

**SOUTHPORT MIDDLE SCHOOL 2022-2023**

# **Parent/Student**

## **Handbook**

*“Our eye is on the future”*



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# Parent /Student Handbook

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### About this Handbook

**Please note**

This handbook is designed to keep students and parents informed as to policies and procedures followed at Southport Middle School and to provide you with a tentative schedule of activities for the 2020-2021 school year. All of the activities and dates are projected and subject to change. Please keep in mind some of these activities will most likely be virtual. Please check our monthly parent newsletter, The Hurricane Herald, for periodic updates and last minute changes. If you have any questions about any of the activities listed, please give us a call at 337-5900.



# Mission Statement



## Kids at Hope Pledge

I am a Kid at Hope.

I am talented, smart,  
and capable of success.

I have dreams for the future and

I will climb to reach those  
goals and dreams every day.

All Children are Capable of Success,

**No Exceptions!**



## About the Middle School Program

The Middle School program is designed to provide the adolescent student with the support that he/she needs to make a smooth transition from either the elementary to the middle grades, or from the middle grades to the high school level. The program addresses the unique needs of the middle school child both socially and academically.

Our program specifically tries to implement the following concepts shown by research to be effective in meeting the needs of middle grades students:

- encourage a gradually increasing degree of independence for students
- assure articulation with other schools
- provide an instructional program which introduces the formal academic subjects
- encourage students to explore fine arts disciplines
- encourage teachers to collect and share significant information about students
- assist in affective development and decision making skills

Students will be encouraged to:

- think independently and critically
- take responsibility for their own learning and understand how knowledge is constructed
- learn to respect themselves, others and the world around them
- be active in their communities
- become more culturally aware, through the development of a second language
- be able to engage with people in an increasingly globalized, rapidly changing world

We aim to develop learners that are Inquirers, Thinkers, Communicators, and Risk-takers, as well as being Knowledgeable, Principled, Open-minded, Caring and Balanced.

## Course Offerings, Grades, Progress Reports & Homework

A variety of courses are offered at each grade level each year. Courses provided for each grade level are listed to the left. Courses offered allow students an opportunity to develop academically, socially and personally. All courses are aligned to the Florida Standards.

### Grades

Each teacher will explain how grades are calculated and/or weighted within their course. The grading system will be either a numerical (90-100) or a letter (A, B, C) grading system. The grading scale used at Southport Middle School is as follows:

A=Excellent	100-90	4.0-3.6
B=Above Average	80-89	3.5-2.6
C=Average	70-79	2.5-1.6
D=Below Average	60-69	1.5-0.8
F=Failure	59-0	0.7-0.0

### Progress Reports

Student academic progress reports are updated and posted on Skyward Family Access every three weeks beginning in September. You may access your child's progress report by completing a Skyward Family Access form. Please be sure to register with Mrs. McFadden at the front desk to obtain a user name and password. You will need to have a photo ID to complete the process. Paper copies are available upon request. These reports give you an idea as to how your child is progressing during the nine week period. If you request paper reports, they are sent home with the student. **They are not mailed. It is critical that parents consistently monitor their child's progress by checking Family Access on designated progress report dates and communicate directly with their teacher if there is a concern.**

### Homework



It is the belief at our school that a student's success in class depends on the daily completion of homework. Therefore homework is assigned and graded. Homework is the learning experience that allows the student to practice the concepts learned in class. Parental supervision is a must for a child's success in school. To add to your child's academic success please check their agenda on a daily basis to monitor assigned homework and make an effort to check the completeness, promptness and organizational format of your child's homework. **All students are required to read independently 20 minutes each school night.**

### Grade Six

#### Core Courses:

Mathematics I (or Advanced Mathematics 1)  
 Language Arts/Reading (Literacy)  
 Comp Science I  
 World History

#### Electives:

Art Through Literacy (Half Year)  
 Physical Education (Half Year)  
 Band (Full year)  
 Drama (Full year)

### Grade Seven

#### Core Courses:

Mathematics II (or Algebra Honors for advanced students)  
 Language Arts/Reading (Literacy)  
 Comp Science II  
 Civics

#### Electives:

Art Through Literacy (Half Year)  
 Physical Education (Half Year)  
 Band (Full year)  
 Drama (Full year)

### Grade Eight

#### Core Courses:

Mathematics (Pre-Algebra/Algebra/Geometry Honors)  
 Language Arts/Reading (Literacy)  
 Comp Science III  
 US History

#### Electives:

Art Through Literacy (Half Year)  
 Physical Education (Half Year)  
 Band (Full year)  
 Drama (Full year)  
 Spanish

Career planning is required for promotion to high school and is incorporated into the US History course.

NOTE: The State of Florida requires Physical Education for all students not needing remediation for at least one semester per year. Parents must sign a waiver under certain conditions for their child not to take Physical Education such as if they choose to take a full year course elective.

## Arrival at School

**Students are not permitted on campus prior to 9:15 a.m. as there is no supervision available.** At 9:15 a.m. all students should either report **DIRECTLY** to the cafeteria or directly to homeroom. Students arriving after 9:35 a.m. should check in with the front office to obtain a tardy pass.

Students who arrive to school after the tardy bell rings must be escorted in to the office and signed in by the parent in the “Tardy Book”. Documentation **MUST** be shown so the student will receive an excused tardy. If a student arrives unescorted, he/she will receive an unexcused tardy. When an unescorted student arrives tardy to school, he/she must go to the front office to obtain a late slip and give the name and homeroom teacher to the attendance clerk.

### Upon arrival

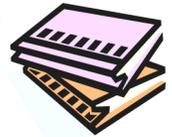
\* Students transported via school bus are not permitted to leave campus for any reason and will be subject to disciplinary consequences.

## Student Attendance & Make-Up Work

All students should try to attend school every day. State and district mandates make student attendance more important than ever. Keep in mind that a student’s attendance may impact whether a student is promoted or retained for the year. If a student is absent from school, keep in mind that when he/she returns it will be necessary to have a note written by their parent or parent’s physician explaining their absence. This note should include:

- the student’s full name
- the date (s) the student was absent
- the date the note is written
- the specific reason for the absence
- signature of the parent/guardian

Notes should be submitted within 3 days of the student’s return and given to the student’s homeroom/first period teacher.



### Make-up work:

\*Allowed for all absences, excused or unexcused

\*Students have **1 day to (2 days if on an alternating block)** to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.

\*All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year. \*Students whose work is turned in after the end of the grading period for quarters one through three, will receive an “I” or incomplete. If the work is turned in on-time, the student will receive the grade for the work.

