

# **SOUTHERN OAKS MIDDLE SCHOOL**



## **STUDENT/PARENT HANDBOOK 2022 – 2023**

## SOUTHERN OAKS MIDDLE SCHOOL



**Principal:**  
Bradley J. Lehman

**Assistant Principal:**  
Ayesha M. Boria

**6<sup>th</sup> Grade Hawk Prep Academy**  
Andrea Strachan

### **Southern Oaks Middle School**

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### **St. Lucie County School Board**

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

**Dr. Jon R. Prince, Superintendent**

**Dr. Helen Wild, Deputy Superintendent**

## SOUTHERN OAKS MIDDLE SCHOOL

### MESSAGE TO THE PARENTS AND STUDENTS

Welcome to Southern Oaks Middle School and the 2022-2023 school year! We welcome you to a new school year and would like to thank you for entrusting your children to us. We invite you to become involved in your child's education at Southern Oaks by joining the School Advisory Council (SAC).

In addition to parent involvement, student safety and student achievement are two top priorities at Southern Oaks and we pride ourselves in being a premier learning environment where students are engaged in meaningful and challenging work each day. As we embark on this new school year, it is important to be reminded of our school mission:

*To continuously improve student achievement through a focus on the success of everyone. Our core business is the creation of challenging, engaging, and satisfying work for each student, every day. Our goal is every student future ready.*

We also ask that you review our arrival/dismissal procedures set in place for safety of students, parents, staff, and visitors. We ask that you follow the student drop-off and pick-up route to ensure a safe dismissal environment for all, while following the direction of school personnel.

To ensure a safe, smooth and timely arrival and dismissal, please abide by the following procedures for parent pick-up:

- Remain in your vehicle
- Be sure to adhere to the crossing guards and/or police department

During the first few weeks of school, there will be increased motor traffic, especially since some parents of bus riders elect to “pick up” and “drop off”. Please be patient and considerate while these routines are being established.

We appreciate your cooperation in following our procedures designed to make this as safe a zone as possible for your child's safety.

We look forward to sharing a great year with all of our Southern Oaks families...Hawks SOAR!!!

In Safety,

Bradley J. Lehman  
Principal



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**MISSION STATEMENT**

To continuously improve student achievement through a focus on the success of everyone. Our core business is the creation of challenging, engaging, and satisfying work for each student, every day. Our goal is every student future ready.

**SCHOOL MOTTO**

“INSPIRE THE DESIRE TO LEARN”

**TRADITIONS**

**Mascot:** Hawk

**School Colors:** Burgundy, Teal and Gold

**SCHOOL WEBSITE:**

<http://www.stlucieschools.org/som/>

**SCHOOL TIMES:**

**Office Hours:** 8:30AM – 4:30PM

**Teacher Hours:** 8:40AM – 4:10PM

**Students Hours:** 9:40AM – 4:00PM

## SOAR EXPECTATION

# HAWKS SOAR

## HAWKS...

Make **S...**afe Choices

Are **O...**pen-Minded

**A...**ccept Responsibility

Are **R...**espectful





# PBIS HAWK EXPECTATIONS

**HAWK**

**H**ave the necessary materials for learning.

**A**ccept responsibility for actions/behaviors.

**W**e are respectful.

**K**eeep safe.



**PBIS**

# SOUTHERN OAKS MIDDLE SCHOOL

## “Every Student Future Ready”

### HAWKS SUPPORT TEAM

HAWK SUPPORT MEMBER	DESCRIPTION OF SUPPORT	PHONE EXT. 785-XXXX	CONTACT INFORMATION
<b>B. Lehman</b> Principal	Administrative Support	5658	Bradley.Lehman@studieschools.org
<b>A. Boria</b> Assistant Principal	Administrative Support	5672	Ayesha.Boria@studieschools.org
<b>A. Strachan</b> 6 <sup>th</sup> Grade Hawks Academy Administrator	Administrative Support	TBA	Andrea.Strachan@studieschools.org
<b>B. Booth</b> Executive Secretary	Administrative Support	5659	Barbara.Booth@studieschools.org
<b>E. Bassett</b> Data Specialist	Update contact & address information, Skyward/Family Access	5652	Elizabeth.Bassett@studieschools.org
<b>Y. Schmidt</b> Bookkeeper	School Pay Questions		
<b>M. Ware</b> Guidance (A-K)	Schedule questions, 504 or ESOL plans, promotion/retention, student well-being concerns	5687	Monique.Ware@studieschools.org
<b>A. Snure</b> Guidance (L-Z)		5653	Amanda.Snure@studieschools.org
<b>D. Labigang</b> Registrar	New enrollment, transcripts, records request, withdraws	5640	Debra.Labigang@studieschools.org
<b>L. Russo</b> Attendance Clerk	Absences, Excuse Notes, Make-up work, Attendance questions	5650	Luanne.Russo@studieschools.org
<b>P. Leveryity</b> Clinic	Questions about shots/physicals, medicine, health screenings.	5643	Pamela.Leverity@studieschools.org
<b>B. Smith</b> Cafeteria Manager	Free/Reduced Lunch Forms, Food Account Balance	5671	Bianca.Smith@studieschools.org
<b>K. Guthart</b> Testing Coordinator	iReady assistance or other questions regarding testing	5656	Karen.Guthart@studieschools.org
<b>M. Ferran</b> ESE Clerk	Set up IEP meetings, ESE records.	5644	Maribel.Ferran@studieschools.org
<b>T. Luckey</b> ESE Specialist	Questions with ESE services, specialized transportation	5696	Troy.Luckey@studieschools.org
<b>S. Lewis</b> Dean (A-K)	Discipline/Referral info, ISS/OSS,	5673	Sudane.Lewis@studieschools.org
<b>M. Kloser</b> Dean (L-Z)	Project Rock, Bully Reporting	5648	Marcus.Kloser@studieschools.org





