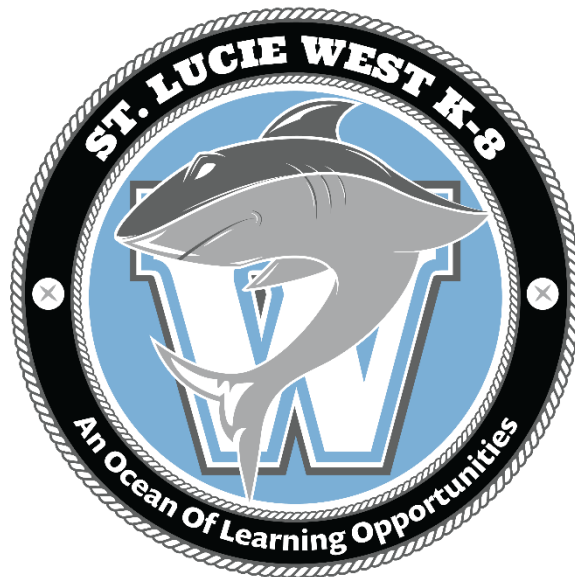


ST. LUCIE WEST K-8 SCHOOL



Student Handbook
2022 - 2023

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St. Lucie West K-8 School

Administration

Principal

Mr. Joseph Lezeau

Assistant Principals

Dr. Lorie Monroe

Ms. Tari Sexton

Mrs. Barbara Sutton

St. Lucie County School Board

Dr. Donna Mills – Chairman

Mr. Troy Ingersoll – Vice Chairman

Mrs. Debby Hawley

Mr. Jack Kelly

Mrs. Jennifer Richardson

Superintendent

Dr. Jonathan Prince

1501 SW Cashmere Lane

Port St Lucie, FL 34986

(772) 785-6630

Greetings Sharks,

It is my sincere hope that you enjoyed your summer break and are ready for the 2022-2023 school year! As the school principal, I am eager and excited to begin what promises to be an extremely successful year.

As we begin to navigate the ocean of possibilities, I would like to congratulate you on improving our school report card grade. This is the first step towards gaining momentum by getting back to the basics of schooling. This new school year is about being “uncomfortable with change” because the level of discomfort that we experience together will be the catalyst for greater success. It begins with changing our mindsets and putting our best efforts into our teaching and learning. We as a faculty and staff are committed to our school's theme the 5R's:

Relationship- the foundation of trust

Respect- a two-way cycle that one must give in order to receive

Rules- are designed around evidence-based practices that are fair and consistent

Routines- the structures in the learning environment

Reconnect- developing innovative practices to increase Life management skills and character development

We will work towards building on our success and overcoming challenges head-on to ensure that St. Lucie West K-8 School is the best part of your day. Let's explore this vast ocean of possibilities together as a Shark family.

Your Proud Principal,
Joseph Lezeau



St Lucie West K-8 is a Kids at Hope School. The Kids at Hope program inspires, empowers and transforms families, youth serving organization and entire communities to create an environment where all children experience success, NO EXCEPTIONS!

Kids at Hope Pledge

*I am a Kid at Hope.
I am talented, smart & capable of success.
I have dreams for the future, and I will climb to reach those goals & dreams every day.
All Children are Capable of Success, No Exceptions!*

Treasure Hunter's Pledge

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

St. Lucie West K-8 School's Mission & Vision

Mission

Our mission at St. Lucie West K-8 School is to ensure a safe, challenging, and engaging learning environment, tailored to individual student needs while, preparing them for future success.

Vision

St. Lucie West K-8 will provide a high-quality education to a diverse community of lifelong learners where all share the responsibility of learning.

St. Lucie Public Schools' Vision, Mission, and Beliefs

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

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

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

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

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

Quality schools are the responsibility of the entire community.

- Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute "the community".
- The community works together to provide the political advocacy and support needed for student success.
- Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.

- The community is responsible for providing and supporting the facilities and infrastructure necessary to accommodate growth.
- All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.
- The school district has an obligation to achieve quality results for both the schools and the community.