\*Incomplete grades become “F” or “0” if not replaced with the grade for the makeup work that was turned in on time

\* Students will take announced tests on the first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence

### Grade 6-8 Provisions:

\*Teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments.

# Attendance Counts in St. Lucie County!

School attendance is important. Each parent and guardian of a child within the compulsory attendance age (6-18) is responsible for the child's attendance as required by law. Additionally, it can make the difference between good and poor grades, graduating and not graduating, and achieving your goals. Please carefully read the attendance policies in this brochure for students in St. Lucie County Schools.

- Every absence will be listed as unexcused until the school receives a note within 3 days that has been signed by the parent and contains the following information: **student's name, date of absences, reason for the absences, and a daytime telephone number.**
- Tardies/early pickups will be excused or unexcused. Excused tardies/early pickups must meet the same criteria as an excused absence and have a parent note. For students in grades K-5, every 5<sup>th</sup> unexcused tardy will convert to an unexcused absence.
- Once a student in grades K-12 has accumulated 3 excused tardies or absences due to leaving school early for medical/dental appointments within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused.
- Students sent home for head lice must be checked before they can be admitted back to class. Students who return to school and still have lice or nits will remain in the clinic/office and will not be counted as "in attendance".
- Students who have accumulated more than 10 excused or 5 unexcused absences in a semester, must have vacation travel approved by the principal in advance for the absences to be excused.
- Missing the bus is excused if the bus is more than 5 minutes early or more than 15 minutes late.

## Physician Authorization Requirement

A note from a physician containing the dates of the absences for which excuse is sought and the reason for the absence is required in the following circumstances:

- Student has accumulated a total of 10 excused or 5 unexcused absences within a semester, subsequent absences of 3 or more consecutive days may not be excused unless documentation is received demonstrating that attendance was impractical or inadvisable on account of sickness or injury, attested to by a written statement of a physician
- Student has accumulated a total of 15 excused absences or 8 unexcused absences within the school year, subsequent absences of 2 or more consecutive days will not be excused unless: (a) the parent has on file with the school a statement from a licensed physician documenting the student's chronic medical condition and a valid release allowing the school to communicate with the physician, and/or (b) documentation is received demonstrating that attendance was impractical or inadvisable on account of sickness or injury, attested to by a written statement of a physician

## Students can be withdrawn for non-attendance

School staff will make efforts to resolve non-attendance in a timely manner so that students' grades and credits are not significantly jeopardized. Parents will be contacted by the school to participate in resolving the non-attendance. When a student is withdrawn, or is in danger of being withdrawn for non-attendance, the school will inform the parent of the educational options available.

## Students can lose their current or pending driver's license

Students with 15 unexcused absences in a 90-day period or who have withdrawn from school with a dropout code will be reported, by law, to the Department of Safety and Motor Vehicles. These students will lose their current or pending driver's license. Licenses can only be reinstated by attending school for a minimum of 30 consecutive days with no unexcused absences.

## Attendance can affect Temporary Cash Assistance

Students with an accumulated 15 unexcused absences in a 90-day period or who have withdrawn from school with a dropout code are reported to the Department of Children and Families. These families will not be eligible for Temporary Cash Assistance (TCA) from the Department. In addition, eligible TCA parents must participate in a Parent-Teacher conference once each semester for each dependent child of compulsory attendance age (6-18 years). Parents must make appointments with the school to hold these conferences. TCA can only be reinstated by attending school for a minimum of 30 consecutive days with no unexcused absences.

## Lack of attendance can result in court action

As required by law, elementary school truancy cases are filed in the Circuit County in St. Lucie County. A Truancy Petition can be filed when a student has 5 unexcused absences in a 30-day period or 10 unexcused absences in a 90-day period. Truancy cases are official judicial cases. Penalties include, but are not limited to: monetary fines, jail time, student being placed in a shelter, and loss of custody. Middle and high school truancy cases may be referred to CINS/FINS for intervention.

## Learn More

Please read the District Student Progression Plan for more information regarding the Attendance Policies in the Saint Lucie County School District at [www.stlucie.k12.fl.us](http://www.stlucie.k12.fl.us)

## What you can do

- Tell your child that you expect good school attendance
- Partner with the school in monitoring your child's school attendance
- Call the attendance office to confirm their child's attendance in all classes
- Register for Skyward Family Access at the school to view your child's academic and attendance progress online
- Send a signed and detailed note to school within 3 days of absence
- Request makeup work immediately upon your child's return to school or during the absence. All makeup work must be turned in within 1 day of each day absent unless the Principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.
- Apply for the Homebound/Hospitalized School Program by contacting the Guidance Office if your child is confined to the home for a minimum of fifteen (15) days
- Respond immediately to all calls or letters from the school indicating that your child is accumulating unexcused absences or tardies
- Send a copy of medical documentation to the school when your child has missed school and seen a physician. Retain the original documentation for yourself
- If you suspect your child is skipping classes or school, contact the school immediately
- Carefully read the school's student handbook

## SAFETY FIRST

We have new door entry protocols in place. Safety is our priority. Please follow the instructions below to gain entry to the school:

- Please press the buzzer
- State your purpose and be sure to have your face mask in place. Once verified, you will be buzzed into the building
- Proceed to the office, and show your ID to obtain a visitor's pass



**\*Visitors are not permitted to hold the door open for others**

## CAMPUS VISITORS

Our campus uses the Raptor system for visitors. Please be advised that anytime you visit our campus, **YOU MUST REPORT DIRECTLY TO THE MAIN OFFICE.** In order to better protect our students, visitors and staff, all visitors will be required to show a valid, government-issued ID.

Thank you for your cooperation.



## Parent Communications How We Keep You Informed

Good communication between the school and its parents is an essential part of a good education. Without good communication parents don't know what is happening on campus and the school lacks information that it can use to better help its students. For this reason, Southport Middle School has a number of regularly scheduled communication options for parents. These include:

- Parent newsletters from our Principal posted on school website and emailed to parents.
- Progress reports are available 3 times each nine weeks beginning in September.
- School web page at [www.stlucie.k12.fl.us/spm](http://www.stlucie.k12.fl.us/spm)
- Email blast via Skyward
- School Messenger telephone messages from our Principal, as well as absentee notification from the district.

