading, the student must be retained, unless the student is eligible for Good Cause Exemption.

Report Card Dates: Report cards will be sent home with students at the conclusion of each 9 week period.

School Advisory Council: The School Improvement Plan is an essential part of the Florida System of Improvement and Accountability. The School Advisory Council plays a key role in assisting with the development and implementation of the School Improvement Plan. The plan includes needs assessment results, state, and local data, and goals for improvement for the school. The School Advisory Council (SAC) meets monthly and meetings are open to any parent, community, or staff member. Please see the school website and newsletter for detailed information.

Textbooks: Basic textbooks are a loan for students to 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. Statute 233.42)

Valuables: All students are to leave valuables such as money, jewelry, toys, video games, electronic devices, Pokémon Cards, 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.

Visitors: Parents are always welcome to visit the school. Please use the designated parking spaces in front of the school. **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. Our exterior doors remain locked at all times. Visitors can ring the bell at the front door to gain access. 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 468-5213. 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 siblings to school while volunteering.

Water Bottles: All students may bring a water bottle to school every day. Water fountains and filling stations will be available to students to refill water bottles.

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.

APPENDIX

ATTENDANCE POLICIES K-12

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

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

(b.) Official Attendance

The official daily attendance will be taken during the second-class period for middle and full-time high school students and at the beginning of the day for elementary schools. For part-time high school students, the first scheduled period of the day on campus will be used to determine daily attendance. Secondary attendance must also be taken daily by class period.

(c.) Enforcement of Attendance (F.S. 1003.26)

When Parent is Required to be Contacted	<ul style="list-style-type: none"> • After each unexcused absence or absence for which the reason is unknown
Means of Parent Contact	<ul style="list-style-type: none"> • Contact can be by phone, auto call system, mail, in-person by school representative
Required Documentation	<ul style="list-style-type: none"> • Phone log noting date and time of call, official making call, family member contacted, and outcome of conversation

	<ul style="list-style-type: none"> • Mail – copy of dated notice or postal service return-receipt • Personal Contact – Parent’s signature on form(s)/letter or Student Services forms
Referrals to Student Services	<ul style="list-style-type: none"> • Prior to or upon the 10th unexcused absences in any 90-day period and after school efforts to resolve have not been successful. • Schools will provide Student Services with documentation of their efforts to resolve the truancy
Truancy Petition	Described herein
Referral to CINS/FINS (Children in Need of Services/Families in Need of Services; The CINS/FINS provider is Children’s Home Society)	Secondary schools are encouraged to refer habitual truants to the d. CINS/FINS provider.

(d.) Project ROCK

Students suspended out-of-school who attend Project ROCK (north or south) can be coded as “R” (Project ROCK) for the dates that the school confirms that the student attended the program. Students with a disability may attend Project Rock. Day of attendance at Project Rock will not count as out-of-school suspension.

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

Attendance Codes	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)	Unexcused Absences - Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees. (F.S. 1003.26)
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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. Such students will be withdrawn for non-attendance.

<p>question about the validity of the activity, the Zone Assistant Superintendent shall make the determination.</p> <p>T – Excused Tardy U- Unexcused Tardy 1 – Unexcused Tardy 2 – Absence due to excessive tardies (K-5 only)</p>	<ul style="list-style-type: none"> • 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. Such students will be withdrawn for non-attendance • <u>Out of school suspensions</u> 	<ul style="list-style-type: none"> • 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
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Reporting Attendance Cases to PST/Attendance Committee (F.S. 1003.26)	Truancy Petition
<p>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</p> <p>By Whom: Teacher or any school staff with knowledge of the student's attendance</p> <p>Required Participants: School Social Worker or contracted caseworker; school attendance officer; parent shall be invited and encouraged to attend</p> <p>Purpose of Meeting: To determine if a pattern of non-attendance is developing or exists and to develop interventions that shall be implemented</p>	<p>The Superintendent may file a truancy petition pursuant to procedures in F.S. 984.151 when:</p> <ol style="list-style-type: none"> 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 has been unsuccessful The parent has been notified as to the unexcused absences or absences for which reasons are unknown <u>and that a Truancy Petition is being filed.</u> <p>School's Responsibility:</p>

<p>Interventions: Interventions may include, but are not limited to:</p> <ul style="list-style-type: none"> *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 Truancy Petition pursuant to (F.S. 984.151) <p>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.</p>	<ul style="list-style-type: none"> • Partner with Student Services to prepare the Petition • Provide Student Services will 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 <p>Filing of Truancy Petitions:</p> <ul style="list-style-type: none"> • Filed in Circuit Court in the 19th Judicial Circuit • 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
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IMPORTANT SCHOOL BOARD POLICY

5.75 EQUITY GRIEVANCE PROCEDURE FOR STUDENTS

(1) Grievance. For purposes of this policy, a grievance is a complaint by a student or applicant for admission to the public schools in St. Lucie County alleging (a) a violation, misinterpretation, or inequitable application of an established policy governing Students individually or collectively, (b) an act of...; discrimination, intimidation, or sexual or other harassment against the student, or (c) a- another act in violation of the student's rights.

(2) Student Grievance Committee. The Superintendent shall appoint a Student Grievance Committee whose membership shall consist of three parents, three students, one administrator (the Equity Coordinator, who shall chair the Committee), and two teachers. Five persons shall constitute a quorum. All members of the school community will be informed of the Committee's existence and of the identity (by name or by position) of the members of the Committee.

(3) Procedure. (a) Any student or applicant for admission who believes he or she has an equity grievance should first discuss the grievance with the principal of the school involved. If the grievant is not satisfied with the outcome of such discussion, or if the school principal is involved in the alleged incident, the grievant should communicate the grievance in writing to any member of the Student Grievance Committee within thirty (30) calendar days, of the alleged incident.