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

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

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

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

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

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

St. Lucie West K-8 School

Leadership Team

Principal

Mr. Joseph Lezeau

Assistant Principals

Mrs. Barbara Sutton (K-3 Grade)

Ms. Tari Sexton (4-6 Grade)

Dr. Lorie Monroe (6-8 Grade)

Executive Secretary

Ms. Jerquesia Martin

School Counselors

Mrs. Jaime Mazzo (K-4th Grade)

Mrs. Karmen Nottage-Sims (5th –8th Grade)

Deans

Mrs. Stephanie DeVries (A – L)

Mr. Maurice Smith (M – Z)

Activities, Clubs & Intramural Sports

Extracurricular Clubs/Activities	Sponsor
Cheerleading Club	Mrs. Papaleo/Mrs. Jones/Dr. Monroe
Drama Club	Mrs. Case
Kindness Club	Mrs. Mazzo
Student Council	Ms. McDonald
Yearbook Club	Mr. Steckler
Intramural Sports	Sponsor
Boys and Girls Soccer	Mr. Emerson
Girls' Volleyball	Mrs. Jeffries
Boys Basketball	Mr. Volz
Girls Basketball	Mr. Watkins/Ms. Martin
Flag Football	Mr. Smith
Boys and Girls Track & Field	Mr. Mayernik

Athletic Director

Maurice Smith

Maurice.Smith2@stlucieschools.org

Middle School Bell Schedule

Regular Bell Schedule

Period	Times
1st	9:30 – 10:17
2nd	10:20 – 11:07
3rd	11:10 – 11:57
4th	12:00 – 1:25
5th	1:27 – 2:14
6th	2:17 – 3:04
7th	3:07 – 4:00

Early Release Bell Schedule

Period	Times
1st	9:30 – 10:03
2nd	10:06 – 10:37
3rd	10:40 – 11:10
4th	11:13 – 11:43
5th	11:47 – 12:13
6th	12:20 – 1:30
7th	1:33 – 2:00

Master Lunch/Resource Schedule

Regular Schedule

Grade	Resource	Lunch	Location
Kg	1:30-2:15	11:00 – 11:30	K-2 Cafeteria
1st	12:35-1:20	11:40 – 12:10	K-2 Cafeteria
2nd	11:15-12:00	12:20 – 12:50	K-2 Cafeteria
3rd	1:30-2:15	11:45 – 12:15	Main Cafeteria
4th	11:15 - 12:00	12:20 – 12:30	Main Cafeteria
5th	12:35 - 1:20	11:45 – 12:15	Main Cafeteria
4th - 5th Gifted	12:35 – 1:20	11:45 – 12:15	Main Cafeteria
6th	10:20 - 11:07	12:20 – 12:50	Main Cafeteria
7th	3:05 - 4:00	11:10 – 11:40	Main Cafeteria
8th	2:15 - 3:02	11:10 – 11:40	Main Cafeteria
6th - 8th Gifted	6th - 3:05 – 4:00 7th - 3:05 – 4:00 8th - 2:15 – 3:02	11:10 – 11:40	Main Cafeteria

Early Release Schedule

Grade	Resource	Lunch	Location
Kg	12:21- 12:52	10:30 – 11:00	K-2 Cafeteria
1st	11:47 - 12:18	10:30 – 11:00	K-2 Cafeteria
2nd	10:40 - 11:10	11:30 – 12:00	K-2 Cafeteria
3rd	12:21 - 12:52	11:00 – 11:30	Main Cafeteria
4th	10:40 - 11:10	11:30 – 12:00	Main Cafeteria
5th	11:47 - 12:18	11:00 – 11:30	Main Cafeteria
4th - 5th Gifted	11:47 - 12:18	11:00 – 11:30	Main Cafeteria
6th	10:06 - 10:37	1:00 – 1:30	Main Cafeteria
7th	1:33 - 2:00	10:45 – 11:15	Main Cafeteria
8th	12:35 - 1:05	10:45 – 11:15	Main Cafeteria
6th - 8th Gifted	6th - 10:06 - 10:37 7th - 1:33 - 2:00 8th - 12:35 - 1:05	10:45 – 11:15	Main Cafeteria