### **Communication is the key to success!**

\* The most effective and efficient way to communicate with your child's teacher is by using their email address identified in their course syllabus and/or on the school webpage. **Please do not email teachers through Skyward email.**

A Student **PLANNER** is issued to each student at Southport Middle School. The purpose of the planner is to:

- Record student class work and homework assignments each day
- Communicate between home and school
- Monitor student progress
- Use as a hall and bathroom pass (must be written in ink)

It is the responsibility of each student to have their planner in each class and to enter all assignments and necessary information. Parents should review the planner daily as a way to keep informed about your child's progress and the content of their classes. This required plan is provided free of charge to all students. **Replacement planners must be purchased in the guidance office at a cost of \$3.00.**

## How to Check a Student Out of School

Students are not to leave campus without checking out through the Front Office. Before a student can leave campus during the school day, the front office clerk must be able to verify the reason for leaving with a parent or guardian. A written note with a phone number for parent contact is necessary if the parent is not checking the student out in person. Students can only be released to parents, legal guardians or their authorized designees. Authorized designees must be 18 years of age or older. Identification will be checked before the student will be released to anyone.

### **IDENTIFICATION IS MANDATORY.**

If there is someone to whom a student should not be released, please let us know at once.

**If you need to pick up your child before dismissal, please arrive at the school before 3:30pm. Parents arriving to pick up their students after 3:30pm will have to wait until the 4:00pm dismissal bell to get their child, unless a doctor's appointment notice to excuse the absence for the rest of the day requesting early pick-up is submitted in advance in which case the child will be given a pass to leave class and will wait in the front office for parent's arrival. If a note is not available, the student can bring notice the following day for the absence to be changed from unexcused to excused.**

If you have any questions regarding our sign-out procedures please contact the front office clerk at 337-5900 X 0.

## Southport's Dress Code & Appearance Policy 2022-2023

Parents and students have the primary responsibility for ensuring that students are appropriately dressed for school. An individual's grooming and the way he/she dresses have a bearing on how others react to him/her, and therefore effects his/her behavior. Any form of dress or hairstyle that is considered contrary to good hygiene or which is disruptive to the purpose or conduct of the school will not be permitted. If a style constitutes a threat to the health and safety of the students, it will not be permitted at school. Administration will make the final determination.

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.

### **2022-2023 DRESS CODE GUIDELINES (LEVEL 1):**

**Shirts:** Please note that all students are required to wear solid color crewneck Southport Middle School t-shirts, Cane Character shirts or Southport Middle School spirit/club shirts. Various colors of the required t-shirts will be available. Spirit t-shirts include band, drama, PE, class or team t-shirts that represent Southport Middle School. School t-shirts will be sold in the book store located in the 600 building from 9:15-9:40 a.m. or online. Cost is \$10.00 -\$15.00 per t-shirt. Shirts can also be purchased through Dragonfly Graphics at this link: <https://southport23.itemorder.com/shop/sale/>

**Pants/Shorts/Skirts:** All pants must be worn at the waist without visible undergarments. Students may wear solid colored, plaid or patterned pants, shorts, skirts or jeans. All clothing must fit appropriately and can not reveal significant portions of skin on the upper leg/thigh. Administration reserves the right to determine overall appropriateness. Lewd or graphic pictures and writing are not allowed on clothing. Skirt or shorts must be knee length. **SWEAT PANTS, KNIT JOGGERS, GYM SHORTS, FLANNELS, SWIM WEAR, PAJAMA BOTTOMS AND DRESSES ARE NOT ALLOWED.**

**Jackets/sweaters/sweatshirts:** Only garments intended as outerwear such as JACKETS, SWEATERS, or SWEATSHIRTS may be worn OVER the Southport Middle School t-shirt. All other styled shirts including collared, long sleeve t-shirts, flannels or thermals must be worn under the Southport Middle School t-shirt. Hoods may not be worn on the head.; and students with repeated violations will lose the privilege to wear a hooded sweatshirt.

**Shoes:** Shoes must be flat and have closed toes and closed backs. Sneakers are strongly suggested for both boys and girls. **FLIP FLOPS AND SLIPPERS ARE NOT ALLOWED.**

**Other garments:** Hats, caps, visors, scarves, bandanas, and sunglasses (unless prescribed by a doctor) are not permitted on school grounds. Ear buds may not be worn around the neck or undershirts while on campus.

**PBS Incentives:** PBS will design an incentive program for dress code which would allow occasional t-shirts, striped shirts, sports clothing, hats, etc. Parents will be notified for exception to the dress code policy.

When a student's appearance at school becomes a disruptive factor, a safety hazard, or an impropriety, parents will be called to bring appropriate clothing.

If a parent is unavailable or unable to provide appropriate clothing, the student will receive the following consequences each semester:  
**LEVEL 1 OFFENSES:** (non-school shirt, non-approved pants, etc.)

**First Offense:** Contact Parent via phone

**Second Offense:** Written Warning; Notice Home and Contact Parent via phone and Lunch Detention

**Third Offense:** Referral is issued; Half Day BIC (Behavior Intervention Classroom) Assignment

**Fourth Offense:** Referral is issued; Full Day BIC (Behavior Intervention Classroom) Assignment

**Fifth and Succeeding Referrals:** Referral is issued; One day Out of School Suspension

(BIC availability pending funding, policy may change)

### **STATE MANDATED DRESS CODE (LEVEL 2)**

Each student is responsible for displaying respect for self and others through appropriate dress that maintains an orderly learning environment. Each student is prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment while on school grounds during the regular school day.

**LEVEL 2 OFFENSES:**(clothing that reveals skin or undergarments etc.)

**First Offense:** Verbal warning, Principal or designee calls parent or guardian.

**Second Offense:** Student is ineligible to participate in any extracurricular activity for a period of up to 5 days, and the Principal or designee shall meet with the student's parent or guardian.

**Third and Succeeding Offenses:** Student shall receive a BIC assignment not to exceed 3 days, is ineligible to participate in any extracurricular activity for a period not to exceed 30 days and the principal shall call the student's parent or guardian and send a written letter regarding the student's BIC assignment and ineligibility to participate in extracurricular activities to the parent or guardian.

**Note:** The administration reserves the right to determine whether a student's dress is disruptive, unsafe, or improper. It is the expectation that all staff members enforce the dress code and violations are reported to the dean's office by the team leader.

School shirts can be purchased in the book store in the 600 building from 9:15—9:40 every morning or by visiting the Dragonfly Graphics link designed specifically for Southport Middle School shirts at <https://southport2020spirit.itemorder.com> You will be able to place your order and have it delivered to the school for pick up or delivery directly to your student.

# Bicycles



Students riding bicycles will find racks available in the front of the school near the gymnasium. Each student riding a bike to school is urged to lock it securely inside the bike rack. It is suggested that students not have accessories attached to the bicycle that may be easily removed.

Students who lock their bike outside the bike rack may find the bike missing or their lock cut off at the end of the school day. Be sure to secure your bike within the bike rack area.

Students are reminded that when riding a bicycle the law requires riders to wear a helmet at all times.