(b) The Committee member receiving the grievance shall notify the school principal of the filing of the grievance and shall bring the matter to the full Committee for preliminary consideration within ten (10) working days of the filing of the complaint.

(c) If the Committee determines that the grievance alleges a potential violation, and that there is probable cause that such a violation has occurred, the Committee shall set a date for an informal-hearing. If the committee determines that the grievance is insufficient or that there is no probable cause to proceed, the Committee shall so notify the grievant in writing. A determination of insufficiency or of no probable cause shall be subject to appeal as provided in subsections (3)(f) and (g) of this policy.

(d) If an informal hearing is set, the Committee shall encourage the grievant to discuss the matter informally with the person against the grievance has been lodged. Upon request, a representative of the Committee shall accompany the grievant in an attempt to conciliate the matter. If conciliation is not affected, the Committee shall proceed.

(e) If an informal hearing is held, the Committee shall render a recommendation in writing to the grievant and the person against whom the grievance has been lodged within ten (10) working days of such hearing. The principal of the involved school shall be responsible for taking any action required to implement the Committee's recommendations.

(f) Either the grievant or the person against whom the grievance has been lodged may appeal the recommendation of the Committee to the Superintendent within ten (10) working days of receiving notice of such recommendation. Any appeal to and the decision rendered by the Superintendent shall be in writing. The decision of the Superintendent shall be rendered within ten (10) working days of the filing of an appeal from the Committee recommendation.

(g) The decision of the Superintendent may be appealed to the School Board within ten (10) working days of the appealing party receiving notice of such decision. Any appeal to the School Board shall be in writing and shall appear on the agenda for the next regularly scheduled public meeting. The School Board shall render a written decision on the appeal within ten (10) working days of the meeting. All affected parties shall be notified and provided with a copy of the decision of the School Board. The decision of the School Board shall be administratively final.

(4) Information in Student Handbooks. All student handbooks for District schools shall incorporate the text of the Board's policy of educational equity as set forth in Policy 2.38, and this policy establishing an equity grievance procedure for students.

Authority:

Law implemented: 230.22(2), Fla. Stat.
228.201 and 230.23(6), Fla. Stat 27

2.37 Campus Disorders

Florida law provides a criminal penalty for persons who, without legitimate reasons, enter a school campus or facility and create a disturbance or refuse to leave when directed to do so by the principal or person in charge. In such cases of disruptive activity, or refusal to leave school grounds, the principal shall contact appropriate law enforcement officials and take such action as may be necessary to have the offender punished in the manner prescribed by law. The superintendent shall be promptly notified of any such action.

Authority: 230.22(2), Fla. Stat.

Law Implemented: 228.091, Fla. Stat.

2.38 Educational Equity

(1) Discrimination Prohibited. Discrimination on the basis of race, color, creed, national origin, sex, marital status, religion, age, or disability is prohibited. No person shall, on the basis of race, color, creed, national origin, sex, marital status, religion, age, or disability 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 condition or practice.

(2) Sexual Harassment Prohibited. This policy prohibits and deems unacceptable and intolerable all forms of sexual harassment or intimidation, including:

(a) Any unwelcome staff to staff, student to student, or student to staff verbal or sexual advance, request for sexual favor, or other inappropriate statement, communication, or physical conduct of a sexual nature, and

(b) Any welcome or unwelcome staff to student verbal or sexual advance, request for sexual favor, or other inappropriate statement, communication, or physical conduct of a sexual nature.

(3) Violations. Any student or employee who violates this policy will be subject to appropriate disciplinary action.

(4) Protections for Persons with Disabilities. This policy is intended to incorporate and extend the protection afforded by the American with Disabilities Act. This policy is also intended to ensure

that students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

(5) Reporting. Any act of sexual harassment of a student that may involve harm, or the threat of harm, to the physical or mental health of the student may constitute an act of child abuse or neglect. Any School Board employee who knows or has reasonable cause to suspect that an act of child abuse or neglect has occurred shall report such knowledge or suspicion to the Child Abuse Registry, the school principal, and the appropriate law enforcement agency in accordance with Ch. 41, Fla. Stat., and School Board Policy 5.11.

(6) Procedures. Procedures for registering, investigating, and determining any complaint alleging a violation of this policy of educational equity are set forth in Policy 5.75 (as to students) and Policy 2.56 (as to employees, applicants for employment, and other non-students).

Authority: 230.22(2), Fla. Stat.

Law Implemented: 228.2001, 230.23(5) and (6), Fla. Stat.

Student Responsible Computer, Network and Internet Use Policy

Overview

The District provides its students access to a multitude of technology resources to enhance and extend the learning experience. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources. This District Policy is intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District also makes a good faith effort to protect its students from exposure to internet materials that are harmful or explicit. The District maintains a system of internet content filtering devices and software controls to block obscene and pornographic materials and materials that are harmful to, or otherwise inappropriate for, minors that meet federal standards established in the Children's Internet Protection Act, 47 U.S.C. § 254(h), (1), as amended (CIPA). Nevertheless, it is impossible to control all materials available on the internet, and users will be responsible for ensuring that their use meets the Policy established herein.

Digital Citizen

Student users of the District's computer, network, and internet resources shall use information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. **Respects One's Self:** Users will select online names that are appropriate and will consider the information and images that are posted online.
2. **Respects Others:** Users will refrain from using technologies to bully, tease or harass other people.
3. **Protects One's Self and Others:** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
4. **Respects Intellectual Property:** Users will cite any and all use of websites, books, media, etc.
5. **Protects Intellectual Property:** Users will request to use the software and media others produce.