# SOUTHERN OAKS MIDDLE SCHOOL

## 2022-2023 BELL SCHEDULE

### SOUTHERN OAKS MIDDLE SCHOOL BELL SCHEDULE



Students Enter Campus: 9:15am  
1st Bell: 9:40am Tardy Bell: 9:43am

#### Grade 6

#### Grade 7

#### Grade 8

Laptop Retrieval	Report to 7 <sup>th</sup> Period 9:25 – 9:40		Report to 7 <sup>th</sup> Period 9:25 – 9:40		Report to 7 <sup>th</sup> Period 9:25 – 9:40
Period 1	9:40 – 10:32 (52)	Period 1	9:40 – 10:32 (52)	Period 1	9:40 – 10:32 (52)
Period 2	10:35 – 11:20 (45)	Period 2	10:35 – 11:20 (45)	Period 2	10:35 – 11:20 (45)
Period 3	11:23 – 11:27 (4)	Period 3A	11:23 – 11:27 (4)	Period 3	11:23 – 12:08 (45)
A Lunch	11:30 – 12:00 (30)	A Lunch	11:30 – 12:00 (30)	Period 4B	12:11 -12:15 (4)
		Period 3A	12:03 – 12:48 (45)	B Lunch	12:18 – 12:48 (30)
Period 3	12:03 – 12:48 (45)	B Lunch	12:18 – 12:48 (30)		
Period 4	12:51 – 1:36 (45)	Period 4	12:51 – 1:36 (45)	Period 4B	12:51 – 1:36 (45)
Period 5	1:39 – 2:24 (45)	Period 5	1:39 – 2:24 (45)	Period 5	1:39 – 2:24 (45)
Period 6	2:27 – 3:12 (45)	Period 6	2:27 – 3:12 (45)	Period 6	2:27 – 3:12 (45)
Period 7	3:15 – 4:00 (45)	Period 7	3:15 – 4:00 (45)	Period 7	3:15 – 4:00 (45)



# SOUTHERN OAKS MIDDLE SCHOOL

## 2022-2023 EARLY RELEASE/ ACTIVITY BELL SCHEDULE

### SOUTHERN OAKS MIDDLE SCHOOL EARLY RELEASE/ACTIVITY BELL SCHEDULE



Students Enter Campus: 9:15am  
1st Bell: 9:40am Tardy Bell: 9:43am

Grade 6

Grade 7

Grade 8

Laptop Retrieval	Report to 7 <sup>th</sup> Period 9:25 – 9:40		Report to 7 <sup>th</sup> Period 9:25 – 9:40		Report to 7 <sup>th</sup> Period 9:25 – 9:40
Period 1	9:40 -10:11 (31)	Period 1	9:40 -10:11 (31)	Period 1	9:40 -10:11 (31)
Period 2	10:14 – 10:42 (28)	Period 2	10:14 – 10:42 (28)	Period 2	10:14 – 10:42 (28)
Period 3	10:45 – 10:49 (4)	Period 3A	10:45 – 10:49 (4)	Period 3B	10:45 -11:13 (28)
A Lunch	10:52 – 11:22 (30)	A Lunch	10:52 – 11:22 (30)	Period 4B	11:16 – 11:20 (4)
		Period 3A	11:25 -11:53 (28)	B Lunch	11:23 -11:53 (30)
Period 3	11:25 -11:53 (28)	B Lunch	11:23 -11:53 (30)		
Period 4	11:56 – 12:24 (28)	Period 4	11:56 – 12:24 (28)	Period 4	11:56 – 12:24 (28)
Period 5	12:27 – 12:55 (28)	Period 5	12:27 – 12:55 (28)	Period 5	12:27 – 12:55 (28)
Period 6	12:58 – 1:26 (28)	Period 6	12:58 – 1:26 (28)	Period 6	12:58 – 1:26 (28)
Period 7	1:29 – 2:00 (31)	Period 7	1:29 – 2:00 (31)	Period 7	1:29 – 2:00 (31)



## **PARENT DROP-OFF/PICK UP**

SOMS campus will open for students at 9:15AM. We recommend students are NOT dropped off prior to 9:15AM for their safety; due to no supervision before 9:15AM. In addition, students must be picked up before 4:30PM.