Southport Middle School takes no responsibility for damaged or stolen bicycles. Students are not permitted to ride bicycles on the school grounds, bus loading areas, or in the parent pick-up area.

## Transportation Information

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. We find ourselves in an awkward position with such requests. We cannot approve notes for students to ride other buses for social reasons. Requests made for social reasons will not be approved under any circumstances. The bus system is for transportation to and from school only. It is not a transit system to take students where they want to go.

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 with you. However, understand that we cannot allow students to ride different buses if there are no available seats on the requested bus regardless of the emergency situation. If there is no room on the bus, permission will be denied and it will be the responsibility of the parent/guardian to make alternative arrangements.

To get permission for your child to ride another bus or have someone ride his/her bus, write a note including the reason for the change, the address where he/she will be going or who is going home with him/her and phone numbers where we can reach you and the person he/she is to stay with. **If we cannot verify a note, it will not be approved.** Verbal, or phone requests will not be approved. All requests must be submitted in writing and turned in at the **beginning** of the school day to the executive secretary. **Remember that notes must be turned in from both students' parents.**

Students must do the following:

- bring notes to the main office **first thing in the morning**
- return to the office the same afternoon to pick-up the initialed note with approval to give to the bus driver
- notes will not be approved in the bus loading zone



# Student Behavior Expectations and Disciplinary Procedures

## Positive Behavior Support (PBS)

Students are directly taught specific expectations that are to be followed throughout the school day on the entire campus. All staff members speak the same language and have the same expectations for every student. Students are rewarded for appropriate performance of these expectations. Through the use of this system we will continue to decrease the number of discipline referrals and classroom disruptions, thus increasing the use of instructional time.

Southport is a Positive Behavior Support (PBS) School. As such, we pride ourselves on the high expectations we have for student conduct. Southport students are always expected to follow the PBS guidelines for behavior as follows:

## School Wide Positive Behavior Support Expectations

Show respect.

Practice responsibility.

Make an effort.

Stay safe.

## POSITIVE BEHAVIOR SUPPORT (PBS)

### CLASSROOM RULES

- Arrive on time with supplies/assignments
- Remain in your seat unless directed by the teacher
- Remain silent when the teacher is speaking
- Keep your hands, feet and objects to yourself
- Comply with staff directions
- Wear your face mask

### CAFETERIA RULES

- Comply with staff directions
- Stay in line
- Remain seated
- Pick up all garbage and put it in the trash can
- Keep your hands, feet and objects to yourself

### HALLWAY RULES

- Go directly to your destination
- Have a pass
- Keep your hands, feet and objects to yourself
- Walk on the right side of the corridor
- Wear your face mask

### DISMISSAL RULES

- Go directly to your assigned area
- Keep your hand, feet and objects to yourself
- Comply with staff directions

In addition to following PBS guidelines, we expect students to adhere to the Secondary Code of Student Conduct. A copy can be accessed on the district website. **Dress code violations are handled by the Deans.** The deans determine the consequences for repeated misconduct of higher level referrals based on the guidelines of the Secondary Code of Conduct. The school administration becomes involved in disciplinary action when the misconduct is a Level 3 or 4. There is **Zero Tolerance** for major disruptions such as fighting in public areas, possession of drugs or other illegal substances, bullying or assault and/or battery of a student or staff member. **The administration refers suspected illegal violations to the School Resource Deputy who will make a determination as to whether or not the violation is a crime. Students who participate in criminal activities or repeated major disruptive behaviors will be recommended for expulsion by the administration.**

When a referral is made to the Deans Office, parents are contacted by phone by the office clerk for Level 1 offenses or by the appropriate dean if it is a Level 2 offense or higher. **Copies of referrals are sent home within 24 hours of the action taken.** A parent may request a meeting with administration if he/she wishes to have a suspension reduced. **Students receiving Behavior Intervention Classroom (BIC) are given behavioral counseling as well as school work as are students who attend Project Rock during an out of school suspension. Consequences for behavior infractions may include lunch detention, work detail, or an alternative “Restorative Action Plan”, depending on the type of violation and/or frequency/severity at which it occurs, BIC assignment or out of school suspension.**

## DEAN'S OFFICE

If you wish to discuss any disciplinary problems, you may contact the Dean's office as follows:

Nicholas Carey—Dean of students for all 7th grade students and 6th grade students whose last name begins with A-L.  
337-5928

Yolanda Parks—Dean of students for all 8th grade students and 6th grade students whose last name begins with M-Z.  
337-5923

Pamela Aylor—Dean's clerk  
337-5905



**DO NOT bring radios, ipods, mp3 players, stuffed animals, cameras, tablets, skateboards, toys, tapes, scooters or other personal property that is not class related to school. Items not permitted on campus are subject to confiscation. Confiscated items can be picked up from the Assistant Principal's Office by a parent or guardian 24 hours after being confiscated. The school is not responsible for lost, stolen or damaged items that should not be on campus.**



### Zero Tolerance Policy

Fighting, possession of drugs or weapons, or other disruptive behaviors will not be allowed on the Southport Middle School campus. Students involved in fights or disruptive activities will be referred to the school administration for parent conference, suspension from school and/or legal action. Suspected legal violations are referred to the SRD's.

Students found to have drugs or other illegal substances in their possession will be referred to the school administration for suspension, recommendation for expulsion and/or arrest or additional legal action.

The Secondary Code of Conduct, which is reviewed with each student at the beginning of the school year, details various student offenses and consequences that may result from these offenses. Parents and students are encouraged to review this document.

### Cell Phones and Phone Messages



If you need to get a message to your child, or need to have your child contact you during the course of the school day, please call our main office at 337-5900 so we can help you. You must be an authorized individual on the contact information for the student in order to leave a message. **Please remember** - it takes a few minutes for any message to be delivered. Calling five minutes before dismissal may result in a message not being able to be delivered. We strongly encourage parents to use e-mail to communicate with teachers.

Students needing to call home should use the telephones located in the main office. The telephones are available for student use in case of an emergency or extenuating circumstances. Telephones are not available for social calls. Students must obtain a pass from a teacher to be in the office to utilize the telephone.

Although cell phones are allowable on campus, they are to be turned off and stored in student's backpacks or purses. Cell phones that are on and/or visible will be confiscated and will be made available to be picked up by the parent/guardian the following school day in the administrative office.

Please understand that this policy is for the benefit and protection of ALL of our students in order to limit distractions and to ensure a safe environment conducive to learning. It is also for the purpose of respecting the confidentiality of all of our students, ensuring that no students are photographed without their knowledge/consent.

### Tardiness to Class

Teachers take attendance at the beginning of each class. Students are expected to be present and in each of their assigned classes on time. A student is considered tardy if he/she is not in the classroom at the time designated by the teacher.

