

Greetings SRE Families,

On behalf of the staff at Savanna Ridge Elementary, I am happy to welcome you to the 2020-2021 school year. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know that a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrive on time. Students will be counted tardy after 8:55 each morning.
- Remain in school the entire day. Our day starts at 8:45 and dismissal begins at 3:15.
- Completes all homework assignments given by teachers.
- Reads daily to develop a love for reading and to improve literacy skills
- Practices routine math facts (addition, subtraction, multiplication, division) to improve recall.
- Shares school experiences with you so that you are aware of his/her school life.
- Informs you if he/she needs additional support in any area or subject.
- Comes to school dressed for success by adhering to the revised dress code for the 2018-2019 school year.

As always, at Savanna Ridge Elementary, it is our goal to provide students with thought-provoking, engaging, and satisfying work each day. As we continue to implement the new standards to raise the achievement bar for students, it is our expectation for the 2020-2021 academic year that all students will continue to soar to even greater heights. To assist with helping our students be successful, ALL students will participate in a 30-minute learning block designed to meet their individual needs during their first period in the morning. This is the time for teachers and students to work on skills determined through need-based assessments and ongoing monitoring of students' progress. We will also continue to move forth with our 100 Book Challenge implementation which is designed to engage children in reading with on-going staff and family support. Additionally, teachers will continue to provide small group instruction and differentiate their instructional practice to enhance their teaching in order to meet the needs of all students. These best practices not only enrich teaching but have been proven to increase student achievement as well.

This handbook is provided to familiarize you with our school policies and procedures for the 2020-2021 School Year. Please feel free to call Savanna Ridge at 772-460-3050 if you have any questions or concerns. As we begin this school year, we thank you for entrusting your children to us and look forward to helping each child achieve his/her highest potential and "Soar to Greater Heights." Thank you for your continued support and let's make this the best year of learning ever!

Sincerely,

Roberto Bonseñor
Principal

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VISION: The schools of the St. Lucie County School District in partnership with parents and community will become premier centers of knowledge that are organized around students and the work provided to them. St. Lucie County School District's name will be synonymous with continuously improving student achievement and the success of each individual. Our school district's promise is to move from good to great by focusing on our core business, the creation of challenging, engaging and satisfying work for every student, every day. This is the St. Lucie way!

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

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

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

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

- The teacher's primary role is to design rigorous, engaging work that leads students to higher levels of learning.
- We provide clear and compelling understandings about what students are expected to know and be able to do.
- We provide support for student success, understanding that different students master tasks in different ways and at different times.

- District and school support personnel are partners with teachers and schools in the core business.
- Collaboration around the core business is essential to quality learning experiences.
- Quality tools are required for quality work.
- Instructional needs drive the design and construction of facilities.
- Quality facilities are required for quality work.

Quality schools are the responsibility of the entire community.

- Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute the community.
- The community works together to provide the political advocacy and support needed for student success.
- Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.
- The community is responsible for providing and supporting the facilities and infrastructure necessary to accommodate growth.
- All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.
- The school district has an obligation to achieve quality results for both schools and the community.

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

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

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

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

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

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



MISSION

All students will learn at Savanna Ridge Elementary. Through a nurturing environment, which supports quality and equitable achievement, we will create a strong educational foundation on which future experiences can be built.

Savanna Ridge Elementary School Points of Pride

The Points of Pride at Savanna Ridge Elementary are multifaceted. We emphasize Reading, Writing, Mathematics, Technology, Science, and the Environment. Our goal is to help students prepare to continue their education in an ever-changing technological world and develop both the ability and desire to become proficient readers and writers to meet the demands of that world.

- Kids at Hope School
- 5 Star and Golden School Award
- Two networked computer labs are available to all students with the capability of providing individual academic remediation and challenging activities for advanced students.
- Computers are available in every classroom.
- Children are encouraged to read for enjoyment as well as knowledge.
- Reading is emphasized in all subject areas and is integrated with other communication skills.
- Students work with computer word processing programs to create stories. They see their thoughts in print and learn about writing and technology.
- Children's speaking, listening, reading, writing and math skills are enhanced through school-wide activities.

- Students are exposed to the natural environment in which the campus is situated. They are active participants in cultivating this natural setting by developing an appreciation and respect for their surroundings.
- Scientific processing is cultivated in a laboratory setting to include “real-world” investigations. Students learn by doing.
- Students are provided hands-on experiences to develop a robust mathematical and scientific knowledge base.

Address: 6801 SE Lennard Road
 Port St. Lucie, FL 34952
 Tel. (772) 460-3050; FAX (772) 460-3003

Animals

Animals are not permitted on campus unless they are a service animal.

Arrival and Dismissal Time for Students

1st Bell	8:30 a.m.
Tardy Bell	8:45 a.m.
Dismissal Bell	3:15 p.m.

All students must wear a face covering/mask prior to entering the school building and wear it at all times while on campus. **Please refer to the website below for updated information from the Centers for Disease Control and Prevention (CDC) as it pertains to COVID-19.**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Attendance

Daily school attendance is required of all children unless they are absent because of illness or for some other valid reason. Written excuses or phone calls from parents will be expected for each case of absence.

Attendance is recorded daily in the teacher’s electronic record book as required by law. A record of absences will be sent to the Department of Education each day. In keeping with Florida School Laws, excessive absences and/or tardiness will result in the school social worker visiting the home and formal correspondence sent to advise parents of their obligation to assure student attendance.

Students who are tardy must report to the office for a late pass. Parents may not accompany their child to the classroom once school is in session.

Checkout during the School Day: Students must be checked out through the office by a parent/guardian. Teachers are not allowed to dismiss students from the classroom, cafeteria, or playground without prior notice from the office.

Due to end of the day activities, homework assignments, class movement, and dismissal, there will be **no dismissing of students from school after 2:45 p.m. on regular days or after 12:45 p.m. on Early Dismissal days unless there is a documented family emergency.** Students will only be released to adults whose names appear on the emergency card. Parents must notify the office **immediately** of any changes in legal custody. Anyone checking out a student must show identification to the office staff.

If the student is going to be absent for any reason other than illness, a written request must be sent to the principal at least seven days before the intended absence. Based on the reason for the absences, the principal will determine if the days are to be listed as **excused** or **unexcused**. Please try and schedule all family vacation to coincide with your student's holiday schedule. The calendar for the next school year is always available before the last day of school. If you would like a copy of the new calendar please go to www.stlucie.k12.fl.us.

In case of an emergency, the reason for absence must be submitted upon the student's return to qualify as an excused absence.

ATTENDANCE REQUIREMENTS FOR ELEMENTARY:

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

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

- (b.) Official Attendance

The official daily attendance will be taken during the second-class period for middle and high schools and at the beginning of the day for elementary schools. Secondary attendance must also be taken daily by class period.

The only attendance codes that will be recorded are as follows (notes what the code converts to at the state level):

- C – Clinic
- E – Excused Absence (excused)
- G – Guidance
- I – In-School Suspension (unexcused) (not an absence)
- O – Out of School Suspension (unexcused)
- R – Students who attend Project Rock (not an absence)
- S – School Activity/Field Trip (not an absence)
- T – Excused Tardy
- U – Unexcused Absence
- 1 – Unexcused Tardy
- 2 – Unexcused Absence as a result of excessive tardies

(c.) Project ROCK

Students suspended out-of-school who attend Project ROCK (north or south) can be coded as “R” (Project ROCK) for the dates that the school confirms that the student attended the program.