Expectations

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, will periodically monitor the online activities of users and computer files to insure that users are using the system in accordance with District policy. No user of the District's networks shall have an expectation of privacy in his/her use. Users should not expect that electronic communications made or received on District networks, internet searches on District networks, or files stored on servers or disks will be private. Users

also should understand that internet activity is recorded in log files. Users are expected to abide by the generally accepted rules of network etiquette. The following Policy is intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
2. Inappropriate use includes, but is not limited to, (1) texting, phoning, or web browsing during prohibited times; (2) taping conversations, music, or other audio at any time; (3) photography or videography of any kind; and (4) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers, and staff members.
3. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material and threatening or obscene material.
4. Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
5. Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
6. Any malicious attempt to harm or destroy data of another user, the internet or other networks, is strictly prohibited. This includes, but is not limited to, creating and/or uploading computer viruses.
7. Unauthorized access to information by unauthorized recipients or "hacking" is strictly prohibited. This would include intentionally bypassing any internet filtering devices.
8. Use of electronic devices to bully or harass, as defined in Policy 3.43 included in Appendix A hereto, is strictly prohibited.
9. Student internet interpersonal communications (e.g., chat room, instant messaging, blogging, Wiki) requires authorization of a teacher or administrator.
10. Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
11. Files stored on District-managed networks are the property of the District and, as such, may be inspected at any time and should not be considered private.
Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
12. Users who accidentally access inappropriate material or witness another user accessing inappropriate material, shall immediately notify their teacher or school administrator.

Policy Violations

Violating any portion of this Policy may result in disciplinary action as provided in this Code. A student may be disciplined under the Code for expressive off-campus conduct (such as e-mails or postings on social media like Facebook, YouTube, Twitter, blogs, etc.) where (1) such conduct would foreseeably create a risk of material and substantial disruptions within the school environment, (2) it was reasonably foreseeable that the off-campus expression might reach campus, and (3) the conduct did create a material and substantial disruption within the school environment. Disciplinary action shall be proportional to the offense. **Some violations may constitute criminal offenses and may result in legal action.** The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

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 district in which a student seeks or intends to enroll.

- (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 DISTRICT OF ST. LUCIE COUNTY, FLORIDA

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

St. Lucie County Schools Bullying and Harassment Policy

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

(2) Definitions.

(a) Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. This definition includes unwanted and repeated written or oral statements or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- (i) Teasing
- (ii) Social exclusion
- (iii) Threat
- (iv) Intimidation
- (v) Stalking
- (vi) Physical violence
- (vii) Theft
- (viii) Harassment based on protected characteristics as set forth in Policy 2.70, A(1)
- (ix) Public humiliation
- (x) Destruction of property

(b) Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

(c) Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written or oral statement, or physical conduct, including a single act if sufficiently severe, directed against a student or school employee that:

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

(d) Bullying and harassment also encompass:

(i) Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. The report of an act of bullying or harassment that is not made in good faith is considered an act of retaliation. For purposes of this policy, a report that is not made in good faith means a report that the reporter knows to be untrue or to be without any factual foundation or support.

(ii) Perpetuation of conduct listed in the definition of bullying, cyberbullying, or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

A. Incitement or coercion,

B. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system, or

C. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

(iii) Harassment based on protected characteristics such as sex, religion, race/ethnicity, or disability.

(e) Bullying and harassment do not encompass student discipline by school staff that comports with sound educational practice.

(f) Cyberstalking, as defined in Section 784.048(1)(d), Fla. Stat., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

(g) Violent criminal offense means any felony offense listed in Section 1006.13(6)(a), Fla. Stat.

(h) Within the scope of a public K-12 educational institution means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

(3) Behavior expected from each student and school employee of a public K-12 educational institution.

(a) The St. Lucie County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

(b) The School District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development and maintenance of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, parents, volunteers, and other campus visitors will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying.

(c) The School District reconfirms that bullying and harassment of any student or school employee is prohibited:

(i) During any education program or activity conducted by a public K-12 educational institution;

(ii) During any school-related or school-sponsored program or activity;

(iii) On a school bus of a public K-12 educational institution;

(iv) Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 education institution; or

(v) Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

(4) Responsibilities of a student of a public K-12 educational institution. Students are required to conform to reasonable standards of socially acceptable behavior; to respect the person, property, and rights of others; to obey constituted authority and respond to those that hold that authority, as outlined in the Code of Student Conduct.

(5) Responsibilities of employees of a public K-12 educational institution. Each employee of the School District is required, in the manner set forth in this policy:

(a) To participate in District-sponsored instruction in identifying, preventing, and responding to bullying or harassment, including retraining as necessary,

(b) To monitor and observe the conduct of all students, employees, parents, and other individuals present on school campuses or participating in school-sponsored events,

(c) To apply evidence-based strategies and systems to prevent or minimize incidents of problem behavior, including but not limited to implementing positive behavior supports,

(d) To intervene, secure assistance, or otherwise respond immediately and as appropriate in the circumstances to assure the safety and protection of all individuals involved in any observed or reported incident of problem behavior, and

(e) Consistent with the duties devolved upon the employee's position, to report, investigate, or cooperate in the investigation of any incident of problem behavior for which the employee has knowledge or responsibility.

(6) Positive reinforcement for a student of a public K-12 educational institution who displays good conduct, self-discipline, good citizenship, and academic success. The School District believes in the use of positive behavior support, which is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures. The positive behavior support process results in the creation of effective intervention plans that will impede problem behaviors, teach new skills, and create support systems for the student. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional. Positive behavior supports are outlined in the Code of Student Conduct.