Students who are tardy to class will serve silent lunch detention. Repeated tardies may result in a disciplinary referral.

## Guidance Department

Guidance Counselors are assigned to each student and are especially trained to work with students wanting or needing help. Any student who wants to see a counselor should fill out an appointment slip, or ask their teacher for permission to go to Guidance. Students may not stay in guidance without a pass from a teacher or an administrator.

All students may be sure that things of a personal nature discussed with a counselor will be kept strictly confidential unless otherwise agreed upon by the counselor and student or unless information is potentially harmful to the student.

Counselors:

Mrs. Alvarez (A-L)

Ms. Bernard (M-Z)

## Changing Your Address and Contact Information

If you have moved or changed your address since the start of the school year, it is important that you let the school know your current address. We periodically send information to you through the mail and/or email. It is very difficult to keep you informed if your correspondence is returned because of a wrong address or inaccurate contact information.

If you have moved, changed your phone number or email, or if you think your address information may be incorrect please contact us. We will be happy to verify your current contact information according to our records, or to update your new information. Please remember that it is necessary for us to receive proper address verification when changing your address on our system (i.e.: copy of a lease or mortgage agreement, or a copy of a utility bill such as FPL or BellSouth). Please help us help you stay informed about your child's progress at Southport Middle School.



## Setting Up a Conference

Need more information about your child's progress? Do you have concerns that you need to discuss with guidance or your child's teachers? Are you wondering about why you haven't received progress reports or report cards? If you answered *yes* to any of these questions, you probably need to schedule a school conference.

Conferences can be scheduled for discipline problems, information sharing, conduct, grades or for personal reasons. Whatever your reason, feel free to arrange a conference at any time during our regular school hours.

To arrange a conference, either e-mail the teacher(s) or call the main office at 337-5900 and leave a message for your child's team leader to return your call to schedule a date and time. Unless otherwise specified, all of your child's teachers will be included in the conference. The main office is open from 8:00am-4:45pm Monday through Friday. Most frequently used numbers are listed below:

<b>Main Office</b>	<b>337-5900</b>
<b>Guidance</b>	<b>337-5901</b>
<b>Dean's Office</b>	<b>337-5905</b>
<b>Attendance Office</b>	<b>337-5906</b>
<b>School Resource Deputy</b>	<b>337-5959</b>
<b>Clinic</b>	<b>337-5902</b>
<b>ESE</b>	<b>337-5915</b>
<b>Media Center</b>	<b>337-5918</b>
<b>Cafeteria</b>	<b>337-5944</b>

Remember...Don't let the year go by with concerns on your mind. Give us a call or email!



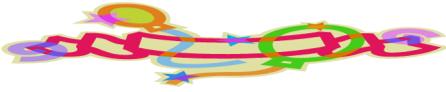
## Promotion Requirements



If a student does not pass a required core semester class in sixth, seventh or eighth grade, parents will be notified that the student will not be eligible for promotion to high school and will be retained in the eighth grade unless the courses are successfully completed through repeating a course within the school day or credit recovery options. Such notification must be provided at the end of each semester in which a student fails a core class.

If a sixth or seventh grade student fails multiple core classes and an attainable remediation plan cannot be developed, the student may be recommended to an alternative program or retained in grade level. The final decision regarding grade placement is the responsibility of the Principal.

## Celebrating Student Success



At Southport Middle School, we feel that celebrating our students' achievements and accomplishments is very important. To this end, we try to acknowledge our students in various ways. Some of our more frequent recognition programs are listed below with details provided in other sections:

**Student of the Month (PBS)**  
**Academic Achievement (Honor Roll)**  
**Attendance**  
**National Junior Honor Society**



### National Junior Honor Society

The National Junior Honor Society is for students in grades 7 & 8 who have achieved and maintained a 3.5 grade point average for at least one year. Students in NJHS take part in community service projects, school service projects, and assist in tutoring other students in need of academic assistance. Students who qualify are invited to join and are inducted into the organization in the Spring of each school year.

#### Honor Roll

Due to restrictions for large assemblies Honor Roll recognition will be held virtually at the end of each nine week period, except the fourth nine weeks, to honor those students who have achieved high academic standards in all of their classes.

Honor Roll recognizes the following categories:

**Principal's Honor Roll** - 4.0 GPA  
**Distinguished Honors** - 3.95—3.5 GPA



Students who have a grade of D or F or a U in conduct will not be recognized for honor roll.

#### PBS Student of the Month



To acknowledge good citizenship and outstanding behavior both academically and socially, each homeroom teacher will select a Student of the Month. These students will be recognized monthly during a special program. Students of the Month are selected based on the following school-wide expectations:

- Show respect
- Practice responsibility
- Make an effort; and
- Stay safe

\*Please keep in mind that due to restrictions for large assemblies Student of the Month will likely be virtual. Details will be sent through the monthly Parent Newsletter.

Students who have been suspended (BIC or OSS) during the month may not be selected.



#### Student Activities

In keeping with the Middle School concept, activities are an important part of our program. Southport Middle School schedules special student activities throughout the year. Due to restrictions for large assemblies, special student activities will be planned by the teachers with input from the students and have administrative approval.

### Southport Middle School Student Activities/Clubs

Special activities and clubs are available to students on a school wide basis. Among the activities for the 2020-2021 school year are:

- Intramurals
- Student Council

- National Junior Honor Society
- Yearbook Club

## Health Screening Information

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 groups during the school year.

The screening will include:

- height & weight, which will include Body Mass Index (BMI) calculation for students in grades 1, 3 and 6
- vision and hearing screenings for students in grades K, 1, 3 and 6
- scoliosis screenings for students in grade 6

In addition to these screening activities, your child will receive first aid and care in the event he/she is injured or becomes ill while at school.

You will be informed, in writing, if your child fails to meet any of the screening standards. You are encouraged to seek further professional assistance.

If you **DO NOT** want your child to participate in school health screenings you must notify the school health aide, in writing, at the beginning of the school year. Please include your child's name, grade level and homeroom teacher.

## Medication at School



As a general rule, we try to encourage students to take all needed medication (prescription and non-prescription) at home, not at school. But we know there are circumstances under which this may not be possible. If your child needs to take medication (exclusive of injections) during the school day, please make sure the following requirements have been met:

- For each prescribed medication, the student's parent or guardian shall provide to school officials a doctor's statement explaining the need for the prescribed medication to be administered during the school day, including when the student is away from school property on official school business. The necessary form may be obtained from the school's clinic.
- A parental signature must be on the statement requesting and authorizing school personnel, without liability to administer the medication in accordance with the prescription. This form must be filed in the student's cum folder.
- A physician's description of anticipated reactions of the student to the medication must be filed at the school in the student's cum folder.
- The medication shall be maintained in the original prescription container which shall be labeled with the following: Name of the student, name of the medication, directions for use, name of the physician, name and address of the pharmacy, and the date of the prescription.