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

Schools must contact the parent after each unexcused absence, or absence for which the reason is unknown, to obtain the reason for the absence and to determine if the absence is excused or unexcused based on School Board policy. Contact can be made by phone, automatic phone dial system, mail, or in person by a school representative. Documentation of contact by phone will be a phone log noting the date and time of call, school official making call, family member contacted, and outcome of conversation. Documentation by mail will be a copy of the dated written notice to the parent by a school official or the postal service return-receipt. Documentation of personal contact will be the parent’s signature on Student Services form(s).

(e.) Reporting Attendance Cases to the Student Team (F.S. 1003.26)

If a student has had at least five 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 a 90-calendar-day period, the student’s teacher shall report the case to the school’s student team or attendance committee. The school social worker shall participate in the meeting. The team or committee will determine if early patterns of truancy are developing. If a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify remedies. The meeting with the parent can take place at the school or by a school representative who meets with the parent at a mutually agreed upon location. The team or committee shall implement any interventions that best address the problem. The interventions may include, but are not limited to: (1) frequent communication between school and the family, (2) mentoring, (3) counseling, (4) evaluation for alternative education programs, (5) attendance contracts, (6) referral to other agencies for services, (7) other interventions, including but not limited to a truancy petition pursuant to (F.S.984.151).

If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, or the superintendent or his or her designee may refer the case to the case staffing committee pursuant to (F.S. 984.12), and the superintendent or his or her designee may file a truancy petition pursuant to (F.S. 984.151).

(f.) Attendance Referrals to Student Services

Referrals to the Department of Student Services must be made prior to or upon the 10th unexcused absence in any 90-day period. Schools will provide to the Department of Student Services documentation of their efforts to contact the parent and resolve the truancy issue.

(g.) Truancy Petition

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

- (1.) a student has 5 unexcused absences in a calendar month or 10 unexcused absences within a 90-calendar-day-period.
- (2.) the student team or attendance committee has met and efforts to correct the attendance have been unsuccessful
- (3.) Parent has been notified about unexcused absences or absences which reasons are unknown.

Truancy petitions will be filed in the Circuit Court in the 19th Judicial Circuit. All supportive documentation provided by the school to support the filing of the petition will become part of the official court file.

Parents will receive a copy of the petition and all documents filed with the petition by one of the following means:

- (1.) Hand delivery by a school district representative with the parent's signature that the copy was received
- (2.) Sheriff's service arranged by the Clerk of the Circuit Court.

(h.) Sponsored Activity

Any student who attends a school-sponsored activity shall be considered as being present for instruction. In instances in which there is a question concerning the validity of the activity, the zone administrator shall make the determination.

(i.) Exam Exemptions

School districts shall not allow schools to exempt students from academic performance requirements based on practices or policies designed to encourage student attendance. This prohibits exemption of students from examinations based solely or in part on good attendance. It does not prohibit exemptions from examinations based on grades or other performance related criteria. (F.S. 1003.33)

(j.) Excused and Unexcused Absences (F.S. 1003.26)

Schools are required to track excused and unexcused absences and tardies according to policy.

(k.) Parent/Guardian Responsibility (F. S. 1003.24)

Each parent and guardian of a child within the 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:

- (1.) The student missed school with permission of the principal.
- (2.) 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 prior to the opening of school 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 truancy petition in the Circuit Court. The inability to provide clothes must be substantiated by the Department of Student Services.
- (3.) The student does not attend due to sickness, injury, or other insurmountable condition, which makes attendance inadvisable.

(l.) Written Explanation from Parent Requirement (F.S. 1003.26)

The parent or guardian is required to send a written explanation of the reason for the student's absence to the school within three days of the student's return to school. The written explanation must include the dates of the absences for which excuse is sought, and the specific reason for the absence. Any documentation that supports the written explanation of the reason for the absence, including any physician explanation, should be attached. The Department of Student Services can, after investigation, advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence. As used in this Plan, the term "physician" shall mean a person practicing as a physician licensed under Chapter 458 (medical practice), 459 (osteopathic medicine), Chapter 460 (chiropractic medicine), or Chapter 461 (podiatric medicine), Florida Statutes.

(m.) Physician Authorization Requirement (F.S. 1003.24)

If a student has accumulated a total of 10 excused or 5 unexcused absences within a semester, subsequent absences of more than 3 consecutive days may not be excused unless documentation is received demonstrating that attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a physician. The physician's statement must include the dates of the absences for which excuse is sought, and the specific reason for the absence. Consideration will also be given regarding certain communicable illnesses and chronic medical conditions that do not require physician treatment, such as chickenpox, in which the student is still contagious and cannot return to school. Consideration will also be given for insurmountable circumstances that directly involve the student's primary family, such as a family death that requires the student to accompany the parent or guardian out of town for a brief period of time.

(n.) Homebound/Hospitalized Program

Students in the Homebound/Hospitalized program are required to follow the same attendance policies contained herein.

Parents of students who are confined to the home will provide the homebound teacher with a written explanation of the reason for absence within three days of the absence. The teacher will forward the written explanation to the Homebound/Hospitalized office.

Parents of students who are receiving services in the Homebound/Hospitalized program due to an intermittent illness, will provide written explanation of the reason for absence directly to the school of enrollment.

The Homebound/Hospitalized Program provides instructional services to a student diagnosed with a physical or psychiatric condition which is acute or catastrophic in nature, or a chronic illness, or a repeated intermittent illness due to a persisting medical problem and which confines the student to the home or hospital, and restricts activities or an extended period of time. The program is available to students in grades K-12 and Pre-K exceptional education students.

The child's attending physician or psychiatrist must be licensed by the state of Florida and must complete a Homebound/Hospitalized Referral Form. A student who is hospitalized or homebound is eligible for specially designed instruction when the licensed physician certifies that the student: is expected to be absent from school due to a physical or psychiatric condition for at least fifteen (15) consecutive school days, or due to a chronic condition, for at least fifteen (15) schools days which need not run consecutively ; is confined to the home or hospital; will be able to participate in and benefit from an instructional program; is under medical care for an illness or injury which is acute, catastrophic, or chronic in nature; and can receive instructional services without endangering the health and safety of the instructor or other students with whom the instructor may come in contact. These referral forms are available through the District Exceptional Student Education Office or the Guidance Counselor at the student's assigned school.

The minimum evaluation to determine eligibility shall be an annual medical statement from a licensed physician including a description of the disabling condition or diagnosis with any medical implications for instruction. This report shall state that the student is unable to attend school, describe the plan of treatment, and provide recommendations regarding school re-entry, and give an estimated duration of condition or prognosis.

An eligibility meeting will be scheduled at the student's assigned school after the referral form is submitted to the Homebound/Hospitalized Office. An individual education plan will be developed or revised prior to assignment to the homebound or hospitalized program and to a school based program due to an acute, chronic, or intermittent condition. Once the eligibility and IEP are completed, the parent, guardian, or primary caregiver must sign parental agreement concerning homebound or hospitalized policies and parental cooperation.

The parent, guardian, or primary caregiver shall provide a quiet, clean, well ventilated setting where the teacher and student will work; ensure that a responsible adult is present; and establish a schedule for student study between teacher visits. The student should be ready for homebound service at the time agreed upon between the parent, student and teacher. If the student is unable to meet his/her scheduled appointment, please call the homebound teacher immediately but no later than two hours prior to the scheduled instructional time. Absences without good reason can result in the student losing homebound teacher services.