Report Card/Progress Report Schedule

2022 – 2023 REPORT CARD GRADING TIMELINE

DATES ARE SUBJECT TO CHANGE

Grading Period	Interim Reports	End of Grading Period	Grading Window Opens	Grading Window Closes	Report Card Day
1st 9 weeks	9/07/22	10/7/22	10/5/22	10/10/22	10/24/23
2nd 9 weeks	11/8/22	12/16/22	12/14/22	01/02/23	01/17/23
3rd 9 weeks	02/03/23	03/10/22	03/08/23	03/20/23	04/03/23
4th 9 weeks	04/25/23	06/01/22	05/08/23	5/18/23	06/01/23

St. Lucie Public Schools Meal Charging Policy/Procedure

All Saint Lucie Public Schools must adhere to the Meal Charging Policy set forth by the USDA. No student who qualifies for a free meal benefit will be denied a meal even if there are meal charges on the account. Students can accrue up to \$10.00 of charges for reimbursable meals only. No ala cart items are permitted to charge. No adults are permitted to charge.

1. Students can charge up to \$10.00 for receiving a reimbursable meal. The student will be provided the same school lunch that other students are receiving.
2. Students that have accrued a negative balance will receive notification of charges thought the district communication system, written notification and/or a phone call from the school. Parents are 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 replacements 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 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.

Family Educational Rights and Privacy Act

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

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

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

(2) The right to inspect and review the student's education records within 30 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(3) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of a student's privacy rights. Parents or eligible students may ask the School District of St. Lucie County to amend a record that they believe is inaccurate, misleading or otherwise in violation of a student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of a student's privacy rights. If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

* * *

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

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

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

* * *

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 9461 Brandywine Ln, Port St. Lucie, FL

34986. 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.

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

Title IX

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

Title IX protects people from discrimination based on sex in educational programs or activities that receive financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, which is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of an aid, benefit, or service of the District on participation in unwelcome conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

Reporting Harassment/Discrimination

Any person may report sex discrimination, including sexual harassment (whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Next Steps

After a report of sexual harassment has been made, the school and/or Title IX Coordinator will reach out to the individual affected by the alleged misconduct, provide supportive measures, discuss the grievance policy, and offer the opportunity for the complainant to file a formal complaint if the behavior meets the Title IX definition of sexual harassment. If a formal complaint is filed, appropriate steps will be taken to investigate. Upon completing the investigation, the outcome will be shared with all stakeholders.

Appeal Procedures

If a party does not agree with the final determination made by the school or has concerns of noncompliance with Title IX or actions that would be prohibited by Title IX, he/she may appeal the determination in accordance with School Board Policy.

District Title IX Coordinators

Employee Related

Aaron Clements

Director of Employee Relations Phone: 772-429-7520

aaron.clements@stlucieschools.org

Student Related

Heather Clark

Director of Student Services Phone: 772-429-4521

heather.clark@stlucieschools.org

Title IX Sexual Harassment Complaint and Investigation Procedures Code 2.701

Student Procedures

Registration and Student Enrollment at St Lucie West K-8:

Student enrollment and registration will occur throughout the 2022-2023 school year. Nevertheless, all prospective St. Lucie Public Schools (SLPS) students must report to Student Assignment located at the district office to be assigned to one of SLPS' schools. After being assigned to St. Lucie West K-8, students must report to the front office to be registered at St. Lucie West K-8.

A parent or legal guardian should accompany students enrolling in school. Proof of address will be required to complete application. The following will be accepted as proof of address:

- Electric, Water, or Land Line Telephone Bill
- Current Mortgage Deed
- Signed Lease Agreement
- Mortgage Payment Coupon
- Official Rent Receipt
- Sales/Builder's Contract

Immunizations:

Each student entering school must secure a Florida Certificate of Immunization Form 680 from the St. Lucie County Health Department/a physician. Parents whose religious beliefs do not permit them to have their children immunized must obtain a Certificate of Exemption from the St. Lucie County Health Department and present it to the school when enrolling.

Physical Examinations:

All students, regardless of age, entering a Florida public school for the first time must provide a copy of the results of a physical examination taken within the last twelve months.