(7) Consequences for a student or employee of a public K-12 educational institution who commits an act of bullying or harassment. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident as described in subparagraph (3)(c)(iv) of this policy cannot be raised as a defense in any disciplinary action.

(a) Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

(b) Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. See Fla. Admin. Code Rule 6B-1.006, The Principles of Professional Conduct of the Education Profession in Florida.

(c) Consequences and appropriate remedial action for a parent, volunteer, or other visitor found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

(8) Consequences for a student or employee of a public K-12 educational institution who is found to have wrongfully and intentionally accused another of an act of bullying or harassment.

(a) Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

(b) Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may include discipline in accordance with district policies, procedures, and agreements.

(c) Consequences and appropriate remedial action for a parent, volunteer, or other visitor found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

(9) Procedure for reporting an act of bullying or harassment, including provisions that permit a person to report such an act anonymously.

(a) At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy.

(i) All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

(ii) In addition to reporting the incident to the principal or designee, if a school employee has reasonable cause to suspect that an alleged violation of this policy:

A. Might constitute a crime, the employee shall also immediately report the complaint to law enforcement.

B. Might constitute an act of abuse, abandonment, or neglect of a child, the employee shall also immediately report the complaint both to the state-wide central abuse hotline established and maintained by the Florida Department of Children and Families (DCF) and to the appropriate law enforcement agency.

Any uncertainty regarding whether an alleged violation might constitute a crime or an act of abuse, abandonment, or neglect of a child must be resolved in favor of reporting the incident to law enforcement and DCF.

(iii) All other members of the school community, including students, parents/legal guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.

(b) The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying. A school employee, school volunteer, student, parent/legal guardian, or other person who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

(c) Written and oral reports shall be considered official reports. Reports may be made anonymously. However, the District may not take formal disciplinary action based solely on of an anonymous report, and it may not accept an anonymous complaint against an employee.

(10) Procedure for determining whether a reported act of bullying or harassment is within the scope of the District school system, and if not, for referral of such an act to the appropriate jurisdiction. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. When a complaint alleging an act in violation of this policy is filed:

(a) If the alleged act:

(i) Might also constitute a crime and law enforcement has not yet been notified, the principal or designee shall do so immediately.

(ii) Might also constitute an act of abuse, abandonment, or neglect of a child and DCF and law enforcement have not yet been notified, the principal or designee shall do so immediately. Any uncertainty regarding whether an alleged violation might constitute a crime or an act of

abuse, abandonment, or neglect of a child must be resolved in favor of reporting the incident to law enforcement and DCF.

(b) The principal or designee will assign a designee(s) who is trained in investigative procedures to review whether the alleged act of bullying or harassment is within the scope of the School District.

(c) The trained designee(s) will report to the principal with a recommendation of whether the alleged act of bullying or harassment falls within the scope of the District. After receiving such report and recommendation, the principal or designee shall determine whether the alleged act is:

(i) Within scope of District, in which case the complaint shall be investigated in accordance with the Procedures for Investigating Bullying and/or Harassment set forth in subsection (10) of this policy;

(ii) Outside scope of the District, and might constitute a criminal act or an act of abuse, abandonment, or neglect of a child, in which case the principal or designee shall re-verify that the matter has been referred to the appropriate law enforcement agency and DCF; or

(iii) Outside scope of District, and there is no reasonable suspicion of a criminal act, in which case the principal or designee shall inform the parents/legal guardians of all students involved.

(11) Procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a complaint or other report of such an act filed as provided in subsection (8) of this policy. At each school in the District, the Procedures for Investigating Bullying and/or Harassment are as follows:

(a) If the alleged act in violation of this policy is also the subject of an investigation by law enforcement, the investigation by the school shall proceed in full cooperation, and without any interference, with the criminal investigation.

(b) The principal or designee shall select a designee(s), employed by the school and trained in investigative procedures, to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.

(c) Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and confidentially. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

(d) The investigator shall collect and evaluate the facts including, but not limited to:

(i) Description of incident including nature of the behavior; context in which the alleged incident occurred, etc.;

(ii) How often the conduct occurred;

(iii) Whether there were past incidents or past continuing patterns of behavior;

(iv) The relationship between the parties involved;

(v) The characteristics of parties involved (i.e., grade, age, disability, etc.);

(vi) The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to bullying or harassment;

(vii) The number of alleged bullies/harassers;

(viii) The age(s) of the alleged bullies/harassers;

(ix) Where the bullying and/or harassment occurred; and

(x) Whether the conduct adversely affected the student's education or educational environment.

(e) Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:

- (i) Recommended remedial steps necessary to stop the bullying and/or harassing behavior:
- (ii) The date, time, and method in which the parents/legal guardians of all parties involved were contacted: and
- (iii) A written final report to the principal.

(f) The investigation shall be concluded and a written final report addressing the matters set forth in paragraph (13) of this policy shall be submitted to the Principal within a maximum of ten (10) school days after the complaint has been filed. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

(g) The investigator shall use the Dear Colleague Letters from the United States Department of Education, Office for Civil Rights, dated October 26, 2010, and August 20, 2013, addressing bullying and harassment, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html>, and at <http://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/bullyingdcl-8-20-13.pdf>, respectively, as guides in determining the appropriate outcome and response recommended in the final report.

(12) Procedure for providing immediate notification to the parents/legal guardians of a victim of bullying or harassment and the parents/legal guardians of the perpetrator of an act of bullying or harassment as well as, notification to all local agencies where criminal charges may be pursued against the perpetrator.