The student's physician must release the student to return to school. This can be accomplished by the physician completing a "Doctor's Release Form" available from the Hospital/Homebound office or school guidance counselor or the physician may document the release on a prescription form. A meeting will be held to dismiss the student.

The Homebound/Hospitalized staff strives to work closely with families, as well as the administrative and instructional staff at the student's home school. The goal is to provide needed services while the student is eligible and facilitate a smooth transition for each student as they return to their assigned comprehensive campus.

(o.) Students with Head Lice

Students with school verified cases of head lice will have 2 excused absences per incident up to a maximum of two incidents per semester. Students who return to school with lice or nits and who are sent home that same day or who remain in the clinic/office will not be counted as "in-attendance" and will have the absence unexcused.

(p.) Notification to Other Agencies

Habitual truants will be reported to the Department of Safety and Motor Vehicles; Department of Children and Families; Department of Juvenile Justice and their contracted providers for truants; State Attorney's Office; Circuit Court. Truancy cases will also be reported to agencies contracted by the School Board to provide truancy services pre and post the student meeting the habitual truant definition.

(q.) Habitual Truants (F. S. 1003.27)

A student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and is subject to compulsory school attendance, shall be classified as a habitual truant. The Department of Highway Safety and Motor Vehicles; Department of Children and Families; Department of Juvenile Justice; State Attorney's Office; Circuit Court will be notified of cases of habitual truancy as prescribed by law.

(r.) Excused Absences

Absences for the following reasons are excused when an explanation is provided by the parent or by the student's physician, when the physician authorization policy threshold has been reached:

- (1.) Illness of the student
- (2.) Major illness in the immediate family of the student that requires the student to miss school
- (3.) Medical appointments of the student
- (4.) Death of family member or friend
- (5.) Required court appearance
- (6.) A religious holiday of the specific faith of the student or the student's immediate family
- (7.) Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- (8.) Major disaster that would justify the absence that has been approved by the principal
- (9.) Head lice, maximum of two excused days per incident with a maximum of two incidents per semester
- (10.) Missing the school bus when the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route.
- (11.) Other planned absences approved in advance by the principal
- (12.) Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused absences or 5 unexcused absences in a semester. The principal can excuse vacation travel that exceeds this threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.

(s.) Unexcused Absences

- (1.) Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees.
- (2.) Truancy or out-of-school suspensions.
- (3.) Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the

principal with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.

- (4.) Failure to provide an explanation of the absence to the school. The Department of Student Services can, after investigation, can advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence.
- (5.) Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late.
- (6.) Non-attendance for immunization non-compliance
- (7.) Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester. Students who return to school with lice or nits and who are sent home that same day or who remain in the clinic/office will not be counted as "in-attendance" and will have the absence unexcused.

(u.) Project ROCK (North 772-429-0031) (South 237-5723)

Students suspended out-of-school who attend Project ROCK (north or south) can be coded as an "R" (Project ROCK) for the dates that the school confirms that the student attended the program. This means that the student should be counted as "in-attendance".

(v.) Withdrawal of Students for Non-Attendance

Pursuant to (F.S. 1003.26) and (F.S. 1003.27), a school is not authorized to withdraw a student, ages 6-18, for non-attendance unless the following criteria have been met:

- (1.) Student meets the legal criteria by the State of Florida to be classified as an habitual truant
- (2.) School has notified the parent of each unexcused absence according to policy and the child continues to not attend
- (3.) School has notified the parent in writing of the total number of unexcused absences and that the student is in danger of being withdrawn for non-attendance. This notification will also inform the parent that the student will lose their pending or current driving privilege as a result of the withdrawal
- (4.) The Attendance Student Support Team has made efforts to resolve the student's non-attendance
- (5.) For elementary cases, a truancy petition has been filed in the Circuit Court and the student continues to not attend.

(w.) Use of Withdrawal Codes W05, W15, and W22

W05: Any student, age 16-18 years old, who leaves school voluntarily with no intention of returning. This code must only be used for students who have properly filed the Intent to Terminate Enrollment Form.

W15: Any PK-12 student who is withdrawn from school due to nonattendance. Use this code for students, age 6-18, who have left school with no intention of returning and after procedures outlined in Sections (F.S.1003.26), (F.S. 1003.27), and School Board Policy have been followed.

W22: Any PK-12 student whose whereabouts is unknown. This code may be used for students who are withdrawn because they cannot be located after every effort has been made to locate them.

(x.) Makeup Work

Make-up work will be allowed for all absences and will be graded at full credit. The student will be allowed a period of two days make-up time for each day absent, not to exceed ten (10) school days from the date of return for make-up work.

- (1.) On sufficient advance notice, the teacher will inform the student/parent of work to be covered during the student's absence and student's assignment. The teacher will be as specific as existing plans will allow, but is not expected to develop any special series of plans or assignments for individual students as make-up work.
- (2.) After the student returns to school, the teacher will inform the student of the work or assignments the class covered during the student's absence and student's make-up assignment(s).
- (3.) The teacher may require the student to be fully responsible for all work that student has missed and may require that student take tests and examinations which shall be graded on the same basis as the rest of the class.
- (4.) Parents may be asked to submit legal or medical evidence to support any claim to excuse absences.
- (5.) Students who are absent when an assigned test is administered should be prepared to make up the test on the first day of their return to school. When tests are assigned during the absence, students will be allowed 2-days to prepare before being required to take the test.

(y.) Non-enrollment

Provide a list of students to the Department of Student Services no later than the date notified after the 10th day. If the student has not enrolled and has made no contact with the school to explain why the student did or will not enter, the district must remove the student from the roll as of the first day of school by entering the withdrawal code DNE (did not enter), recording the withdrawal date as of the first day of school and by deleting any attendance records associated with the student.

If a parent contacts the school to state that the student will not enter, the school is to obtain the reason from the parent, log the call, and enter the correct withdrawal code instead of the DNE code.

In cases where there was no contact from the parent(s), the school is to do the following:

- (1) Contact the parent or persons listed as contacts for all students with a DNE and obtain the reason for the student not entering. These calls are to be logged and the DNE code updated to the proper code.
- (2) Provide a list of students with their cumulative record to the Department of Student Services no later than the third working day after the 10th day. The list shall contain the student's full name, name of the parent or guardian, and an account of efforts to contact the parent, including phone numbers called.
- (3) The Department of Student Services will attempt to contact the parent or guardian and will provide the school with the updated withdrawal code.
- (4) The school must update the withdrawal code at any time during the school year that new information is obtained as to the reason the student did not enter.

(z.) Tardy

In grades Kindergarten through five, a student is considered tardy if they are absent at the beginning of the day or if they leave school before the scheduled release time. Tardies will 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.

(aa.) Early Pick Up

No more than once per grading period can students be picked up early from school without documentation of the reason. Each subsequent request for early release from school during the same grading period must be accompanied by written explanation specifying the reason for the request. The written explanation shall be in the form specified in the section above titled, "Written Explanation from Parent Requirement (F.S. 1003.26). The student shall be excused for the class(es) missed so long as the reason stated is one of the criteria set forth in the section titled, "Excused Absences". The school principal or designee can approve an early release beyond these limits after taking into consideration the reason as well as the student's attendance history, both daily and by-period, and number of early releases.