In an effort to protect instructional time and minimize disruptions, please do not request early dismissals after 3:40 PM on regular school days or 1:15 PM on early release days.

Thank you. 😊

## **ATTENDANCE**

### **Age Requirements:**

Florida law requires that all children who have attained the age of six (6) years or will have attained the age of six (6) years by February 1 of any school year or who are older than 6 years of age, but who have not yet attained the age of eighteen (18) years are required to attend school regularly during the entire school term. (F.S. 1003.21)

Regular attendance as required by statute may be fulfilled by:

- attendance in a public school supported by public funds;
- a parochial, religious, or denominational school;
- a private school supported in whole or in part by tuition charges, endowments, or gifts; or
- a home education program that meets the requirements of state statute. (F.S. 1003.01)

### **Documentation for Admission:**

The parents of students seeking admission to St. Lucie County schools must provide the following documentation:

Evidence of birth date; one of the following:

- birth certificate

## SOUTHERN OAKS MIDDLE SCHOOL

- baptismal certificate showing the date of birth
- an insurance policy on the child's life, which has been in force for two or more years
- a bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent
- a passport or certificate of arrival in the United States showing the age of the child
- a transcript of record of age shown in the child's school record of at least four (4) years prior to application stating date of birth
- or failing any of the above, an affidavit of age sworn to by the parent accompanied by a certificate of age signed by a public health officer or other designated licensed practicing physician that states that the child has been examined by the same and this individual believes that the age as stated in the affidavit is substantially correct. (F.S.1003.21)

Evidence of a recent physical examination, within one year of enrollment in school.

Certification of required immunization for poliomyelitis, diphtheria, rubella, rubeola, chicken pox/varicella, pertussis, mumps, tetanus, series of hepatitis B and other communicable diseases, as determined by rules of the Department of Health and Rehabilitative Services. (F.S. 1003.22)

Certificate of Immunization as described in (F.S. 1003.22) and School Board Policy 5.04.

Evidence of recent physical examination as described in (F.S.1003.22) and School Board Policy 5.04.

(F.S. 232). States that student must report to the district at the time of initial registration any previous expulsions, arrest resulting in a charge or any juvenile justice action taken against the student.

### Attendance

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.

### **Official Attendance:**

Official daily attendance is recorded during the second class period for middle school students but is required for every period of instruction.

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

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

### **Means of Parent Contact**

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

### **Required Documentation**

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

### **Referrals to Student Services**

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

### **Parent/Guardian Responsibility**

Each parent and guardian of a child within compulsory attendance age is responsible for the child's attendance as required by law (F.S. 1003.24). The only conditions under which the parent or guardian is not responsible are:

## SOUTHERN OAKS MIDDLE SCHOOL

- The student missed school with the permission of the principal.
- The student cannot attend due to the financial inability of the parent to provide necessary clothes for the child and this inability is reported in writing to the Department of Student Services or as soon as the inability is determined. Not reporting the financial inability to the Department of Student Services does enable the school district to pursue all interventions, including filing a truancy petition in the Circuit Court. The inability to provide clothes must be substantiated by the Department of Student Services.
- The student does not attend due to sickness, injury, or other insurmountable condition, which makes attendance inadvisable, and the student is not eligible for Hospital/Homebound services.

### **Project ROCK**

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

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

Attendance Codes C – Clinic

E – Excused G – Guidance

I – BIC (not an absence)

O – Out of School Suspension

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

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

T – Excused Tardy U- Unexcused Tardy

1 – Unexcused Tardy

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



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

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

eligible for Hospital/Homebound services, absences occurring after the determination will be excused or unexcused based on the above policies.

- A student of an active-duty military member may be excused from absences related to deployment activities as approved by the Principal.

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

- Truancy
- Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal. Absences for this reason cannot exceed 5-days annually and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.
- Take Your Son or Daughter to Workday
- Failure to provide an explanation of the absence to the school within 3 days of the student's return to school. Student Services staff can, after investigation advise the school to excuse absence documentation received after the expiration of the 3-day period. Physician explanations received after the 3- day period will also authorize the school to excuse the absence(s).
- Failure to provide a Physician's Authorization when required missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late
- Immunization non-compliance
- Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2-days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office /clinic will not be counted as in- attendance and will have the absence unexcused.
- Out of school suspensions

**Excused Absences for Treatment of Autism Spectrum Disorder (6A-1.09515 section 1003.21 (2)(b)2., FS)**

A student diagnosed with Autism Spectrum Disorder and who has an appointment, partial day or full day with a health care practitioner to receive generally recognized services such as applied behavioral analysis, speech therapy, and occupational therapy will have the absence excused when the school is provided the following documentation:

Written verification from the provider to include date, time, contact information of the provider. Written verification must be provided within 3 school days in order for the absence to be excused.