Address or Contact Phone Number Changes:

It is the family's responsibility to provide proof of address and/or contact phone number changes. Complete the appropriate forms with the Data Specialist to indicate to the school that a student has changed her/his residence and/or contact information.

Lost and Found

The school assumes no responsibility for lost personal articles belonging to students or staff. When a student has lost an article, he/she should inquire at the Front Office. Articles that are found and turned in will be kept until the end of the semester. Textbooks that are found will be returned to the teacher or respective department chairperson and from there returned to the student. Laptops found need to be turned into the media specialist.

Guidance and Counseling

Counseling services are provided through School Counselors in a strictly confidential manner. This service is provided upon request or need for both individuals and groups. A student may request a conference with a counselor by filling out a request form which can be obtained from the guidance office located in the Front Office during class changes, lunch, before/after school. Our goal is to ensure that each student is appropriately scheduled for classes she/he needs in order to meet all the requirements for graduation. Student schedules will only be changed if a teacher makes a recommendation for an ability level change in class placement or if a parent makes a request for a change and the requested change meets all criteria. Schedule changes cannot be made to accommodate requests for specific teachers or for students to be with friends. Counselors must adhere to SLPS's Student Progression Plan when scheduling students.

Grading Procedures

In grades K-2, the indicators are:

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

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

<u>Grade</u>	<u>Percent</u>	<u>Grade Point Average (GPA)</u>	<u>Definition</u>
A	90-100	4	outstanding progress
B	80-89	3	above average progress
C	70-79	2	average progress
D	60-69	1	lowest acceptable progress
F	0-59	0	failure
I	0	0	incomplete*

*A student who receives an incomplete has to complete the work within the guidelines of the make-up work policy contained herein. 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.

Semester grades are computed automatically; Semester exams are separate grades and are not to be averaged-in with the nine-week quarter grades. EOC courses do not have semester exams in addition to EOC exams; for more information, please refer to the SLPS Student Progression Plan for High School.

Calculation of Middle Grades

- Full Year Course = 1.0 credit earned (0.5 credits per semester)
 - 1st 9 weeks = 35%
 - 2nd 9 weeks = 35%
 - Semester exam = 30% or End of Course Exam
 - 3rd 9 weeks = 35%
 - 4th 9 weeks = 35%
 - Semester exam = 30% or End of Course Exam
 - Semester 1 or 2 Only = 0.5 credit earned
 - 1st 9 weeks = 35%
 - 2nd 9 weeks = 35%
 - Semester exam = 30%
- Point Value: A = 4, B = 3, C = 2, D = 1, F = 0

School Day Times

The regular school day is from 9:30 a.m. until 4:00 p.m. **Students may NOT be dropped off on campus before 9:10 a.m., as there will be no supervision until this time.** All students must be picked-up by 4:15pm.

After School Activities

If a student is not involved in an approved after-school activity, he/she must not stay on campus and must be off-campus by 4:15pm. Any student on campus after school without permission will be subject to disciplinary actions and possible arrest for trespassing. Students are to remain with their club-sponsors or coaches at *all times*. They may not roam the campus unsupervised; they must stay with the staff member until the time they are dismissed or picked up by a parent. Failure to do so may result in removal from club, activity, or team.

Closed Circuit

*Closed circuit monitoring of campus grounds, buildings, courtyards, entrances, exits, corridors, and hallways is provided to increase our ability to provide a safe, orderly, and positive learning environment for teachers, staff, students, and visitors. (The campus is monitored 24 hours a day and tampering with any security camera is a serious offense that will result in suspension, charge of repair, arrest, and/or expulsion.)

Clinic

For your safety, students who become ill during the school day should secure an official hall pass from their teacher to report to the clinic. Students are not to call parents from the classroom. The clinic is for first aid and emergencies only. The health paraprofessional is authorized to administer prescribed medications to students during school hours in strict compliance with School Board policy and Florida Statutes. Students taking medications must give all medicines to the health paraprofessional for safekeeping and dispensing. Students may NOT carry medications on their person during the school day unless specified by doctor's order.

*EMERGENCY CARDS: Each student will be given an emergency card to be completed and returned to the clinic for school use. It is very important that the school has accurate parent contact information on file. It is the parent's responsibility to provide updates to the school whenever changes occur. Access to students or student information will be denied to any person not authorized by the parent on the contact card. Please also provide an email address, if applicable.