The bringing of all types of non-prescription medication, including cough drops is discouraged. Should it be necessary for the child to have non-prescription medication at the school, students are required to present it to the Health Aide for safe keeping and administering as authorized by the parent on the appropriate form.

## Accidents and Insurance

If students should have an accident, or incur an injury for which treatment is necessary, you should report to the clinic and/or notify someone, either a teacher or an administrator so that appropriate action may be taken.

The school encourages all students to have accident insurance. Insurance may be ordered through the school, but the school does not provide accident insurance for the students. It is strongly recommended that all students purchase school insurance or have insurance under another policy at home.



# MEDIA CENTER

## Mission

The mission of the Southport Middle School Media Center is to support and enhance the curriculum through a variety of materials and resources, to foster an appreciation of literature and a love of reading, and to promote lifelong learning through appropriate reference and research skills.

## VISITING THE MEDIA CENTER

- COVID guidelines must be followed at all times while in the Media Center.
- Student hours are 9:55 AM until 3:45 PM.
- Students visiting on their own must have hall pass **or** student agenda book to check out materials and/or work on computers and must sign in upon arrival and out when they leave.
- Computers are available for access to online resources, as well as MS Office for reports and projects.
- There are special reading areas in the library with sofas and comfortable chairs for students to sit and enjoy reading books and magazines when visiting with their class or with a pass from their teacher.
- Students should enter quietly (Voice Level 1) and remain so to respect those who are working.
- Students will receive one free ID card after Fall pictures are returned. Replacement ID cards are available to purchase for \$4.

## CHECKING OUT BOOKS

- Students may check out up to 4 books from the library. Students with outstanding obligations from prior SLC schools are limited to one book. No more than one book from each series can be checked out at a time without prior approval.
- Books are checked out for a period of 2 weeks and can be renewed once, unless given prior approval for additional time. Books must be returned on time. It is the students' responsibility to return books when they are due, even if they are not scheduled to come to the library with their literacy teachers. There is a \$.05 fine for each day that material is late.
- Students who have overdue books from our library will not be able to check out additional books until they are returned, or the cost for lost or damaged is paid in full.
- Overdue notices are provided to students through their homeroom teachers every Monday through automated e-mail.
- Students can place a hold on one book at a time in the event that book is checked out to another patron.
- Reference books and Encyclopedias are to be used in the library **ONLY**. Worldbook Encyclopedia is available Online.
- EBooks are available for checkout and reading on personal handheld devices and home computers when logged onto Destiny any time.

**DESTINY AND OTHER ONLINE RESOURCES** are available on any device with an internet connection at school or home

**DESTINY Student login: Username – Student ID Password – Lunch number**

- DESTINY Homepage lists links to online databases and many more resources, including:
  - World Book Encyclopedia:** Username: stlucie Password: reads
  - Gale Virtual Reference Library:** Science/Social Studies/Professional E-books Password: student
  - ABDODigital United States Database:** Username: southport Password: books
  - ABDODigital EBooks:** Username: spmstudent Password: reads
  - Capstone Digital Graphic Novel E-books:** Username: southport Password: school
  - EReadandReport:** Non-fiction EBooks:
  - iReady:** Username: Student ID Password: Lunch number
- DESTINY Catalog tab is designed to search our library for various materials, including print and digital collections
- DESTINY Discover provides access to excellent online databases for reference and research
- DESTINY QUEST for Top 10, New Arrivals, Book Holds, Book Reviews, Resource Lists

## PRINTER ACCESS

- Printing is allowed for school related projects. We request that students use double sided copies when possible. Any pictures should be ¼ of the page, or 4 to a page.

## Textbooks

All textbooks are loaned to students for their use during the school year. Textbooks that are checked out are to be kept clean and handled carefully. The student's name and homeroom number are to be written on the book label in case the book is misplaced.

Remember students are responsible for the books checked out to them. All books must be returned before the end of the school year. Parents/guardians will be required to pay for lost or damaged books assigned to their child. No books will be issued to students who have not returned or paid for books issued during the previous year. End of year activities will be denied to students owing obligations.





# PARENT INVOLVEMENT

## TEACHERS/STAFF + STUDENTS + PARENTS = 1 GREAT SCHOOL

At Southport Middle School we believe that parents and family members are very important members of the team and their involvement is critical to ensuring success for each student. We understand that each family is unique and that parents and families have many demands on their time. As such, we encourage and welcome parent/family participation in ANY way, shape or form; be it volunteering at an event, donating supplies or services, helping beautify our campus, supporting individual teachers, or even just attending our curriculum nights and extra-curricular activities. Please be sure to peruse the brief list below in order to help you think of ways that you can commit to being involved and invested in your student's educational experience.

Join our Parent/Teacher Organization and participate in any of our PTO activities, these include but are not limited to collecting box tops, being a Friday Fairy and assisting with tasks necessary to prepare for and carry out school-based activities (e.g. fundraisers, concerts, drama shows, dances, carnival, etc.).

- Assist our Guidance Counselors and National Junior Honor Society students with school based and community based fund raising efforts
- Assist classroom teachers (This could include but is not limited to taking down and putting up new team bulletin boards, working with small groups of students, monitoring a computer station, creating materials for instruction, etc.)
- Assist the media specialist in our media center
- Assist our front desk staff
- Sort and help stock shelves for our Grace Pack donations
- Volunteer to help supervise our Positive Behavior Support activities
- Work with our PEP team generating donations for Pencils, Erasers and Paper to be used by students in need throughout the school year (contact teacher-Ms. Richards)

Please know that there are many more ways to participate, so please reach out on a regular basis to let us know how you are interested in getting involved and supporting the school and our students.

**WE ARE IN NEED OF OFFICERS FOR OUR PTO FOR THE 2020-2021 SCHOOL YEAR. PLEASE CONTACT MRS. WALSER AT 337-5907, IF YOU ARE INTERESTED.**



### School Advisory Council

The Southport Middle School Advisory Council committee meets monthly. Meetings are held to update parents and community members on school improvement efforts, and deal with ongoing school activities and plans. Meetings are open to any and all parents/community members who wish to attend and participate. Due to restrictions in place for social distancing and large groups to gather, these meetings will be held virtually.

The School Advisory Council is important in that it allows parents to meet with the school's administration to gather information and/or make suggestions. Meeting dates will be forthcoming in the monthly Parent Newsletter.