The request for students to leave school should not interrupt core academic instruction, or to the least amount of time as possible. The parent request will be made to the principal in advance in order for permission to be granted. The parent will follow-up with the required documentation of the student attending the scheduled appointment.

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

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

By Whom: Teacher or any school staff with knowledge of the student's attendance Required Participants: School Social Worker or contracted caseworker; school attendance officer; parent shall be invited and encouraged to attend

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

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

- frequent communication between school and family
- mentoring
- counseling

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

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

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

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

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

### **Tardy**

A student is considered tardy if they are absent at the time attendance is taken provided the student is in attendance before the close of the day. Tardies will either be either excused or unexcused. Acceptable documentation to excuse a tardy is the same as those under the Early Pick-Up Policy and for excused absences. Schools have the authority to develop a school-

specific tardy response system, as approved by an administrative body comprised of representatives from varying district departments.

### **Early Pick-Up**

Students in grades 6 – 12 who are picked up or leave school prior to the end of the day are absent for any classes missed. The absence will be excused if the parent provides written documentation that the need to leave school early was for the same reasons that an absence from school would be excused. The parent's notation in the school's early pick-up log may suffice as meeting the requirement to provide written documentation if the notation is sufficient.

For all students in grades K -12, once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused. The school principal or designee can approve an early pick-up or release beyond these limits after taking into consideration the reason as well as the student's attendance history, both daily and by period, and the number of early releases.

### **Attendance (Sporting events, performances, extracurricular activities, and social functions.)**

Attendance and participation at sporting events, performances, extracurricular activities, and social functions are privileges that require attendance at school for at least a half day the school day of the event. Regularly and timely attendance to class is necessary for good academic performance and to meet state statutory requirements for attendance.

***View the SLCS Student Progression Plan for specific details regarding attendance.***

[Microsoft Word - Board Approved Middle SPP 2020-2021.docx \(stlucie.k12.fl.us\)](#)



### **Homework**

Homework Assignments - (F.S.1001.41; F.S.1001.42) Each school shall have a written homework policy.

- Emphasizes homework as an integral part of the student's total instructional program;
- Requires that homework assignments reinforce learning skills introduced during classroom instruction; and
- Assures that homework is not given in excessive amounts or for disciplinary reasons.

### **Grading and Reporting Procedures Grading and Report Cards**

Report cards will be issued quarterly. 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 and process outlined in the section on transfer students in this document.

- Mastery of the course objectives that have been identified for each course in the state course description and are compatible to the Florida Standards/Next Generation Sunshine State Standards where applicable.
- Teacher evaluation based on mastery of performance standards and exit criteria.
- Parents will have internet-based access to their child's records, including grades, through our district Parent Portal. Access is granted at the school site with appropriate identification.



## Uniform Grading System

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

### **Grade Percent Grade Point Average Definition**

A 90-100 4 outstanding progress

B 80-89 3 above average progress

C 70-79 2 average progress

D 60-69 1 lowest acceptable progress

F 0-59 0 Failure

*\*A student who receives an incomplete must complete the work within the guidelines of the make-up work policy contained herein. (See Make-up Work Section) If the student does not make up all work by the designated period of time then for any missing work a grade of Zero will be entered by the teacher and the final grade will be calculated. NOTE: the "I" will calculate as a Zero on the report card (grade indicated "F"). At that time, an adjusted GPA will be calculated for the student.*

### **Calculation of Middle & High School Grades**

#### **Full Year**

1st 9 weeks = 40%

2nd 9 weeks = 40% Semester exam = 20% Total First Semester Grade = 100%

3rd 9 weeks = 40%

4th 9 weeks = 40% Semester exam = 20%

Total Second Semester Grade = 100%

***Semester 1 / Semester 2 Only***

1st 9 weeks = 40%

2nd 9 weeks = 40% Semester exam = 20%

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

***Full Year***

1st 9 weeks = 35%

2nd 9 weeks = 35%

Comprehensive State End-of-Course Exam = 30% Total First Semester Grade = 100% \*

3rd 9 Weeks = 35%

4th 9 Weeks = 35%

Comprehensive State End-Of-Course Exam = 30% Total Second Semester Grade = 100%

***Semester 1 / Semester 2 Only***

1st 9 weeks = 35%

2nd 9 weeks = 35%

Comprehensive State End-of-Course Exam = 30%

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

## **Grade Point Average Calculations**

Point Value: A = 4, B = 3, C = 2, D = 1, F = 0

Total points divided by 10 (this number is derived by counting each nine weeks 2 times and the semester exams one) = GPA to letter grade

Grade Point Average Grade Given

3.51 - 4.0 A

2.51 - 3.50 B

1.51 - 2.50 C

.51 - 1.50 D

0 - .50 F

If a student receives two report card academic grades of “F” in a semester of a course, the semester average is automatically determined as an “F” except in EOC courses.