(a) The principal, or designee, shall by telephone and in writing by first-class mail, electronic mail, or hand delivery, report the occurrence of any incident of bullying or harassment as defined by this policy to the parents or legal guardians of the victim(s) and the perpetrators(s) on the same day an investigation of the incident has been initiated. Attempts to notify the parent or legal guardian shall be documented on the District Bullying Complaint form. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

(b) If the bullying or harassment incident results in the perpetrator being adjudicated guilty of or delinquent for a violent criminal offense, as defined above, the principal, or designee, shall by telephone and in writing by first class mail, electronic mail, or hand delivery, inform parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind Act, Title IX, Part E, Subpart 2, Section 9532), which states "[A] student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

(13) Procedure for preventing recurrence of any discrimination or harassment and for correcting discriminatory effects. If an act of bullying or harassment is determined to have occurred, the principal or designee and other District staff shall take appropriate steps to prevent the recurrence of any discrimination or harassment and to correct the discriminatory effects on the victim and others. Based upon the circumstances, such steps may include, but are not limited to:

- (a) Reaffirming the responsibilities of students and employees, as set forth in paragraphs (4) and (5) of this policy,
- (b) Applying positive reinforcement of good conduct, as provided in paragraph (6),
- (c) Imposing consequences upon the perpetrator, as provided in paragraph (7),
- (d) Undertaking the remedial steps recommended by the investigator as provided in subparagraph (11)(e)(i), and/or such other remedial measures as appropriate in the circumstances to address and resolve the complaint and to protect the victim and witnesses for the victim from retaliation or future discrimination or harassment,
- (e) Making all notifications to parents/legal guardians as provided in paragraph (12),
- (f) Undertaking referrals of the victim and the perpetrator for counseling and/or discipline, as provided in paragraph (14),
- (g) Including the incident in school safety and discipline data reports, as provided in paragraph (15),
- (h) Re-emphasizing instruction and training on identifying, preventing, and responding to bullying or harassment, as provided in paragraph (16), and
- (i) Reminding students of this policy and re-discussing bullying and harassment prevention, as provided in paragraph (20).

(14) Procedure to refer victims and perpetrators of bullying or harassment for counseling. At each school in the district, the procedures to refer victims and perpetrators of bullying or harassment for counseling are as follows:

- (a) Any teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern (the involved students' parents or legal guardian may be included).
- (b) Any school personnel or parent/legal guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services. (Parent or legal guardian involvement is required at this point.)
- (c) If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. (Parent or legal guardian involvement is required at this point.)
- (d) The intervention team shall determine the appropriate intervention and assistance that may include the following:
 - (i) Counseling and support to address the needs of the victims of bullying or harassment, which may include referring the student for an initial evaluation if there is a reason to suspect that the student has a disability, or if the student has a disability, convening the Individualized Education Program ("IEP") team to determine whether the student's needs have changed as the result of bullying;
 - (ii) Interventions to address the behavior of the students who bully and harass others (e.g., empathy training, anger management), which may include referring the student for an initial evaluation if there is reason to suspect that the student has a disability, or if the student has a disability, convening an IEP team meeting to determine if additional supports and services are needed to address the inappropriate behavior; and
 - (iii) Intervention which includes assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

(15) Procedure for including incidents of bullying or harassment in the school's report of data concerning school safety and discipline data required under s. 1006.09(6).

- (a) The report must include each incident of bullying or harassment and the resulting consequences, including discipline and referrals.
- (b) The report must include, in a separate section, each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this section (reported as “unsubstantiated bullying” or “unsubstantiated harassment”) with recommendations regarding such incidents (cyberbullying incidents are to be included within the bullying incidents category).
- (c) The School District will utilize Florida’s School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying and harassment as incident codes as well as bullying-related as a related element code. The SESIR definition of bullying is systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. The SESIR definition of harassment is any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in a person and serves no legitimate purpose.
- (d) If a bullying and/or harassment incident occurs then it will be reported in SESIR with either the bullying or harassment code. If the bullying or harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code AND the related element code entitled bullying-related. Those incidents are:

- Alcohol
- Arson
- Battery
- Breaking and Entering
- Disruption on Campus
- Drug Sale/Distribution Excluding Alcohol
- Drug Use/Possession Excluding Alcohol
- Fighting
- Homicide
- Kidnapping
- Larceny/Theft
- Robbery
- Sexual Battery
- Sexual Harassment
- Sexual Offenses
- Threat/Intimidation
- Trespassing
- Tobacco
- Vandalism
- Weapons Possession
- Other Major (other major incidents that do not fit within the other definitions).

- (e) Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

(f) The District will provide bullying and harassment incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated harassment, sexual harassment, sexual harassment and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race or disability) noted in their student record.

(16) Procedure for providing instruction to students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying or harassment, including instruction or recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations.

(a) The District ensures that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying and harassment. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses other non-teaching staff (such as bus drivers, custodians, cafeteria workers, and/or school librarians), parents/legal guardians, and students.

(b) Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to identify and respond effectively to bullying and harassment in schools.

(c) The St. Lucie County School District provides the following list of authorized programs including but not limited to:

- PBS/PBIS (Positive Behavior Support/Positive Behavioral Interventions & Supports)
- Monique Burr Foundations for Children, Inc.'s Child Safety Matters
- Second Step
- Character Counts
- Youth Mental Health First Aid
- Too Good for Violence
- Too Good for Drugs
- Safer Smarter Kids

Decisions to include additional instructional programs or activities, not previously listed within this policy, will be made on a case-by-case basis and authorized by individual school principals.

(17) Procedure for regularly reporting to a victim's parents/legal guardians the actions taken to protect the victim. The principal or designee shall by telephone and in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

(18) Rights of each student of a public K-12 educational institution. The principal or designee shall assume administrative responsibility and instructional leadership under the supervision of the Superintendent, in accordance with Rules and Regulations of the School Board, for operation of the school to which he/she is

assigned. The faculty and staff shall assist in an orderly operation of the school and ensure the rights of students. Student rights are outlined in the Code of Student Conduct.