In instances where the student is released early, beyond the one-time per grading period where documentation is not required and there is no documentation as to the reason or the principal or their designee has not approved the release, the class(es) that the student missed or misses, in whole or in-part, will be unexcused. Students sent home due to illness will have the absences for missed classes excused.

Students in grades Kindergarten through five who are released early from school are tardy for the day. That tardy can be excused or unexcused. Every fifth unexcused tardy results in one unexcused absence. These unexcused absences are given the same weight as any other unexcused absence and can effect perfect attendance and decisions to file a Truancy Petition.

(bb.) Compulsory Attendance and Home Education Programs

Pursuant to (F.S. 1002.41) and (F.S. 1003.26), students who enter a home education program and exhibit a pattern of nonattendance will be subject to a portfolio review by the home education review committee. The committee will verify if the home education program is in compliance with (F.S. 1002.41)

Once the committee determines that the home education program is in compliance, the parent will no longer be required to submit a portfolio to the home education review committee. The parent will be required to comply with the requirements of a home education program pursuant to (F.S. 1002.41), as is any parent involved in a home education program.

If the parent of a child who has been found to exhibit a pattern of nonattendance and who has been enrolled in home education fails to provide a portfolio for review by the committee, the committee shall notify the superintendent of schools and the Department of Student Services. The superintendent shall terminate the home education program and require the parent to enroll the child in an attendance option provided under (F.S. 1003.01), within 3 days. Failure of a

parent or guardian to enroll a child in an attendance option after termination of a home education program shall constitute non-compliance with the compulsory attendance requirement and may result in criminal prosecution of the parent under (F.S. 1003.27). The Department of Student Services and the Home Education Office will coordinate the programmatic elements of this policy.

When the superintendent has terminated home education, the parent or guardian shall not be eligible to re-enroll the child in the home education program for 180 calendar days.

(cc.) Withdrawal to the Home School

Schools must confirm a student's acceptance into Home School before withdrawing that student to the program.

(dd.) Students with Documented Chronic/Serious Medical Conditions

Students who have documented chronic/serious medical conditions can be expected to have multiple absences during the school year. These absences, when related to their condition, may be considered excused upon verbal contact with the parent for verification of reason for the absence. To be eligible for the written documentation waiver, the school must have a valid release to communicate with all treating physician so that the student's health and reason for the absence can be verified. Students with documented chronic/serious medical conditions must follow the Physician Authorization Requirement contained herein in order for absences for medical reasons of three consecutive days or more to be excused once the student has accumulated 10 excused or 5 unexcused absences or is under Court jurisdiction for truancy. Examples of such conditions include:

- (1) cerebral palsy
- (2) cancer
- (3) conditions that require tracheotomy
- (4) conditions that require oxygen
- (5) conditions that require gastric tubes
- (6) conditions that require shunts
- (7) insulin dependent diabetes
- (8) seizure disorders with recent seizure activity
- (9) severe asthma with recent asthmatic episodes
- (10) sickle cell disease
- (11) chronic conditions that cause severe pain
- (12) juvenile rheumatoid arthritis with limited mobility
- (13) students deemed "medically fragile" or "medically complex"

(ee.) Students Covered Under the Rilya Wilson Act

<http://www.cfepbc.org/Rilya%20Wilson%20Act%20Overview%20-%20Final1.htm>

Students covered under the Rilya Wilson Act, after notification of such coverage by United for Families (UFF) at the time of enrollment, will be reported to UFF at the end of the business day on dates of school absences and/or upon the seventh (7th) excused absence from school. In addition, students covered under the Rilya Wilson Act will not be withdrawn from school without the written permission of United for Families.

(ff.) Student Volunteers

Students who volunteer at a school cannot volunteer during school hours without consent from the school of the volunteer.

Bicycle Parking

There is an area provided to lock up student bicycles. While the school provides this bicycle area, we cannot assume responsibility for lost or stolen bicycles. Therefore, please provide your child with a lock for his/her bicycle if it is brought to school.

Birthday Celebrations

In compliance with the State of Florida's efforts to impact childhood obesity, treats containing substantial amounts of sugar, salt, or fat will only be allowed for special occasions and on a limited basis. **Birthday celebrations** will only be allowed during a child's designated lunch time. All food items must be **STORE BOUGHT and PRE-PACKAGED**. Any food items brought in for sharing that do not meet the required guidelines will not be delivered to the child's class. Thank you for contributing to the safety and nutritional health of our children.

Breakfast/Lunch

Our school participates in the Community Eligibility Provision. Through this provision, all students are eligible to receive breakfast and lunch at no cost. The district meal prices are being evaluated based on USDA guidance. Pricing will be posted on the district website by the first day of school on August 24th. **Please complete the online meal application form at <https://foodservice.stlucie.k12.fl.us/>**

We hope that this will increase participation in our school's breakfast and lunch programs where we serve nutritionally-balanced meals daily. A healthy diet has been shown to improve academic success.

Meal Charging Policy

All St. Lucie Public School students will receive meals at no cost for both breakfast and lunch for the 2020-2021 school year. Meals will be served according to USDA guidelines so that both students and staff remain safe. Specific meal service procedures are located on our district website at www.stlucieschools.org under the parent/student tab.

1. Students that have accrued a negative balance will receive notification of charges through the district communication system, written notification and/or a phone call from the school. Parents will be encouraged to make a payment through either our online prepayment system or through the cafeteria.
2. Households will continue to receive notification of charges until charges are paid in full. Notifications through the district communication system will occur twice a week.
3. Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing A la carte items.
4. Any unpaid balance on a student's account will be carried over from year to year.
5. The parent is responsible for the uncollected balance.

Bus Policy

Transportation is provided for each child who resides more than two miles from his school at no cost to the parent. This service is available as long as the child abides by the rules of safety and proper behavior. Serious or repeated violations may cause this service to be withdrawn, which then places the responsibility upon the parent to get their child to and from school. **SUSPENSION FROM RIDING THE BUS DOES NOT MEAN SUSPENSION FROM SCHOOL ATTENDANCE.**

Several types of action, to be determined by the Principal according to the severity of the offenses, may be taken on the written reports issued relative to bus riding privileges.

The Principal must approve students riding a bus other than their assigned one. Parents must put their request in writing. The **PARENT** will verify the availability of a seat with the Transportation Department. If no seats are available, the student will not be permitted to ride the requested bus.



Back to back; bottom-to-bottom in seat

Use voice level 2

Stay in your seat with body parts and objects to self

Bus rules to be observed:

1. Use a safe route walking to the bus stops. Walk facing the traffic or as far away from the traveled portion of the road as possible if there is no sidewalk.
2. Stand off the roadway while awaiting the bus.
3. Stay in your seat at all times when the bus is moving.
4. Keep your arms, legs, head and other parts of your body inside the bus.
5. Wait for the driver's signal before crossing the road. Cross five feet in front of the bus when the driver has signaled.
6. Do not engage in unnecessary conversation with the driver.
7. Exhibit conduct appropriate to the classroom while on the bus.
8. Be absolutely silent at all railroad crossings.
9. Obey the driver. The driver is in full charge of the bus and passengers.
10. Sit in the assigned seat if the driver feels it is necessary.
11. Do not eat, drink or smoke on the bus.
12. Be on time to the bus stop.
13. Do not abuse the privilege of riding the bus.
14. Do not bring band instruments and other equipment on the bus which interferes with the seating and safety of others.
15. Do not bring reptiles, snakes, bugs, animals or marine life (dead or alive) on the bus.
16. Do not bring glass containers on the bus.
17. Use care when leaving the bus stop. Use the same precautions when leaving the bus stop as when approaching the bus stop.
18. Stand away from the bus as it pulls away.
19. Do not throw or discard objects from the bus window.
20. Enter and exit from the front door of the bus unless otherwise directed by an authorized person.
21. Do not wear shoes with cleats or spikes on the bus.
22. Do not use abusive or profane language while on the bus.
23. Do not ride a bus other than the one to which you are assigned, without authorization from the Principal of your school.