## **PROGRESS REPORTS**

Progress Reports are used as a means of communicating with parents about student performance in the classroom prior to assessing nine weeks grades. Progress Reports will be sent home with students week 5 of each nine week grading period as designated by district. This will help to justify the grades students earn at report card time. Parents are required to sign and return all progress reports with students.

## **PUPIL PROGRESSION PLAN**


Southern Oaks Middle School will follow the Saint Lucie County School Board approved pupil Progression Plan. This plan clearly defines state and district grade level proficiencies, grading criteria and promotion and retention criteria. Please refer to this extensive document for more information. It is available in the front office for review or on-line at: [Microsoft Word - Board Approved Middle SPP 2020-2021.docx \(stlucie.k12.fl.us\)](#)

## MIDDLE SCHOOL COURSE REQUIREMENTS

Students in grades 6th – 8th will use the credit system by semester instead of a year-long point system. Students will be awarded 0.5 credit for the first semester and 0.5 for the second semester to earn one full credit each year with a “C” or higher in both semesters in the following core subject areas:

- Mathematics
- English
- Science
- Social Studies

In addition to these four core courses, students will be scheduled into a Reading or Intensive Reading course based on the District K-12 Plan course requirements.



### Core Content Areas

<u>Core</u>	<u>Electives</u>
▶ English Language Arts	▶ Reading
▶ Math	▶ Band
▶ Science	▶ Physical Education
▶ World History	▶ World Languages/Spanish
	▶ Art
	▶ Computers
	▶ Orientation to Careers

Advanced options available in all core subjects.

Our schedule operates on a 7-period day. ELA and Math are 90-minute blocks daily.

## **PHYSICAL EDUCATION REQUIREMENT**

The equivalent of one class period per day of physical education for one semester of each year is required for students enrolled in grades 6th through 8th.

The following waiver options are available for students enrolled who meet the following criteria:

- The student is enrolled or required to enroll in a remedial course.
- The student's parent indicates in writing to the school that:
  1. The parent requests that the student enroll in another course from among those courses offered as options by the school district; or
  2. The student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

All students will wear PE uniforms and gym sneakers and socks during their scheduled PE time. PE uniforms are available for purchase through the PE Department.

## **HONOR ROLL**

### **4.0 Principal's Honor Roll**

### **3.5 -4.0 Honor Roll**

If a student has a "D" or "F" in any subject for the grading period, he or she is not eligible for the honor roll.

## **PROMOTION REQUIREMENTS**

Students must pass all core classes (social studies, science, language arts, and math) to be promoted to the next grade. To be promoted to 9th grade, students must earn a minimum of 12 credit hours by passing all middle school core curriculum courses (3 social studies, 3 language arts, 3 science and 3 math classes).

### MIDDLE SCHOOL COURSE RECOVERY (Credit Retrieval Lab)

Students in grades 6th – 8th must validate mastery of the content standards in the failed course(s) through the following:

- Retaking the course through recovery or participating in an on-line, competency-based course
- Repeating the course at the school or in summer school

Students in middle school grades 6th or 7th who failed one or two core middle school academic courses will be retained or they can be granted, special permission by the principal, the opportunity to pursue course recovery options. Upon the principal receiving a signed Academic Remediation Contract from a student and their parents/guardians, the following will occur:

- The students will waive the right to an elective course and enroll in the appropriate remedial course(s).
- The student will stay assigned to their current grade level until he/she passes the courses but will be enrolled in courses at the next grade level. (Example: A student who fails one core academic course in sixth grade will be scheduled into seventh grade courses. When they have successfully completed the course, they will be officially promoted into seventh grade.) After completing the first nine weeks in the course(s), the principal or designee will review the student's academic progress.
- If the student has not made satisfactory progress and has not completed the course with a 70% average score the students will be retained at their current grade level and reassigned to courses at that grade level.
- If the student has successfully completed the remedial courses with an average score of 70% or higher, the student will be officially promoted to the next grade level.



### **COURSES TAKEN IN MIDDLE SCHOOL FOR HIGH SCHOOL CREDIT**

Middle School students may take a Math or Foreign Language that may earn a high school credit toward graduation. Middle School students in grades 7th, and 8th may take Algebra 1 and Geometry in sequence in pursuant of a more rigorous curriculum. The Algebra I and Geometry will earn a credit toward high school graduation if completed with a “C” or above. Students who earn a “D” or lower must retake Algebra or Geometry in the ninth grade for credit. The following criteria will apply to students who apply to take the more rigorous course sequence:

- Seventh grade students who wish to take Algebra I must have a Math and Reading FCAT score of Level 3 or above and a GPA 2.5 or above and pass the District Algebra Readiness test and have satisfactory passed the Algebra I EOC.
- Eighth grade students who wish to take Geometry must have a Reading and Math FCAT score of Level 3 or above and a GPA of 3.0 or higher. Other considerations could be good attendance and teacher recommendation.
- A course designated in the Course Code Directory as grade 9th through grade 12th, which is taken below the ninth grade, may be used to satisfy high school graduation requirements or Florida Bright Futures Scholarship Program requirements.