(19) Disciplinary sanctions and due process for students of a public K-12 educational institution. In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation. Disciplinary sanctions due process protections are outlined in the Code of Student Conduct.

(20) Procedure for publicizing the policy which must include its publication in the Code of Student Conduct required under Section 1006.07(2), Fla. Stat., and in all employee handbooks.

(a) At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

(b) Each District school shall provide notice to students and staff of this policy through appropriate references in the student code of conduct and employee handbooks, and/or through other reasonable means. The Superintendent shall also make all contractors contracting with the District aware of this policy.

(c) Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying and harassment prevention messages such as posters and signs will be displayed around each school and on the District school buses.

NOTICE OF NON-DISCRIMINATION

THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has/have been designated to handle inquiries regarding the School Board's non-discrimination policies: Inquiries and Complaints by Students, Parents, Applicants for Admission to School, and all others except Employees and Applicants for Employment:

DIRECTOR OF STUDENT SERVICES

School Board of St. Lucie County, Florida
9461 Brandywine Lane
Port St. Lucie, Florida 34986
Telephone: (772) 429-3600
Facsimile: (772) 429-4528
E-mail: SS-GRV@stlucieschools.org

Inquiries and Complaints by Employees and Applicants for Employment:

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

School Board of St. Lucie County, Florida
9461 Brandywine Lane
Port St. Lucie, Florida 34986
Telephone: (772) 429-7508
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E-mail: EMP-GRV@stlucieschools.org

St. Lucie Public Schools Meal Charging Policy/Procedure

All St. Lucie Public Schools must adhere to the Meal Charging Policy set forth by USDA. All students who qualify for a free meal benefit will not be denied a meal even if there are meal charges on the account. Student accounts can accrue up to \$10.00 of charges for reimbursable meals only. No ala carte items are permitted to charge. No adults are permitted to charge.

1. Students are allowed to charge up to \$10.00 for receiving a reimbursable meal. The student will be given the same school lunch that other students are receiving.
2. Students that have accrued a negative balance will receive notification of charges through the district communication system, written notification and/or a phone call from the school. Parents will be encouraged to make a payment through either our online prepayment system or through the cafeteria.
3. Households will continue to receive notification of charges until charges are paid in full. Notifications through the district communication system will occur twice a week.
4. Up to three days of replacement meals including both breakfast and lunch will be offered to students who have maximized their charge limit. A replacement meal for lunch consists of a cheese sandwich, vegetable, fruit and low-fat white milk which represents a regular reimbursable meal. A replacement meal for breakfast includes cereal, fruit, and white milk, which represents a reimbursable meal. The school meals program will maintain a list of students receiving or refusing a courtesy meal.
5. If a pattern of receiving a replacement meals is evident, attempts will be made by the Child Nutrition Services Department to discuss the issue with the parent, and encourage them to complete a free and reduced meal application. If the practice continues and the parents are unresponsive, the Child Nutrition Services Department will initiate a plan for Student Services to contact the household to complete meal application for the student and determine if the student is known to be needy.
6. Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing A la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.

St. Lucie Elementary

Student Planner

2024-2025

This planner is intended for our students to keep track of their daily assignments, as a communication device between home and school and a place of reflection for past and present goals.

Please look at the planner daily for all important information. We look forward to a successful and productive year!

Shine Bright!

My Math Goal this week is: _____

I will achieve my goal by doing: _____



Kindergarten Sight Word Tracker

Student Name:

Teacher Name:

Dates			Quarter 1	Dates			Quarter 2	Dates			Quarter 3	Dates			Quarter 4
			a				what				find				day
			I				has				go				us
			so				my				be				take
			we				can				that				do
			on				yellow				will				off
			am				up				her				look
			it				you				said				no
			two				if				make				down
			of				green				play				bed
			at				are				run				he
			one				she				for				our
			see				hot				where				out
			three				had				or				here
			and				to				but				ran
			his				not				him				man
			was				blue				ten				all
			five				come				get				say
			in				is				good				got
			the				with				sit				them
			four				brown				by				have
			like				white				how				set
							an				they				who
							me				this				eat
							now				too				yes
							did				went				help
							red				big				there
							as				let				then

First Grade Sight Word Tracker

Student Name:

Teacher Name:

Dates			Quarter 1	Dates			Quarter 2	Dates			Quarter 3	Dates			Quarter 4
			look				our				walk				father
			funny				today				those				house
			sing				would				both				again
			does				after				long				kind
			friend				read				fly				also
			pull				write				eye				place
			many				picture				watch				seven
			full				draw				bird				school
			hold				put				your				deep
			call				give				around				air
			away				small				think				being
			every				live				before				page
			hear				little				because				time
			why				their				show				game
			animal				water				car				gone
			some				cold				about				oil
			hat				far				under				cry
			from				never				first				head
			when				know				food				story
			stop				been				right				left
			just				very				could				few
			dog				own				were				men
			sat				fall				soon				thing
			sun				new				talk				next
			cut				grow				work				hard
			other				goes				paper				may
			came				open				great				life
			then				over				old				book
			zero				start				more				box
			ate				into				mother				each
			word				thank				want				side
			six				wish				use				feet
			well				only				try				sea

First Grade Sight Word Tracker cont'd.