Bus Transportation

Riding the bus is a privilege. In order to ensure the safety of all students on the bus, the school and the bus driver establish the rules of conduct. Students are expected to follow the rules of conduct and the directions of the bus driver at all times. Any objects or items that may affect the safety of bus riders are not permitted. Those items include but are not limited to skateboards, balloons, etc. Student misconduct may result in the suspension of bus riding privileges and/or loss of bus riding privileges for the remainder of the year. Students must wait for their bus; and get on and off their bus at their assigned bus stop. Students must also ride the bus to which they are assigned by district transportation department. School site personnel and school site administration will not approve or allow students to ride another bus to go home with friends. Parents that would like to request permission for their student to ride another bus or an unassigned bus to go home with friends must contact transportation at (772) 340-7120 or visit their website at: <http://www.stlucie.k12.fl.us/includes/Transportation/Trans.aspx>

Attendance and Discipline Plan

The administration and faculty of St. Lucie West K-8 fully support the discipline policies and procedures outlined in the Code of Student Conduct published by Saint Lucie Public Schools (SLPS). Therefore, St. Lucie West K-8 Student Handbook and Discipline Plan will encompass policies and procedures that ensure the safety, academic and behavioral success of every student, every day. Further, St. Lucie West K-8 faculty and staff hold the belief that the policies and procedures set forth will provide support for effective and adequate instruction and learning, will provide support for increased student improvement in the core academic contents and increased appropriate behavior, as well as provide support for a safe and structured learning environment for our students, faculty and staff. It is therefore every student's right to learn, every teacher's right to instruct and no student's right, nor any personnel's right to interfere with any student's or any teacher's academic success. Therefore, consistent with the mission of Saint Lucie Public Schools that *every child, every day* will be engaged in meaningful work. St. Lucie West K-8 will require students to be responsible for their actions and abide by SLPS Code of Student Conduct and St. Lucie West K-8 Student Handbook: Discipline Plan. Failure to comply will result in administrative and possible police action. Lastly, St. Lucie West K-8 recognizes and accepts that during school hours it is our responsibility to prevent students from causing harm to themselves as well as from causing harm to others.

Instructional Time is a Top Priority at SLWK8

Where should your child and our student be?

STUDENTS NEED TO BE IN CLASS LEARNING.

They should not have to go:

1. To the office or counselor unless requested via a guidance pass. School counselors will be available for easy student access during lunch and during after school hours and by email.
2. To the gym, drama, chorus or band.
3. To the bathroom, too often.
4. To “find” the custodian or anyone else.

Even if another teacher is willing to accept the student, students need to be in their classroom during all instructional time, working in a subject area according to their schedule.

ATTENDANCE RULES / REGULATIONS:

The District is considering revisions to the current attendance policies. Any revision will supersede the above policies immediately upon School Board approval.

First and Foremost:

To further attain more information on attendance, please refer to the Student Progression Plan (SPP) and to the specific titles and pages listed below at: <http://www.stlucie.k12.fl.us>

Specific Titles within the Student Progression Plan Concerning Student Attendance

ATTENDANCE POLICIES

- Compulsory School Attendance & Declaration of Intent
- Official Attendance
- Parent/Guardian Responsibility
- Enforcement of Attendance
- Project Rock
- Attendance codes, Excused & Unexcused absences, Reporting
- Attendance Cases to PST Committee & Truancy Petition
- Habitual Truants
- Homebound/Hospitalization Program
- Procedures for Determining Eligibility Full Time
- Procedures for Determining Eligibility Intermittent
- Attendance Policies for Homebound/Hospitalized
- General Responsibilities for Homebound/Hospitalized Program
- Physician Authorization Requirement
- Use of Withdrawal Codes
- Non-Enrollment
- Tardy
- Early Pick-up
- Students with documented Chronic/Serious Medical Conditions
- Students covered under the *Rilya Wilson Act*

- Student Withdrawal Prior to the End of the Year
- Compulsory Attendance and Home Education Programs
- Perfect/Commendable Attendance Recognition