### **TEXTBOOKS/LAPTOPS**

All textbooks/laptops are loaned to students free of charge for their use during the school year. Students are responsible for books/laptops checked out to them. Families will be charged for lost or damaged textbooks or laptops. Damaged/lost books or laptops will be assessed and charged individually.

Students will be placed on an obligation list until their books are returned or payment is made. No books or laptops will be issued to students who have not returned or paid for their books or laptops issued during the previous year. Students may not attend field trips if they are on the list for a textbook or laptop obligation.

Students and parents are required to complete a Laptop Agreement Form at the beginning of the school year.

## DRESS CODE FOR STUDENTS

### HAWKS DRESS CODE

**STUDENTS MUST WEAR:**

-Collared (any color), turtleneck, or official spirit shirts purchased from the school.

-Shirts and blouses **MUST** have sleeves and length must cover midriff.

-Dresses, shorts, skirts, or skirt slits at knee length or below. Necklines on dresses must stay above arm pit level.

-Pants, shorts, or skirts worn above the hipbone.

-All footwear **MUST** have a back or strap, including sandals and Crocs.

-Jeans may have holes, tears or frays below the knee.

-Hoods on sweaters or jackets **MUST** remain down on campus.

**STUDENTS MUST NOT WEAR:**

-House slippers in any form or clothing that is pajama type in nature.

-Anything that exposes undergarments, or see-through or sheer in nature, including midriff tops.

-Anything that has holes, tears or frays, of any kind, above the knee.

-Clothing, accessories, bandanas or jewelry associated with gangs or referencing drugs, tobacco, alcohol, weapons, violence, or sex.

-Hats, bandanas, doo-rags, hair nets, shower caps, sleep caps or flags of any nationality or belief, in student's possession, are not permitted on campus.

***\*\*The school's administration/designee shall be the final judge of wearing apparel/accessories and will determine whether or not such items are appropriate, disruptive, offensive, distracting, or in violation of health and safety rules.***

### DRESS CODE VIOLATIONS/CONSEQUENCES

Students will be expected to strictly adhere to the Dress Code/Appearance policy and upon arrival at school each student is required to be in compliance with the dress code guidelines outlined above. It is the expectation that all staff members will enforce the dress code and violations are reported to the dean's office. If students are out of dress code during the day, the following steps will be followed:

**First Offense:** Verbal warning and parent contact. Dress code must be fixed before a student can return to class.

**Second and Third Offenses:** Lunch detention, parent contact and documentation of violation.

**Additional Offenses:** Treated as defiance, referral with suspension consequences and a meeting with the family is required.

If a parent is unavailable or unable to provide appropriate clothing, the student will not be permitted to return to class and will be signed into the Behavior Intervention Classroom (BIC).

## **CONDUCT**

The Student Code of Conduct policy will be discussed during the first week of school and sent home with each student. Students are required to have knowledge of, adhere to and follow all rules in the Student Code of Conduct book, as well as all school and classroom rules. Parents and students are required to sign the Student Code of Conduct acknowledgement page before the deadline. Please note: All discipline rules will apply during any extracurricular activity. Please refer to the Student Code of Conduct for more information.

In an effort to reduce interruptions and interference with school, all students shall:

- Respect and listen to a speaker when he/she is speaking, listen and respect others' ideas and work with their classmates.
- Be responsible to complete all their tasks, follow all the rules of the school and listen and follow directions.
- Follow all safety procedures by staying to the right, walking facing forward at all times and keeping their hands and feet to themselves.
- Be ready to learn. All students shall be on time, be prepared with all their supplies and work and be an active participant in the classroom.

## **CANDY, GUM, AND DRINKS**

Gum is NOT allowed at school. Candy is only allowed as part of a packed lunch—a practice which is discouraged. Drinks/beverages brought in from home are only allowable as part of a packed lunch, unless a documented letter from a physician is provided.

## **INTERNET POLICIES AND GUIDELINES**

Internet access is a powerful educational resource, which will allow students to find information and research on the worldwide network. Just as students learn social codes and behaviors which are acceptable at school, they must also learn the correct procedures for using this network of informational services. At the beginning of the school year, students and parents will be required to sign a form which indicates that they are aware of the school rules and proper procedures for using the internet and network, and the consequences which will result if these rules are broken. We require all students to adhere to these guidelines. The signed statement becomes a permission slip for students to access the Internet. If a student break any of these rules, depending upon the nature of the infraction or the cumulative number of infractions, continued use of the system will be jeopardized and consequences will be enforced as indicated in the Student Code of Conduct.