The school volunteer program at Southport Middle School allows parents and other interested parties to work in various capacities within the school. Working in the classroom, providing assistance at school activities or sharing expertise are just a few of the many ways in which volunteers can assist young people. Persons wishing to volunteer time and/or talents to Southport should contact the school at 337-5900. No amount of time is considered too small. Your assistance will be greatly appreciated ! Here are some ways you can help:

- Work in the production room
- Create bulletin boards
- Read/work with small groups of students
- Assist in the Media Center
- Organize fundraising
- Work with specific teachers

### **Fund Raising Opportunities**

Southport Middle School collects Box Tops for Education and Campbell Soup labels. If you have a Target card or Target Visa, please register it at [www.target.com](http://www.target.com) and help the school earn points. The school code is 42231. Our PTO also sponsors fund raising programs in the fall and in the spring.



## Supplies

Student preparedness is critical to their success and as such all students should come to school each day prepared with pencils, pens, dry erase markers, paper/notebooks and daily agenda. Below are some subject specific resources that may or may not be required depending on the teacher. If you are experiencing a hardship and need assistance with these supplies, please contact our Guidance Office at 337-5901.

### Science

2 Composition notebooks

### Math

Pencil case

2 Composition notebooks

Four function calculator (7th/8th only)

TI-30Xcalculator (Algebra/Geometry only)

Graph Paper/Graph Paper Composition notebook (Algebra/Geometry only)

### Literacy

2 Composition notebooks

### Social Studies

1 Composition notebook

### General

6 - three prong two pocket folders (Organization of subjects)

Sticky Notes

Highlighters

Pencils, Pencils, Pencils

Erasers

Box tissues (homeroom)

12 glue sticks

Colored pencils

Notebook paper as needed

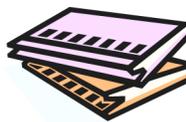
Backpack

Dry Erase Markers

Fiscar Scissors

Face mask

Ear buds



\*\* Students will be utilizing dry erase markers on a daily basis throughout the year in each of their classes.

\*\*Parents please note that you may receive more specific supply requests in course syllabus the first week of school.

\*\*Students will be issued a free planner the first week of school. Replacement planners will be issued at a cost of \$3.00.

It is the responsibility of each student to have their planner in each class and to enter all assignments and necessary information. Parents should review the planner daily as a way to keep informed about your child's progress and the content of

## Parent Concerns



Parents should first talk with the teacher that they have a concern with prior to requesting a meeting with Administration. If the parent concern is not resolved, then parents may request additional support from Administration.

## ATTENTION CHECK WRITERS

Your check is welcome at *St. Lucie County Schools*. *St. Lucie County Schools* recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, *St. Lucie County Schools* has contracted with **Envision Payment Solutions** for collection of returned checks.

Each person writing a check to a school or the School System should write the check on a commercially printed check with your name, address and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School System, the person writing the check agrees that, if the check is returned, that it may be represented electronically on the same account, and that the fee established by law, may be debited from the same account.

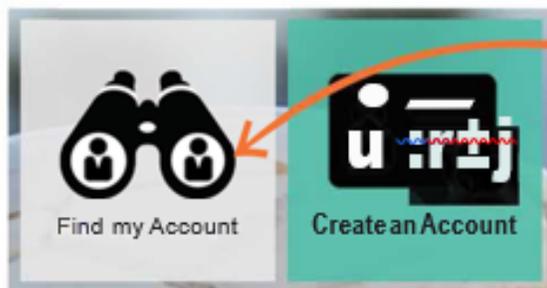
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# Introducing... **SchoolPay**<sup>®</sup>

SchoolPay is the safest and easiest way to electronically pay for school-related fees. Eliminate last minute check-writing hassles and lost cash. SchoolPay allows parents to pay for items across many school departments and school non-profits from a unified checkout.

## Registration

Go to [schoolpay.com](http://schoolpay.com)...



1. Click Find My Account

2. Enter your email address

3. Email [In](#) System - Or -

Email Not in System

A password link will be emailed to you. Click the link, select a new password, and you're all set! Your children will be in your account.

You will be guided through creating an account. You will need:

- ◆ Student's ID Number
- ◆ School's Site Name

*\* Important to either scenario: Make sure to check spam folders for auto-response emails coming from [support@schoolpay.com](mailto:support@schoolpay.com). Whitelisting SchoolPay with your email client will also ensure future mailings.*

[support@schoolpay.com](mailto:support@schoolpay.com)

888.88.MYPAY (888-886-9729)

## Making Payments

### Item Organization

Make payments from the primary navigation menu titled "Payments". Items are first organized by category: School Payments, Food Service, and Parent Groups; then further organized by relevance to each of your children.



### Combining Items **8**

Every item in SchoolPav can be combined into one user checkout session. Simply click the above "add to cart" icon, then return to shopping mode if you have additional items. You may return to your cart any time.

### Payment History

Access all payment and purchase history from the main menu bar option titled "History". View history by Transactions, Items Purchased, and Food Service Purchase History directs you back to the Food Service dashboard.

## Support

 [support@schoolpay.com](mailto:support@schoolpay.com)

 [888.88.MYPAY \(69729\)](tel:888.88.MYPAY)

**Hours:** Monday - Friday  
7AM - 7PM Central

*\*After hours, weekend, and holiday support by email*

Support for specifics about items should go directly to the school department that supports those payments.

## Security **8**

SchoolPav is a Level-1 Payment Service Provider. As such, we are independently audited annually. Your payment information is being managed according to the highest Payment Card Industry Data Security Standards (PCI-DSS).

## EMERGENCY EVACUATION PLAN

The following is the emergency evacuation plan that is in place for Southport Middle in the event of a nuclear emergency. Please take time to review this important information and familiarize yourself with the procedures we will follow should a nuclear event occur.

When an emergency arises, Administrators will advise teachers and staff of the situation as quickly as possible. To centralize instructions and to give directions to teachers and staff, Administrators, or Administrative designees, will be stationed throughout the school to supervise the campus situation. Unless restricted by the situation, Administrative communication will be maintained through the use of 2-way radios.

Administrators will direct teachers and staff as to any special actions to be taken (evacuation, restricting or redirecting student movement, etc...) as a result of the emergency situation. All staff should listen carefully to all PA announcements and/or read all directives and follow specific directions as given.

In evacuating students and personnel from the school site, teachers and staff are expected to follow the procedures outlined below:

**Teachers stay with their students at all times.** Teachers without class assignments and non-instructional staff should check with the main office to determine their assigned duty.

**All students should be kept IN THE CLASSROOM until time to board buses for evacuation.** Parents will be discouraged from trying to pick up students at the school.