There is also some general attendance information provided below. NOTE: However, the information provided in the Student Progression Plan (SPP) takes precedence over the student handbook. This is also true for the information on discipline that is provided and outlined in the School Board of St Lucie County's Code of Student Conduct which can be found directly at: <http://www.stlucie.k12.fl.us>

Absences:

The parent or guardian is required to send a written explanation of the reason the student is absent to the school within three (3) days of the student's return to school. The written explanation must go to the attendance office and must include the following information:

- Dates of absences, Specific reason for the absence, student first and last name
- Parents/Guardians' name and signature, Daytime telephone number

NOTE: Parent(s)/Guardian(s), if they so choose, can attach any documentation that supports the written explanation of the reason for absence, including any physician explanation, should be attached (physician's note / explanation refers to those licensed under FL Statutes Chapters 458- MD, 459-OD, 460-Chiropractor, 461-Podiatrist). NOTE: The above must be completed within three days of the absence or the absence will remain unexcused. Students returning from an absence must report to the attendance office before/after school or during lunch.

Approved Excused Absences

NOTE: Absences for the following reasons below are excused when a written explanation is provided by the parent or by the student's physician.

- a. Illness of the student
- b. Major illness in the immediate family of the student that requires the student to miss school
- c. Medical appointments of the student
- d. Death in the immediate family
- e. Required court appearance deemed by a subpoena from law enforcement or the courts
- f. A religious holiday of the specific faith of the student or the student's immediate family
- g. Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- h. Major disaster that would justify the absence that has been approved by the principal
- i. Head lice, maximum of two excused days per incident, maximum of two incidents per term
- j. Missing the school bus when the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- k. Other planned absence approved in advance by the principal or an administrator.
- l. Vacation travel where the student has accumulated fewer than 10 excused absences or 5 unexcused absences in a semester. The principal can excuse vacation travel that exceeds this threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and the reason for the travel.

Non-Approved / Unexcused Absences

NOTE: Unexcused absences are defined as the failure to attend school for reasons other than those specifically excused by the principal or designees

- a. Truancy or out-of-school suspensions
- b. 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 with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel
- c. Failure to provide an explanation of the absence to the school, the Department of Student Services can, after investigation, advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence.
- d. Missing the school bus if bus is less than 5 minutes early or less than 15 minutes late
- e. Non-attendance for immunization non-compliance
- f. Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester.

A student who returns to school with lice or nits and was sent home that same day and/or remains in the clinic/office will not be counted as "in-attendance" and will have the absence unexcused.

NOTE: For further details on attendance policies and procedures, please refer to the document on: ATTENDANCE REQUIREMENTS, SECONDARY: INITIAL SCHOOL ENTRANCE AND ATTENDANCE REQUIREMENTS.

TARDY POLICY

It is imperative that teachers enforce the tardy policy described in the Faculty Handbook and in the Student Handbook. It is also imperative that teachers address tardiness within their classrooms, contact parents and report students that have a serious tardiness problem. Arriving to class on time is critical to the education of our students, and to maintain an orderly and non-disruptive learning environment. Punctuality is a trait necessary for success in our school, on the job and in life. Frequent tardiness reflects a lack of maturity and the unwillingness and/or inability to act responsibly. Because of this, tardies are considered a discipline issue at St. Lucie West K-8. Tardies will be recorded each class period. If a student is not in his/her classroom when the tardy bell rings, he/she will be considered tardy. A tardy of more than 10 minutes will be considered skipping class.

NOTE: Beyond the above disciplinary progression, Administration and Deans reserve the right to exercise more severe disciplinary consequences listed above toward students that continue to disregard the school rules.

TARDY POLICY - Arriving Late to School:

Any student that arrives on campus after 9:31am MUST report to the attendance office for an admit pass. Students that DO NOT sign-in with attendance will be considered as unexcused and will be counted as an unexcused absence for the class (es) missed. Excused tardy (ies) follow the same criteria as an excused absence. Notes must accompany the student when they sign in.