## **INAPPROPRIATE LANGUAGE**

Use of profanity, abusive language/gestures, racial slurs or any degrading comments will not be permitted and are subject to disciplinary action.

## **FIGHTING**

Fighting is prohibited at Southern Oaks Middle School and could result in suspension, expulsion and/or arrest.

## **BASIC RIGHTS**

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

## **SCHOOL RESOURCE OFFICER**

Southern Oaks is fortunate to have a School Resource Officer (SRO) assigned to us on a full-time basis. The officer interacts with students and staff members as a teacher, counselor, advisor, and legal resource. Their presence and involvement provide preventative measures to help maintain our campus as a safe and orderly environment.

## **ADMINISTRATION HAS THE AUTHORITY TO SEARCH WHEN DEEMED NECESSARY**

### **SMOKING, ALCOHOL, AND DRUGS**

Possession or use of tobacco, lighters, or matches is prohibited. Violations will result in suspension from school and/or a referral to an awareness program. Smoking or the use of tobacco by minors is forbidden by state law. Any person under the age of 18 caught smoking or in possession of any kind of tobacco product by a law enforcement officer on, in, or near school property may be issued a citation. (State statute 386.212 and 569.11) Possession or use of alcohol or drugs is prohibited by law. Violations will result in suspension with recommended expulsion and possible arrest.



## **PERSONAL PROPERTY RESTRICTIONS AT SCHOOL**

Any personal property that will cause disruption in school or on the bus will not be permitted. ALL ELECTRONIC DEVICES (RADIOS, CD/MP3 PLAYERS, ETC.), COLLECTOR CARDS, GUM/CANDY, PLAYING CARDS, LASER LIGHTS, SPORTING GOODS, AND ALL

OTHER TOYS ARE NOT ALLOWED AT SCHOOL. Students are permitted to have cell phones in their possession but are NOT permitted to have them on or use them during the school day or on school buses, unless the teacher has specifically asked students to use the phone for an academic purpose (i.e. calculator app). Cell phones must not be visible and must be put away in backpacks, purses and pockets.

Having these prohibited items and/or the unauthorized use of a cell phone during school hours will result in the items being confiscated. If an item is confiscated, the parent must reclaim the item in person on from 8:45 - 9:45 AM or 3:45 - 4:30 PM. The school is not responsible for lost or stolen cell phones and /or any other unauthorized electronic devices brought onto the schools' campus.

## **BREAKFAST AND LUNCH PROGRAM**

Breakfast and/or lunch are available daily for all students. Breakfast or lunch may be paid for by the day, week or month. A child may charge for only one day. If not paid back, the following day the child will be provided an alternate lunch. Students on free/reduced lunch must complete and return a new application at the beginning of the school year to be continued in this program.

Click on the link to apply today: [Meal Benefit Applications are Open for the 2022-2023 School Year – Child Nutritional Services \(stlucie.k12.fl.us\)](https://stlucie.k12.fl.us/MealBenefitApplications)

Breakfast and lunch prices are as follows and may be subject to change.

Meal	Full Price	Reduced Price
Breakfast	Free	Free
Lunch	2.50	.40



## **LOST AND FOUND**

All articles or items lost will be turned into the lost and found, which is located in the Clinic located in the main office. Students are encouraged NOT to bring valuable items to school. All items remaining after the last day of the first semester and the last day of school will be donated to a charity.

## **HOME ADDRESS AND TELEPHONE NUMBERS**

Students spend a minimum of six and one-half hours a day at school. Situations do occur which require immediate telephone contact with parents. Likewise, important school information is relayed to parents by mail, parent newsletters and School Messenger System telephone messages throughout the year. It is the responsibility of the PARENTS to immediately contact the attendance office when there is a change in home address, home telephone number, or work telephone number.

## **MEDICATION**

If any medication is to be taken at school, it must be brought to the clinic in the original container. A note from the physician indicating time and amount of dosage should accompany each medication. All medication must be turned in to the school health paraprofessional immediately upon arrival at school. Students are not to have any medication in their possession. It is the student's responsibility to come to the clinic to take the medicine and to remember to take the medication home. The clinic worker is not responsible for reminding students to take medication. All medications must be picked up by a parent/guardian at the end of the school year.

## **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/weight, which will include Body Mass Index (BMI) calculation for grades 1st, 3rd and 6th
- Vision and hearing screenings for grades K, 1st, 3rd and 6<sup>th</sup>
- Scoliosis screenings for grade 6th

In addition to these screening activities, a student will receive first aid and care in the event he/she is injured or becomes ill while at school. Parents will be informed, in writing, if a child fails to meet any of the screening standards and are encouraged to seek further professional assistance. If a parent DOES NOT want their child to participate in school health screenings, they must NOTIFY THE SCHOOL IN WRITING AND INCLUDE THE CHILD'S NAME AND GRADE.