**Once evacuation procedures have begun,** all students are to be kept together as a class, moving from place to place as a group.

**When evacuating,** teachers should calmly escort their students to their designated boarding area and stay with their class.

**Teachers should take class rosters** with them when leaving the classroom. Teachers will be asked to check roll twice—both **BEFORE** any move to evacuate students begins and **WHEN STUDENTS BOARD THE BUS** to confirm who was or was not evacuated. Once loaded onto the bus, each teacher will give a list of students being evacuated to the Administrator supervising the boarding of buses.

**Specific directions** concerning evacuation and the boarding of buses and the movement of students will be given over the PA. An Administrator or Administrative designee will be assigned to supervise the evacuation of each area.

The order of evacuation and boarding of buses is detailed as follows:

**Bus Locations**—All buses used for the evacuation of Southport Middle School will be situated in the afternoon bus loading zone located on the east side of the school and in the parent pick-up area north of the school cafeteria. Buses in the parent pick-up area will be loaded from those nearest the cafeteria to those nearest the loading zone exit. Buses in the bus loading zone area will be loaded from southernmost to northernmost.

### Order of Evacuation to Buses (4 Waves of Movement)

**First Wave**—Classes in Buildings 6 and 3 will exit to the buses simultaneously. Building 6 classes will exit to the buses in the parent pick-up zone and load buses nearest the cafeteria. Building 3 classes will exit to the buses in the east bus loading zone and load from southernmost to northernmost.

**Second Wave**—First floor classes in Buildings 5 and 4 will exit to the buses simultaneously. Building 5 classes will exit to the buses in the parent pick-up area and continue to load next available buses nearest the cafeteria. Building 4 classes will exit to the buses in the bus loading zone and continue to load from the southernmost to northernmost bus.

**Third Wave**—Second floor classes in Buildings 5 and 4 will exit to the buses simultaneously. Building 5 classes will exit to the buses into the parent pick-up area and continue to load next available buses nearest the cafeteria. Building 4 classes will exit to the buses in the bus loading zone and continue to load from the southernmost to the northernmost bus.

**Fourth Wave**—Buildings 1 and 2 and Portables will move to the buses simultaneously. Building 1 and 2 will proceed to the east bus loading zone and fill in remaining buses.

An Administrator or designee will check each area of the school as the evacuation proceeds to insure that all students and staff have cleared the building and boarded a bus. When the building is confirmed clear, the lead Administrator will instruct buses to leave the school.

Students being evacuated from Southport Middle School will be taken to either Port St. Lucie High School or the St. Lucie County Fairgrounds (depending on the nature of the emergency).

Teachers are to remain with their classes throughout the entire evacuation procedure. At the pickup stations, teachers will count and account for students until parents can pick them up or, if not picked up within two hours, until the students are transported to Palm Beach County, Jupiter High School, 601 W Toney Penna Drive, Jupiter.

Please contact the school at 772-337-5900 should you have any questions or concerns.

## **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:

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.

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.

\* \* \*

**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”) –

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

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

- Any other protected information survey, regardless of funding;
- 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
- 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 –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 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**

*Handbook Publication. The School District must prominently display the name, office address, electronic mail address and telephone number of the District Coordinator in each handbook or catalog made available to students, parents or legal guardians of elementary and secondary school students, employees, applicants for admission and employment, and all unions or professional organizations who hold collective bargaining or professional agreements with the School District.*

Title IX Formal Complaint Form : <http://www.stlucie.k12.fl.us/pdf/forms/XED0262.pdf>

Website Link with contact information:<https://www.stlucie.k12.fl.us/policies/#titleix>

## [Family Educational Rights and Privacy Act](#) (PDF)

\* [Ley de Derechos a la Educación y Privacidad de las Familias \(Spanish\)](#) (PDF)

\* [Lwa sou Dwa ak Entimite Lanseyman pou Fanmi \(Haitian Creole\)](#) (PDF)

**Student/Employee Calendar:** [Student/Employee Full Calendar 2022-2023](#)

**Code of Student Conduct**--This document is currently scheduled for School Board Approval in June.

## **Bullying Policy and Complaint Forms**

**Bullying Policy 3.43**

<http://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#>

**Bullying Complaint Forms**

English

<http://www.stlucie.k12.fl.us/pdf/forms/STS0114A.pdf>

Spanish

<http://www.stlucie.k12.fl.us/pdf/forms/STS0114B.pdf>

Creole

<http://www.stlucie.k12.fl.us/pdf/forms/STS0114C.pdf>

## **Attendance Policy**

**Attendance Policy 5.40**

<https://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#>

## **Procedural Safeguards for Students with Disabilities and for Students Identified as Gifted**

You may only want to include English and Spanish, but other languages are available on the website.

◇ [Notice of Procedural Safeguards for Parents of Students with Disabilities](#) (PDF) Revised 05/2014

◇ [Aviso de Salvaguardas Procedimentales para Padres de Estudiantes con Discapacidades](#) (Spanish) (PDF)  
Revised 05/2014

- ◇ [Notification relative aux garanties de procédures pour les parents d'élèves handicapés](#) (French) (PDF) Revised 05/2014
- ◇ [Aviso de salvaguardas procedimentais para pais de estudantes com deficiências](#) (Portuguese) (PDF) Revised 05/2014
- ◇ [Bahagi B Pabatid tungkol sa mga Pansanggalang sa Mga Pamamaraan para sa Mga Magulang ng Mag-aaral na May Kapansanan](#) (Tagalog) (PDF) Revised 05/2014
- [Procedural Safeguards for Exceptional Students who are Gifted](#) - 6A-6.03313 - (PDF) Revised 05/2014
- ◇ [Salvaguardas Procedimentales para Estudiantes Excepcionales Superdotados](#) - 6A-6.03313 - (Spanish) (PDF) Revised 05/2014

**Here are some Infographics from the CDC that you may want to utilize.**

### **Handwashing**

[https://www.cdc.gov/handwashing/pdf/19\\_309599-A-Frankson\\_Handwashing.pdf](https://www.cdc.gov/handwashing/pdf/19_309599-A-Frankson_Handwashing.pdf)

#### **English:**

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

#### **Spanish:**

[https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet\\_esp-508.pdf](https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet_esp-508.pdf)

### **Face Coverings Do's and Dont's**

<https://www.wright.edu/sites/www.wright.edu/files/page/attachments/cdc-face-covering-dos-and-donts.pdf>

### **How to protect yourself and others**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

### **Important Information about your cloth Face Coverings**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>

### **Stop the spread of germs**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

### **Use of Cloth Face Coverings to Help Slow the Spread of COVID-**

#### **English:**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

**HAVE A SAFE  
AND  
HAPPY SUMMER!**