Tardies will not be changed after student signs in. All subsequent tardies will require legal or medical documentation in order to be excused. Excessive tardies whether excused or unexcused will be referred to administration. The following are a few examples of unexcused tardies: OVERSLEEPING, MISSING BUS, CAR PROBLEMS, PERSONAL PROBLEMS. In acting in noncompliance with the Arriving Late to School, the following consequences have been adopted:

TARDY POLICY - Tardy to Class:

Arriving to class on time is critical to the education of our students, and is also critical to maintaining an orderly and non-disruptive learning environment. Punctuality is a trait necessary for success in our school, on the job and in life. Frequent tardiness reflects a lack of maturity and the unwillingness and/or inability to act responsibly. Because of this, tardies are considered a discipline issue at St. Lucie West K-8. If a student is not in his/her classroom when the bell rings, he/she will be considered tardy. Tardy (ies) will be recorded on Skyward each class period by the student's respective teacher.

- A tardy of more than 10 minutes will be considered skipping class and may result in detention or suspension in the first incident. School begins at 9:30 a.m. and the late bell rings at 9:31 a.m. Prompt arrival to school is the responsibility of the student and parents. Late arriving students transported by parents are considered tardy.
- Teachers: If a student arrives to class without a tardy slip, please do not allow that student into your classroom until they've obtained a tardy slip.

Hall Passes

- Students that leave a classroom for any reason, including restroom, guidance, attendance, deans, administration, or another teacher's classroom are required to be issued a "Hall Pass" by the teacher.
- No Passes shall be provided to students to use the vending machines during class / instructional time.

POLICIES AND PROCEDURES FOR:

Parents Signing Students Out of School before 3:00 PM

Parents who want to take their children out of school during regular school hours before 1:20 PM should report to the main office. For the safety of all children, students will only be released to the adults with proper identification that are listed on their child's emergency contact information card or list. Parents cannot sign students out of school after 3:00p.m., they must wait till the end of school.

Lunches

Students are permitted to bring their lunches. For the safety of all our students, students are NOT allowed to leave the school grounds for lunch. It is the duty of everyone to keep the cafeteria in good order, students, and teachers alike. Students are encouraged to be good citizens by being the excellent students that they are and by helping keep their school campus clean. **Students are NOT allowed to have lunch delivered to the school without prior administrative approval. All unauthorized orders will be turned away.**

Student Dress Code Policy

In order to promote a positive learning environment, the students of St. Lucie West K-8 are required to adhere to the dress code below. Students violating our dress code will be given an opportunity to correct their dress code violation. For those students unable, unwilling, to correct the dress code violation, the administration/designee may provide sanctions until the violation is corrected.

PLEASE NOTE: School administration OR Designee will be the final judge regarding apparel and accessories.

The following MAY BE WORN on school campus:

1. Uniform Style
 - a. Belted pants or shorts in any color
 - b. Shorts must extend beyond the fingertips.
 - c. Belts must be worn if there are belt loops.
 - d. K-2 belts are optional.
2. Uniform style
 - a. Dresses, Jumpers, or skirts in any color
 - b. Must extend beyond the fingertips
 - c. Dresses must have sleeves
 - d. Leggings **ONLY** permitted under approved dresses, shorts, and skirts
3. Non-Uniform Style Denim/Khaki
 - a. Jeans, shorts, skirts, or capris in any color, except white
 - b. Denim/khaki without graphics/embellishments, frayed, cuts, damaged/destroyed
 - c. No fleece/sweatpants
 - d. No visible underwear or see-through clothing
 - e. Belts if there are belt loops (buckles smaller than 2 inches)
 - f. Shorts/skirts must extend beyond the fingertips
4. Collared dresses/shirts in any color
 - a. No more than 2 buttons unfastened
 - b. Graphics must be no larger than pocket-sized
5. Shoes/tennis shoes must have a back or back strap (straps/laces must be properly fastened).
 - a. No shoes with wheels
6. Jewelry must be less than ½ inch in size
 - a. Plain or charm style necklaces
7. Clothing on the bottom must fit properly above the waist, not baggy.
8. Full length jackets and sweaters only. Must extend to the waist.
9. School spirit shirts/ team shirts may be worn on any day.