Cafeteria Procedures

Lunchtime is a learning situation as well as a time for eating, and this experience can be used to teach students about proper nutrition, social skills, and other appropriate behavior. Students may not bring soft drinks/carbonated beverages to school.

- **Cafeteria Rules**

1. Conversation Level 2
2. Raise your hand for help
3. Eat your lunch
4. Remain Seated
5. Keep your area clean

- **Consequences**

1. Removal from assigned lunch table to another area
2. Administrative action

Cell Phone Policy

Cellular telephones are to be kept in the off position and out of sight throughout the school day. If the student is observed by an adult using or displaying a cellular telephone without permission, the phone will be taken and held until the end of the school day.

Change of Address and/or Telephone Number

It is imperative that parents notify the school immediately of any change in address or telephone number. Unlisted numbers will be held in confidence when requested.

Conferences

Conferences are an important form of communication between parents and teacher. Such face-to-face communication promotes student progress and helps to alleviate potential problems. We encourage you to maintain that communication throughout the school year. Conferences with teachers and other school personnel are encouraged and can be made by calling the school (460-3050) or by sending a note to the teacher. **Please allow 24 hours notice for an appointment.** Teachers, according to School Board policy, must be given 24 hour's notice.

COVID-19 Safety Precautions

Safety is Our Priority

Your school will be following CDC, St. Lucie County Department of Health and district guidelines on health and hygiene during the COVID-19 pandemic. These rules are subject to change as circumstances change.

On Your Bus

Your bus driver will be wearing PPE (personal protective equipment). You will sanitize your hands as you enter the bus. You must also be wearing a mask. If you forget your mask, the bus driver will provide you with a disposable mask. You must wear it while on the bus. You will be asked to sit apart, if feasible. The bus driver may choose to drive with the windows down.

Walk or Riding a Bike to School

You must wear a mask to enter school grounds and you will use hand sanitizer before entering the campus.

Who Wears a Mask?

All students, staff, visitors and vendors will be required to wear a mask or face covering unless an approved exemption applies or social distancing can be maintained. The following exemptions apply: people eating or drinking; people for whom a face covering would cause an impairment due to an existing health condition (requires a doctor's note); people observing social distancing in accordance with CDC guidelines; people who need to communicate with someone who is hearing impaired and needs to see the person's mouth to communicate; persons participating in recess and physical education classes while maintaining social distancing. For students with an IEP or a 504, appropriate accommodations may be made based on the individualized needs of the students.

Guidelines

Guidelines for Masks or Face Coverings:

- Must cover the nose and mouth to maintain effectiveness.
- Must be secured to minimize the need to adjust frequently.
- Must be school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. Logos, graphics, and designs must be professionally appropriate. School dress-code for t-shirts applies to any graphics, logos or designs on masks.
- Do not need to be medical grade.
- Masks should be made of a solid cotton blend material. It may not be made of lace or mesh, have holes or be designed in a way that defeats the purpose of wearing a mask (which is to limit a person's moist breath from reaching others and to stop the other's moist breath from reaching the wearer, thus serving as a barrier to COVID19 spread). The principal will make the final determination as to the suitability of any mask.
- Should be worn prior to entering a building and in shared areas of the building when social distancing is not possible, *as directed by staff members*.
- Must be disposed of in trash can only.

How to Remove a Mask or Face Coverings

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask. Touch only the ear loops. The front of the mask is contaminated.
- Hold both ear loops and gently lift and remove the mask.

When Should I Wear My Mask?

- You must wear a mask when on school grounds. You must wear your mask to enter and ride the school bus.
- You must wear your mask when transitioning between classes.
- You must wear your mask at school until a staff member has decided there enough social distance for students to remove the mask for a while.
- Under no circumstances may you leave a disposable mask on the ground or in any other place than a trash can after using the mask or if it breaks.
- You do not have to wear a mask when eating or drinking at breakfast or lunch.
- You do not have to wear a mask when receiving medical care or in a medical emergency.
- You do not have to wear a mask while playing a musical instrument, performing or rehearsing a choral or theatrical performance.

- You still must wear a mask when singing of the National Anthem, school alma maters, or songs performed by students, employees or visitors not engaged in a planned choral or theater class.
- You must wear a mask when staying for extra-curricular activities.

Students who refuse to wear a mask will be removed from class and may be administratively reassigned to an alternative learning environment off-campus.

Am I Allowed to Wear a Face Shield?

You must always wear a mask. You can choose to add a face shield and wear both mask and face shield. You must provide your own face shield.

Hand Sanitizer

You can carry personal hand sanitizer on you. Your teachers will also have hand sanitizer. Please sanitize your hands when entering a classroom and when leaving a classroom. Also, if you use any shared equipment (science lab tools, highlighters, etc.) make sure and sanitize your hands afterwards.

Classroom or Computer Lab Cleaning

Your teacher may ask you to wipe your own desk down after you use it, with a hand wipe. Also, if you are in a computer lab, the teacher will ask you to wipe down the key board and mouse with a hand wipe when you are done using the devices.

Social Distancing

Social Distancing is keeping six feet apart when possible. When you are walking in hallways or in a court yard, you need to keep a 6-foot distance between you and the next person, when possible. There are going to be times at school when it is not possible to keep social distance. That is why it is very important to wear a mask to protect yourself and others.

Water Fountains

Water Fountains will not be available until further notice. You can bring a water bottle that must be kept in your backpack. Ask permission to bring it out for a drink. It must then be safely stowed back in your backpack.

Breakfast and Lunch

Students will sanitize their hands as they enter the cafeteria. Breakfast and lunch will be prepackaged to prevent extra touching or contamination. You will not have to enter your 5 digit number as the cafeteria staff will do it for you. Cafeterias will require students to sit spaced out to promote social distancing. You may remove your mask to eat and drink. Sharing of food items or utensils is prohibited.

Dismissal

Students must leave campus per the staff directions. Walker and bikers must leave immediately and cannot remove their masks until they leave campus. Parent pick-up students must stay six feet apart while waiting for their rides.

Custody of Students

School personnel release pupils only to either natural parents, guardians, or their designees unless there is on file at school a copy of a Florida Court Order which grants custody or denies access to one parent or the other, or a third party. Proper identification for release of pupils will be required.