Student Name:						Teacher Name:									
			ten				its				saw				took
			cat				which				pretty				line
			most				seem				turn				Much
			number				back				eight				End
			girl				way				learn				Any
			home				sleep				ask				Must
			tree				made				land				Move
			name				part				large				Hand
			best				none				even				Spell
			nine				color				such				Letter
			tell				than				need				Still
			between				same				gave				Should
			tooth				add				year				yesterday
			near				last				keep				people

Second Grade Sight Word Tracker

Student Name: _____

Teacher Name: _____

Dates			Quarter 1	Dates			Quarter 2	Dates			Quarter 3	Dates			Quarter 4
			told				list				listen				might
			morning				song				wind				thought
			happy				follow				rock				questions
			family				leave				space				form
			tried				earth				farm				toward
			swimming				it's				pulled				cried
			while				better				row				south
			fish				bring				seen				group
			summer				busy				along				birds
			something				clean				area				problem
			called				done				mark				complete
			nice				draw				truck				wall
			woods				drink				bear				world
			until				fast				ship				passed
			mile				change				across				vowel
			night				warm				point				together
			upon				east				bad				war
			knew				goes				gas				open
			carry				going				himself				king
			once				hers				hill				began
			hear				always				plan				since
			money				another				short				below
			second				hurt				poem				hours
			later				jump				low				idea
			miss				laugh				ball				happened
			started				myself				step				often
			spring				pick				bill				true
			ever				please				watch				hundred
			far				state				America				pattern
			horse				high				hit				light
			really				enough				town				unit
			room				buy				I'll				city
			didn't				river				above				usually
			sometimes				fine				close				measure
			found				sentence				easy				remember
			heard				sell				different				answer
			sister				pole				early				slowly
			shall				less				waves				without
			fire				stand				table				study
			ride				rope				north				face
			door				order				map				country
			don't				apple				wood				through
			mean				round				wash				begin
			other				sure				love				almost
			these				become				plant				young

Third Grade Sight Word Tracker

Student Name:

Teacher Name:

Dates			Quarter 1	Dates			Quarter 2	Dates			Quarter 3	Dates			Quarter 4
			several				key				field				center
			however				park				finally				farmers
			against				produce				building				ready
			notice				filled				material				anything
			certain				ocean				fresh				train
			hope				nothing				special				soil
			noun				force				heavy				gold
			road				among				fact				drop
			half				English				inches				arms
			shop				equation				machine				brother
			course				understand				clear				race
			surface				object				brought				beautiful
			plane				correct				government				meet
			behind				quickly				circle				third
			trip				person				include				months
			equal				became				built				piece
			heat				carefully				can't				nor
			smell				safe				matter				subject
			check				inside				square				Europe
			tall				wheel				picked				moon
			wait				track				simple				spot
			class				common				cells				store
			note				art				paint				let's
			lake				explain				mind				edge
			lost				power				legs				past
			fig				cannot				milk				sign
			dress				able				main				soft
			fell				size				winter				flowers
			dry				shown				wide				return
			oh				minutes				beside				dance
			verb				strong				sky				corn
			boat				base				glass				forest
			rest				stars				cows				record
			week				nose				felt				wild
			feel				known				test				drive
			stay				cross				match				teacher
			ago				island				cause				held
			pair				though				rain				travel
			rule				wife				eggs				rose
			ring				shape				written				covered
			important				Indian				kept				voice
			west				dark				ground				during
			yard				front				lay				cook
			whole				stood				root				fair
			thousands				street				mountain				wouldn't

Fourth Grade Sight Word Tracker

Student Name:				Teacher Name:							
Dates	Quarter 1		Dates	Quarter 2		Dates	Quarter 3		Dates	Quarter 4	
		probably			rolled			care			president
		finished			wonder			floor			bell
		discovered			smiled			church			trouble
		describe			angle			pushed			cool
		women			son			baby			cloud
		speak			either			temperature			yourself
		solve			ice			bright			control
		appear			suffix			lead			practice
		metal			village			everyone			report
		already			copy			method			straight
		instead			free			huge			caught
		phrase			shoes			stone			thin
		chance			case			act			God
		level			although			build			captain
		hair			per			middle			shouted
		syllables			broker			surprise			continued
		perhaps			moment			French			itself
		million			tiny			died			else
		suddenly			fraction			beat			plains
		directions			Africa			exactly			flat
		exercise			killed			doesn't			sent
		length			melody			century			symbols
		reason			bottom			outside			wear
		interest			factors			everything			rich
		weather			result			steel			rise
		instruments			jumped			section			statement
		developed			snow			grass			stick
		whether			dead			consonant			party
		difference			laughed			dictionary			seeds
		clothes			nation			within			direct
		regions			quite			speed			send
		believe			type			count			serve
		members			themselves			born			child
		age			possible			someone			desert
		amount			march			sail			seat
		scale			create			remain			England

Fourth Grade Sight Word Tracker cont'd.

Student Name:

Teacher Name:

		pounds			quiet			skin			burning
		paragraph			natural			iron			design
		represent			arrived			couldn't			joined
		divided			hole			fingers			sugar
		present			poor			sir			numeral
		general			located			least			figure
		window			fight			catch			system
		distance			bones			climbed			raised
		heart			triangle			wrote			reached

Student Name:

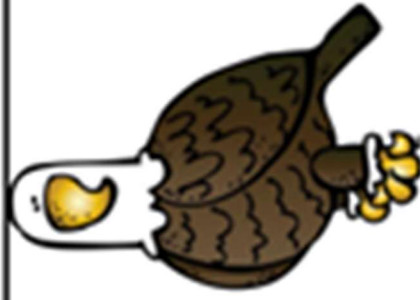
Teacher Name:

Dates			Quarter 1	Dates			Quarter 2	Dates			Quarter 3	Dates			Quarter 4
			capital				lady				flow				block
			experiment				students				actually				spread
			engine				humans				cents				cattle
			alone				art				expect				language
			drawing				feeling				position				sharp
			suppose				ears				entered				company
			woman				corner				pay				radio
			coast				electric				tied				we'll
			guess				insects				equal				action
			period				crops				decimals				fruit
			compare				property				particular				oxygen
			history				silent				sand				plural
			Washington				sense				terms				various
			maybe				rather				current				agreed
			observe				famous				board				swim
			foot				thick				modern				similar
			tools				blood				interesting				death
			British				lie				compound				score
			solution				sight				save				forward
			you're				Japanese				wasn't				total
			east				major				supply				deal
			repeated				France				string				determine
			single				tube				blow				evening
			touch				necessary				trade				energy
			information				weight				value				factories
			wire				tone				dollars				settled
			choose				law				business				adjective
			especially				afraid				molecules				isn't
			effect				doctor				bank				southern
			separate				provide				elements				mine
			uncle				crowd				contain				wrong
			hunting				poem				column				visit
			scientists				enjoy				shoulder				break
			grew				prepared				industry				office
			workers				indicate				cost				stretched
			valley				northern				underline				experience
			conditions				loud				addition				products
			decided				consider				belong				allow
			express				suggested				increase				fear
			mouth				Greek				soldiers				difficult
			strange				meat				except				cotton
			chart				lifted				movement				division
			opposite				process				western				details
			whose				army				exciting				entire
			science				example				branches				view
			garden				thus				stream				ahead
			chief				won't				planets				printed
			rhythm				substance				bought				received



Be a Word Detective!

When you come to a word you can't figure out use your strategies!



Eagle Eye

Look at the picture



Flippy Dolphin

Flip the vowel sound



Lips the Fish

Say the first sound



Skippy Frog

Skip over the word



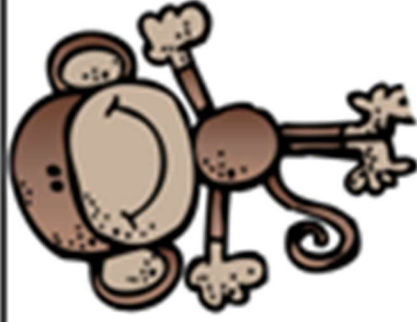
Stretchy the Snake

S-t-r-e-t-c-h it out



Tryin' Lion

Try a word that makes sense



Chunky Monkey

Look for chunks



Ask Yourself:

Does it make sense?




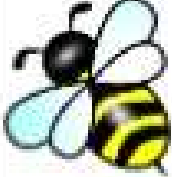














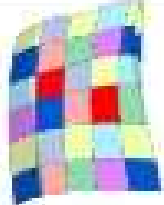
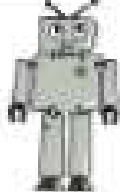
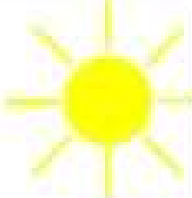
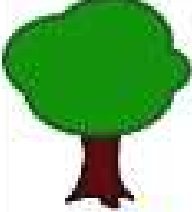


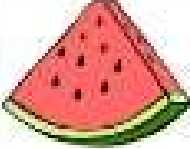
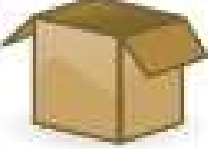
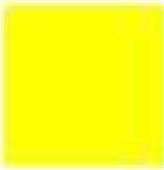

Does it sound right?



Does it look right?



Alphabet Chart

 Aa	 Bb	 Cc	 Dd	 Ee	 Ff
 Gg	 Hh	 Ii	 Jj	 Kk	 Ll
 Mm	 Nn	 Oo	 Pp	 Qq	 Rr
 Ss	 Tt	 Uu	 Vv	 Ww	 Xx
 Yy	 Zz				

Hundred Chart

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Multiplication Chart

X	0	1	2	3	4	5	6	7	8	9	10	11	12
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	2	3	4	5	6	7	8	9	10	11	12
2	0	2	4	6	8	10	12	14	16	18	20	22	24
3	0	3	6	9	12	15	18	21	24	27	30	33	36
4	0	4	8	12	16	20	24	28	32	36	40	44	48
5	0	5	10	15	20	25	30	35	40	45	50	55	60
6	0	6	12	18	24	30	36	42	48	54	60	66	72
7	0	7	14	21	28	35	42	49	56	63	70	77	84
8	0	8	16	24	32	40	48	56	64	72	80	88	96
9	0	9	18	27	36	45	54	63	72	81	90	99	108
10	0	10	20	30	40	50	60	70	80	90	100	110	120
11	0	11	22	33	44	55	66	77	88	99	110	121	132
12	0	12	24	36	48	60	72	84	96	108	120	132	144



BOARD MEMBERS

DEBBIE HAWLEY, CHAIRMAN
JACK KELLY, VICE CHAIRMAN
TROY INGERSOLL
DR. DONNA MILLS
JENNIFER
RICHARDSON

SUPERINTENDENT

Dr. Jon R. Prince

ST. LUCIE PUBLIC SCHOOLS

9461 BRANDYWINE LANE
PORT ST. LUCIE, FL 34986
772.429.3600 | www.stlucieschools.org

NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE

THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA, does not discriminate 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries and complaints regarding the School Board's non-discrimination policies:

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

DIRECTOR OF STUDENT SERVICES

School Board of St. Lucie County, Florida
9461 Brandywine Lane Port St. Lucie, FL 34986

Telephone: (772) 429-4510, Facsimile: (772) 429-4528
email: SS-GRV@stlucieschools.org

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

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

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9461 Brandywine Lane Port St. Lucie, FL 34986
Telephone: (772) 429-7508, Facsimile: (772) 429-7510
email: 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 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.