### **ACCIDENTS AND INSURANCE**

If a student should have an accident or incur an injury on campus for which treatment is necessary, they should report to the clinic and/or notify an adult on campus so that appropriate action may be taken. The school encourages all students to have accident insurance which is available through various insurance agencies. The school does NOT provide accident insurance for students.

### **TELEPHONE USE**

The school phones are for business purposes and are available to students only in emergency situations. Students will not be allowed to use the phone for such things as to have a parent bring items to school that they have forgotten or to get permission to go home with a friend. Also, arrangements to stay after school for any activity must be made before arriving at school.

An office representative will deliver urgent telephone messages from parents or guardians. Students will not be called out of class to receive a phone call.

### **STUDENT SIGN-OUTS**

School attendance is extremely important for middle school students. In order for your child to receive the best education possible, he/she needs to be in attendance, therefore we ask that you refrain from picking your child up early or bringing them late to school. Please do NOT request early dismissals within 30 minutes of a dismissal time as this interferes with the general dismissal procedures and compromises school safety and security measures. We request that doctor, dental or any appointment be scheduled after or before school hours. We request

that no students be picked up during the school day unless a true emergency exists or the student is ill.

Parents picking up their children during the school day due to an emergency should report to the Administrative Office. Only persons with proper identification and listed on the Parent Information forms will be allowed to pick students up from school.

### **FIRE, CODE RED, AND TORNADO DRILLS AND EMERGENCY EVACUATIONS**

Emergency evacuation drills are held throughout the year and are important in the event there is ever a real need to evacuate the building. Students are expected to recognize all drills as serious and essential to health and safety. Safety drills include Code Red, Fire, and Tornado. Upon conducting drills, SOMS will send out a school message via phone and email.

### **FIELD TRIPS**

Students may participate in field trips only with the written permission from their parents/guardians. For each field trip, a form is provided for permission with a space for parent/guardian signature. These forms must be signed by the guardian and returned to the classroom teacher.

### **BICYCLES**

Students who ride bicycles to school are responsible for parking in the bike rack. All bicycles should be securely locked. Students are not to loiter in the bike rack area. Students who ride bicycles to school **MUST** wear helmets. They must not ride in the bus parking area, parking lot, or sidewalk or on any school grounds as that would cause a severe safety hazard. Skateboards are not a means of transportation and are not permitted on campus. All skateboards will be confiscated.

## **BUS TRANSPORTATION**

Students may use bus transportation if they live two or more miles from school. Students must abide by rules of common courtesy and vehicular safety at all times. Students may not eat, drink, smoke or use tobacco products on the school bus. Students may not bring any items on the school buses that are not allowed on school grounds. All students are under the authority of the driver while being transported and must obey his/her requests. Students who fail to abide by bus rules may be suspended from the bus.

Students are to ride the bus to which they are assigned. Each year we encounter numerous requests from parents asking about their child riding a bus other than the one to which they are assigned. Generally, requests are made so that one child can attend an activity with another child, work on a project or just be with their friends. Requests made for social reasons will not be approved under any circumstances. If there is an emergency or situation where a parent will be out of town and a different bus is needed to provide adult supervision for the child, we will try to work it out. In this type of situation, a written note with the reason, the address and phone numbers must be provided by both parties (student riding the bus and the student they are riding with) to the main office before 10:00 AM. If we cannot verify a note, it will NOT be approved. However, understand that we cannot allow students to ride different buses if there are no available seats on the requested bus.

## **SCHOOL CLOSINGS**

In the event of a campus emergency, weather emergency or other unusual event that would require the closing of school, the process and updates will be made available on the St. Lucie County School District web page and the School Messenger telephone system would be activated. In order for the School Messenger telephone system to be effective it requires that we have an accurate database with current contact information.

## **VISITORS**

Parents are invited to visit the school regularly and to be involved in all school activities. Students from other locations will not be allowed to visit during instructional time. This also includes former students who wish to visit teachers or friends. All visitors are required to report directly to the main office and sign in with the office clerk. All visitors must present a photo ID. A visitor's badge will be issued and must be worn while on the school campus. Failure to immediately sign in at the front office upon coming on campus is a major safety risk for our students and will be considered trespassing.

## **STUDENT MEDIA CENTER GUIDELINES**

Students are permitted to use the media center during homeroom and regular class periods with a signed media pass/planner from their teacher.

1. A student's last name or student ID # will be used for checking out books or laptops.
2. Students may check out four books at a time.
3. Books from the regular collection may be checked out for two weeks.
4. Magazines are for use in the Media Center only.
5. Student will be required to pay for lost books.



## NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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



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

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

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

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

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

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

\* \* \*

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

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

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

\* \* \*

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

**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,

## SOUTHERN OAKS MIDDLE SCHOOL

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**