Savanna Ridge Elementary School
Student Dress Code 2020-2021

YOU ARE IN DRESS CODE IF	YOU ARE <u>NOT</u> IN DRESS CODE IF
<u>SHIRTS/TOPS ARE...</u>	<u>SHIRTS/TOPS ARE...</u>
<ul style="list-style-type: none"> ➤ Solid, striped, or plaid with collars and sleeves ➤ Collared shirts with school logo (SRE logo) ➤ Tucked in at all times ➤ Long enough to remain tucked in when seated ➤ SRE Spirit Shirts (can be worn any day) 	<ul style="list-style-type: none"> ➤ Print, camouflage, with ripped or holes designs, or graphics ➤ Collarless ➤ Not tucked in ➤ Oversized ➤ Tight fitting, revealing or sleeveless ➤ Wearing a hood of a shirt indoors
<u>PANTS/BOTTOMS ARE...</u>	<u>PANTS/BOTTOMS ARE</u>
<ul style="list-style-type: none"> ➤ Jeans, joggers, slacks, capris, shorts, & skorts in solid colors ➤ Shorts must extend beyond the fingertips ➤ Fitted at the waist ➤ Jumpers must have a collar shirt with sleeves underneath ➤ Dresses must have collars and sleeves 	<ul style="list-style-type: none"> ➤ With holes, frayed or distressed ➤ With embellishments/designs ➤ Sweat pants, athletic shorts, spandex, leggings, & jeggins ➤ Baggy (loose fittings, oversized) ➤ Displaying visible underwear ➤ With belt buckles larger than 2 inches
<u>SHOES ARE ...</u>	<u>SHOES ARE ...</u>
<ul style="list-style-type: none"> ➤ Sneakers & Athletic Shoes ➤ Boots with 1 inch heel or less ➤ Closed toe and have a back or back strap ➤ Laces must be properly tied and Velcro properly fasten 	<ul style="list-style-type: none"> ➤ Flip Flops, Sandals or open toes ➤ Clogs/Crocs ➤ Shoes with wheels, lights, or heels
<u>OUTERWEAR ARE ...</u>	<u>OUTERWEAR ARE/HAVE ...</u>
<ul style="list-style-type: none"> ➤ Sweatshirts, Sweaters, Jackets and Pullovers in any color ➤ Collared shirts must be worn underneath all outerwear 	<ul style="list-style-type: none"> ➤ Inappropriate or obscene pictures ➤ Camouflage ➤ Graphics ➤ Pajamas ➤ Hood of a sweater or jacket worn indoors
<u>HEAD ATTIRE/HAIR/JEWELRY ARE ...</u>	<u>HEAD ATTIRE/HAIR/JEWELRY ARE ...</u>
<ul style="list-style-type: none"> ➤ Natural hair color only ➤ Headbands of any solid color ➤ Earrings 2 inches or smaller ➤ Piercings on ears only ➤ Hair styles, hair accessories & jewelry should be appropriate to school setting & must not distract the learning environment 	<ul style="list-style-type: none"> ➤ Unnatural Hair Color ➤ Caps, Hats, Bandanas ➤ Headbands with Kitty ears and Tiaras ➤ Hoods are worn on the head ➤ Spray painted or dyed hair ➤ Inappropriate and/or distracting images or writing or designs through the shaving of a head is not permitted (no Mohawk or Faux Hawk) ➤ Tattoos of any kind ➤ Sunglasses and non-prescription eye glasses

Dress Code Violations

- 1st Violation:** Teacher will conference with student and send home a “Dress Code Reminder” with violation highlighted or noted.
- 2nd Violation:** Teacher will make parent phone call and document it in the student planner.
- 3rd Violation:** Teacher will schedule parent conference and document it in the student planner. A BIR will be submitted by the teacher to administration.
- 4th Violation:** Teacher will submit a BIR or Discipline Referral

Consequences for being out of Dress Code after the 1st Referral will be handled in the following manner:

- 1st Referral** Lunch Detention for a day
- 2nd Referral** Mandatory Parent Conference with the Teacher, and Lunch Detention
- 3rd Referral** Loss of privileges
- 4th Referral** Suspension and Mandatory Parent Conference

Emergency Drills

Once a month fire, lock down, tornado, or evacuation drills are held to teach emergency procedures so that all are aware of emergency expectations and so that reaction to any emergency will be orderly and not result in “panic”.

Evacuation Procedures

Notice to all Parents

We are required to advise parents annually of the school evacuation procedures. In case of an emergency at the nuclear power plant, our procedure is as follows:

1. No actions will be taken with classes of emergency known as “Unusual event” or “alert.” These emergency classifications generally involve a minor incident at the plant site that required no public action
2. In a “site area emergency” or “general emergency” which involves a more serious incident, evacuation may be required with students being transported to predetermined centers. Do not attempt to pick up students at the school.
3. If evacuation is required, students from the affected areas will be transported to: St. Lucie County Fairgrounds- 15601 West Midway Rd. Fort Pierce
4. Local radio and television stations will announce when and where parents can pick up their children.

Field Trips

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. Each participating pupil must have a permission form signed by a parent or guardian. Transportation is provided by school buses. A fee is charged to help defray the cost of the trip or entrance fees. Since most field trips are paid in advance, refunds will be determined on a case by case basis. **To serve as a chaperone, parents must be a registered volunteer with the St. Lucie County School District.**

Grading

- Progress Reports

Progress Reports are issued every two weeks in the Thursday Folder with work samples included. Students take them home so parents may be informed of their progress. We encourage you to request a conference with your child’s teacher if you have questions or concerns about your child’s progress.

The following will be used to indicate student progress:

- Kindergarten – Second Grade

- 3 Above Grade Level Expectations
- 3 At Grade Level Expectations
- 2 Progress made – help and time still needed
- 1 Not progressing as expected

- **Third – Fifth Grade**

<u>GRADE</u>	<u>PERCENT</u>	<u>GRADE POINT AVERAGE</u>	<u>DEFINITION</u>
A	90-100	4	outstanding progress
B	80-89	3	above average progress
C	70-79	2	average progress
D	60-69	1	lowest acceptable progress
F	0-59	0	failure
I	0	0	incomplete

Health Screenings

In accordance with Florida Statue 381.0056, the Saint Lucie County School District in cooperation with the Saint Lucie County Health Department will conduct health-screening activities for selected groups during the school year.

The screenings will include:

- Height and Weight, which will include Body Mass Index (BMI) calculations for grades 1, 3, and 6.
- Vision and Hearing Screenings for grades K, 1, 3 and 6.

In addition to these screening activities, your child will receive first aid and care in the event he/she is injured or becomes ill while at school. You will be informed, in writing, if your child fails to meet any of the screening standards. You are encouraged to seek further professional assistance. If you **DO NOT** want your child to participate in school health screenings **PLEASE NOTIFY THE SCHOOL** in writing and include your child's name and grade.

Immunization Requirements 2020-2021 School Year

Kindergarten through 12th Grade

5 doses	(DTP) Diphtheria, Tetanus, Pertussis
4 doses	Polio vaccine
3 doses	Hepatitis B vaccine series (or alternate 2 dose series)
2 doses	(MMR) Measles, Mumps, Rubella
2 doses	Varicella (required for K and 2nd grade)
1 dose	Varicella (required 3rd through 9th only)

Any student entering Florida schools for the first time must present a School Entry Health Exam (form DH3040) performed within the last 12 months prior to enrollment.

Illness and/or Accident

School Board Regulations state that in order to administer prescribed or non-prescribed medication to students during school hours, a Physician's Authorization For Prescribed Medication Form (SST0011) must be completed by the attending physician and be on file in the school clinic. All medication (prescription and non-prescription including aspirin, etc.) must remain in its original container and will be kept in the clinic. Doctor's written instructions for when and how medication is to be administered must be sent with the medication.

Children who are ill or contagious should not be sent to school. In case of illness, parents will be notified. If parents are unable to be contacted, the next individual on the Emergency Card will be notified. In case of injury,

first aid will be administered promptly and parents will be contacted. An Accident Report will be completed following any injury.