Notes:

1. When students are not in dress code, the school may provide opportunities for students to correct their dress code violation (example: have parent bring a change of clothes, etc.)
2. As the weather dictates, the administration may allow additions/exceptions to the dress code be made, as needed, to ensure student safety and protection from the weather while outside (example: Hats may be worn **outside** when temperature is unusually cold).

DRESS CODE VIOLATIONS:

Dress code violations will be handled in the following manner:

- 3rd offense – lunch detention
- 6th offense – morning detention
- 9th offense – BIC/IS for 1 class period
- 10th offense – ½ day of BIC/ISS
- 11th offense – 1 day of ISS
- 12th + offense – 1 day of OSS

Electronic Device and Cell Phones

Florida Statute forbids student use of cellular devices on campus during the instructional day. Cell phones must not be used and must not be visible during school hours at all times. This includes in the cafeteria during breakfast or lunch times. More importantly, in an effort to maintain students' attention for the purpose of learning, the use of cell phones and other electronic devices during school hours and within the classroom is a major distraction of learning environment and discipline of the students, faculty and staff. Therefore,

1. Students are not to bring radios, tape recorders, pagers, walkie-talkies, laser pointers, boom boxes, CD players, cameras, IPODs, musical / audio playing electrical devices, overall electronic devices, or video games to school.
2. Students that need to call their parents may use the school phones in any office.
3. Items not permitted on campus will be confiscated by school personnel. Students who comply with staff's request for surrendering of cell phone will be allowed to pick up their cell phones at the end of the school day in the Dean's office. Offenses will be recorded and after the third offense, a parent will be required to pick-up the cell phone.
4. Refusal to surrender electronic devices will result in a parent contact being made and possible further disciplinary action at the discretion of the Dean or Administrator.

Confiscated items

Sunglasses, hats, toys, CD/tape players, radios, cards, cell phones, iPods and other items that are considered infractions of the Code of Student Conduct. Skates, skateboards, etc., are not allowed on campus. Such items will be confiscated and available for pickup at the end of the school day. Items will be stored in a locked cabinet in the Dean's Office. The school will not be responsible for the loss of or damage to, any confiscated items. Items NOT picked-up by June 1, 2023, will become the property of St. Lucie West K-8. Lastly, school personnel, (i.e., deans, administration, teachers), will not engage in and use instructional time to search for lost, misplaced or stolen electronic devices or cell phones at any time during the school year as such instructional time is designated to the teaching and learning of and by all students. It should be noted here that students who refuse or who become unruly and non-compliant to turn over any unallowable devices and/or electronic devices to faculty/staff will be given or receive consequences deemed by the dean as such dean will refer to the note below when dealing with non-compliant students beyond the sixth offense of violating the electronic devices / cell phone rules and regulations.

NOTE: Administration and Deans reserve the right to exercise more severe disciplinary consequences than those listed above toward students that continue to disregard the school rules relating to ELECTRONIC DEVICES and CELL PHONES.

Visitors on Campus

Visitors, parents, non-students of St. Lucie West K-8, district personnel and staff, and community members are asked to report to the main office of St. Lucie West K-8 where professional assistance will be provided to you for the purpose of your visit.

Emergency Codes

CODE YELLOW

When “Code Yellow” is announced over the intercom, please do the following:

TURN OFF CELL PHONES CLOSE LAPTOP COVERS

- 1- Remain in your assigned class for that period.
- 2- If you are not in your assigned class, go immediately to the nearest classroom.
- 3- Do not leave the classroom for any reason.
- 4- If you are outside, remain outside, and gather with nearby students, until instructed to report to a designated area.
- 5- Follow all instructions given by the adult supervising you.
- 6- Remain calm and quiet.

CODE RED

When a” Code Red” is announced over the intercom, please immediately do the following:

- 1- The room will be locked, and the windows will be covered, and the lights will be turned off.
- 2- If outside, remain outside and gather by nearby students, until instructed to report to a designated area.
- 3- Keep quiet.
- 4- Get on the floor in a sitting or crouching position; get away from all windows and doors.
- 5- Do not call the office.
- 6- Make NO phone calls.
- 7- DO not leave your class.
- 8 - Remain still and quiet until your supervising adult gives you the “all clear.”