Emergency Cards are sent home at the beginning of the school year. Parents should list two people, other than themselves, on the card to be notified in case of an emergency.

IT IS ESSENTIAL THAT AN EMERGENCY NUMBER BE PROVIDED FOR EACH CHILD AND THAT ANY CHANGES IN WORK OR HOME PHONE NUMBERS BE REPORTED TO THE OFFICE.

Library Books

Children are taught to take proper care of books. Lost or damaged books are the financial responsibility of the parents of pupils who check them out. The Media Specialist will notify parents/guardians with a written notice of the price of the book.

Lunch with your Child

Savanna Ridge Elementary is pleased to announce that students will now have recess immediately following the cafeteria lunchroom experience. Classes are scheduled for (20) minutes of supervised playtime immediately following the scheduled lunch time. In accordance with HB 7069, all Florida Public Schools will provide (20) minutes of supervised “unstructured” free time. To minimize the loss of instructional time, SRE elected to provide this time immediately following the lunch period.

Due to COVID-19 safety precautions, parents are not able to eat meals with their child until further notice.

Savanna Ridge does not have an open lunch policy. All lunches should be eaten in the cafeteria. No student will be allowed to leave campus for lunch or eat outdoors without the teacher present. Birthdays must be celebrated in the cafeteria during the class lunchtime.



Lost and Found

The school maintains a lost and found box where articles may be claimed. It is imperative that parents mark their children’s clothing, book bags, and lunch boxes for easy identification.

Parking

It is imperative for the safety of all of our students that all drivers on our campus abide by the posted traffic signs and the following rules:

1. No private vehicle parking or driving in the bus loading zone.
2. Parking for student “pickup” and “drop-off” MUST be in designated areas only.

Parent Pick-Up Procedures

- ❖ All students will be dismissed at 3:15 p.m.
- ❖ Students will sit on the benches in the front of the school to await parent pick-up.
- ❖ Students will NOT be allowed to cross the parking lot to walk to a parked vehicle.
- ❖ **Parents must remain in their vehicles in the pickup line** and will be given a SRE tag. Parents can transfer this tag to a second vehicle if someone else will be picking up the student.
- ❖ If the parent/car does not have a tag, the parent must park and show identification in order to pick-up the student.
- ❖ Students can only be picked up the last 30 minutes of class (2:45-3:15) on an emergency basis.

All early pick-ups must be entered into the state's attendance monitoring system

Parents picking up Walkers

- ❖ Parents who walk their students to school are asked to use the last gate in the bus loading zone. Students will wait for parents at the last gate. Using the last gate will allow parents and students to avoid crossing into traffic and contact with students in front of the school.
- ❖ **If you are picking your child up in a vehicle, then your child will not be considered a walker and you will have to use the parent pick-up line at the front of the school (see parent-pick up procedures above this section).**

Party Invitations

Students will be permitted to hand out party invitations in school as long as each student in the class receives one. Due to the fact that student addresses and phone numbers are confidential, staff cannot share student information with parents.

Routines

<i>Event</i>	<i>Time</i>	<i>Specific Information</i>
Arrival at School	8:15 a.m.	Supervision is NOT provided before 8:15 a.m.
First Bell Rings	8:30 a.m.	Morning Show produced by student leaders
Academic Day Begins	8:45a.m.	Students should be in class by 8:45 a.m
Late Arrival	After 8:45 a.m.	Students must obtain a late pass from the office.
Early Check-out	2:45-3:15 p.m.	Students will NOT be dismissed during this time, unless there is a family emergency
Dismissal	Begins at 3:15 p.m.	

Savanna Ridge Code of Conduct

- **Rights and Responsibilities:**

Students have the right to an education without interruption, distraction, and/or fear. Students have a right to free speech and student publications, assembly, privacy, and participation in school programs and activities. All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not interfere with their rights or the rights of others.

The following Code of Conduct has been developed to inform students and parents of appropriate behavior at Savanna Ridge Elementary School. School rules and discipline policies are consistent with the St. Lucie County Elementary Code of Conduct. Parents are asked to become aware of school policies and cooperate with the school in helping students to comply.

- **Rules:** All students should observe the following behaviors:

1. Be in dress code with shirt tucked in daily.
2. Be in classrooms by 8:45 a.m. when bell rings.
3. Bring appropriate classroom supplies each day.
4. Make an effort to do all school work.
5. Be polite, kind, and fair to others.
6. Do not hit, kick, push, or bother other students.
7. Use acceptable language at all times.
8. Follow directions.
9. Keep legs of chairs and desks on the floor at all times.
10. Walk quietly in classrooms, in corridors, and on sidewalks.
11. Help keep school property neat and clean.
12. Use restrooms in a way that they may be kept clean and sanitary.
13. Bring food or drink to school only with a packed lunch or with permission of the teacher.
14. Do not bring candy, gum, toys, slap bracelets (electronics, radios, beepers, music boxes) animals, games, or other items to school. The school is not responsible for missing items.
15. Observe complete silence during fire and tornado drills.

Savanna Ridge Disciplinary Procedures

The Staff of Savanna Ridge Elementary is committed to developing a cooperative environment to enable students to mature socially, emotionally, and mentally. With this goal in mind, Savanna Ridge has implemented a Positive Behavioral Supports Program to provide both students and staff with an immensely important set of skills that facilitate positive student behavior and motivation. Students will learn to redirect inappropriate behavior and accept responsibility for their actions. We feel that our plan will only be successful if parents support our efforts. Support from home, whether in matters of academic achievement or behavior and attitude, is critical.

In an attempt to provide the best possible learning environment for our students, the Staff is committed to maintaining firm and fair management of student's behavior. Under our Positive Behavioral Program communication with parents is vital. Teachers will track student behavior and parents will be called and written infraction notices will request parents to discuss these classroom incidents with students at home. If the behaviors continue, students will be sent to the office with a referral.

- **Office Visit**

If the previous steps do not alleviate the inappropriate behavior or if extreme misconduct is exhibited (fighting, stealing or excessive defiance), the teacher calls for an Administrator to remove the student from class and completes an Official Referral Form. It is important that students and parents recognize each Official Referral is entered in a computer database and a record maintained throughout a student's enrollment in the Public School System.

Continued misbehavior may result in a parent conference with the Administration or suspension from school for a specified number of days.

- **Severity Clause**

Administration and School Resource Deputy are to be notified immediately when any of the following occur:

- ❖ **Bullying**
- ❖ **Stealing**
- ❖ **Weapons**
- ❖ **Threatening**
- ❖ **Vandalism**
- ❖ **Extortion**
- ❖ **Inappropriate racial or sexual language**
- ❖ **Other deliberate action to inflict harm on others**

- **Explanation of Consequences**

When a referral is filled out for an incident involving any student administration may use any of the following consequences depending on the severity of the infraction and/or repeated infractions.

- **Parent Notification**

Parents are notified when a student commits an Offense/Infraction.

- **School Detention**

Detention shall be served in a designated area. The child shall complete any work given by the classroom teacher. If the child fails to complete the minimum requirements, a zero shall be given. Formal written notification is sent to the parent.

- **Out of School Suspension**

The student is sent home and this is an unexcused absence. This action becomes part of the student's discipline file.

- **Project Rock**

Project "R.O.C.K." is open to students in grades 3 – 12 while they are suspended from school. If the suspension is completed at Project "R.O.C.K." the suspension is recorded as an in-school suspension and the student is not counted as absent. The student may attend the North or South county site.

**Project "R.O.C.K." South
439 SE Port St. Lucie Blvd.
Suite #103
Port St. Lucie, FL 34984
(772) 237-5723/FAX 772-237-5794**

Savanna Ridge Expectations and Rules

SHOW RESPECT

OBEY SAFETY RULES

ACT RESPONSIBLY

READY TO LEARN

Cafeteria

CONVERSATION LEVEL 2 AT TABLES

RAISE YOUR HAND FOR HELP

EAT YOUR LUNCH

REMAIN SEATED

KEEP YOUR AREA CLEAN

Classroom

FOLLOW STAFF DIRECTIONS

COMPLETE WORK

KEEP BODY PARTS AND OBJECTS TO YOURSELF

Hallway

WALK IN A SINGLE FILE LINE ON RIGHT SIDE OF HALLWAY

AS YOU WALK KEEP LEVEL 0 VOICE

LOOK FACING FORWARD

KEEP BODY PARTS AND OBJECTS TO SELF

Recess

ALWAYS KEEP FACE COVERING (MASK) ON

PLAY SAFELY AND TAKE CARE OF YOURSELF AND OTHERS

LOOK FOR AND LISTEN TO ADULTS

ACT RESPONSIBLY ON THE EQUIPMENT AND IN PLAY AREAS

YOU ARE READY TO PLAY!

SPECIAL PROGRAMS AND ACTIVITIES

- **100 Book Challenge**

This is a school-wide independent reading program that focuses the entire school community on reading. The teacher determines the highest level at which each student consistently demonstrates control over phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Parents are asked to sign off on every fifteen minutes of independent reading completed by the child.

- **Computer Lab**

Savanna Ridge's Computer Labs are equipped with 35 DELL computers for student use. Our students have "hands-on" experience with online learning which helps prepare them for the 21st century. In addition, students also have access to a variety of software programs in their classrooms for additional remediation and enrichment.

- **Volunteer Programs**

We have been extremely fortunate to have so many generous adults donate their time as volunteers. We encourage you to consider volunteering in our school. There are many ways to help! Please contact the School Office for more information. Your effort will benefit our students. Volunteers are not permitted to bring younger siblings to the school during volunteer time.

- **Media Center**

Students participate in a 45 minute structured Media Class as part of the Resource Wheel. Students also have the opportunity to visit the Media Center for independent research or group activities.

- **Science Fair**

The Science Fair is an annual event. Students participate at all grade levels with individual or group projects. The scientific method is emphasized here as well as in all other areas of the science curriculum. While competition is not stressed, our Fair will give students the opportunity to demonstrate their skills, prepare themselves for such activities at the secondary level, and participate in the St. Lucie County Science Fair.

- **Citizen of the Month**

One student in each class is selected each month as Citizen of the Month. A reception is held to honor students who excelled in Citizenship.

- **Safety Patrol Program**

Responsible Fourth and Fifth Grade students are selected as Safety Patrols to help students while entering or leaving school. They help by reminding fellow students of the school rules and safety procedures. Regular meetings are held under the supervision of Staff Advisors.

- **Guidance Program**

A Guidance Counselor is available to help each individual student achieve his/her highest potential academically, emotionally and socially through individual and small group counseling, classroom guidance and/or conferences with teachers and parents.

- **Honor Roll**

For growth and development, it is critical for students to acquire at an early age, a solid base of motivation, aspiration, positive attitudes, self-acceptance, and knowledge. It is critical for students to continue to build on these skills throughout life. Students will be honored at a special ceremony for the following awards:

Principal's Honor Roll – Recognizes all A's (grades 3-5).

Honor Roll – Recognizing A's and B's (grade 3-5).

Citizenship – Awarded for satisfactory performance in conduct (grades 3-5).

Perfect Attendance – Students are recognized for being present all school days during the Nine Week Marking Period. Students may not have more than (4) tardies (which include early pick-ups) during the Nine Week Marking Period: every 5th tardy results in an unexcused absence.

School Insurance

We encourage everyone to carefully consider enrolling his or her child in the School Child Insurance Program. This could be of great assistance in case of accidental injury.

Students are offered a choice of school day coverage or 24-hour coverage fee. Appropriate forms are sent home during the first week of school.

Textbooks

Adopted textbooks shall be issued free to students. The full purchase price shall be collected for lost, destroyed, or unnecessarily damaged textbooks unless the book has been in use for more than one year. Fifty percent (50%) of the purchase price will be charged if the textbook has been in use for more than one year. Damaged textbook charges are decided according to District Policy.

Toys

Toys, slime, pokemon cards, fidget spinners, etc. are NOT permitted on campus.

Valuables

Valuables such as money, radios, iPods, tape players/recorders, computer games, jewelry etc. are to be left at home. The probability of damage and/or theft is too great and those items are a distraction to students throughout the day. While it's "tempting" to bring new gifts and toys to school, these items, unfortunately, generally end up damaged or lost, or in some cases have to be confiscated by an adult because they are causing a disturbance or disruption in class. Confiscated items can be picked up in the office by a parent or guardian. Savanna Ridge is not responsible for lost, damaged or missing items.

Visitation/Visitors

. We request that you notify us 24 hours in advance if you wish to visit a classroom or schedule a parent conference. This is a District Policy as negotiated with the Classroom Teachers' Association.

ALL VISITORS OTHER THAN SAVANNA RIDGE STUDENTS AND STAFF MUST REPORT TO THE OFFICE AS SOON AS THEY ENTER THE BUILDING.

VISITORS WILL BE ISSUED AN OFFICIAL PASS, WHICH WILL ENABLE THEM TO SPEAK WITH TEACHERS OR VISIT THE BUILDING WITH PERMISSION OF THE PRINCIPAL.

Ways to Help Your Child At Home

- Visit with teachers during Parent/Teacher conferences.
- Encourage your child to read to you nightly and provide them with a library card.
- Encourage good citizenship in your child: respect, self-control, cooperation, and good sportsmanship.
- See that your child gets plenty of sleep and rest and eats a good breakfast each morning.
- Encourage your child to do his/her homework and provide assistance when necessary.
- Cut down on TV time. Let children see only the best programs.
- Give praise for success and help overcome failures.
- See that your child gets to school on time and is absent only when ill.
- Take an interest in and understand the goals for your child.
- Check your child's backpack daily for work and notices from school.
- Have a positive attitude toward the assignment and its' purposes and relate this to your child.
- Provide adequate time and a quiet setting for your child to do his/her homework.

DISTRICT POLICIES

TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES IN STATEWIDE ASSESSMENT:

Rule 6A-1.0943, FAC, provides the basis for modification to St. Lucie County's and State assessment system for students with disabilities. In addition, the test administrators manual for each statewide assessment provides a listing of allowable accommodations that can be used for students with disabilities. Such accommodations include:

Accommodations are defined as adjustments to the presentation of the assessment questions, methods of recording examinee responses to the questions, schedule for administration of the assessment, or use of assistive devices to facilitate administration of the assessment. Statewide assessment accommodations may be used only if they do not alter the underlying content is being measured by the assessment or negatively affect the assessment's reliability or validity. Accommodations shall be identified for each eligible student and recorded on the student's IEP or plan developed under Section 504 of the Rehabilitation Act. Allowable accommodations are those that have been used by the student in classroom instruction as long as the accommodations are within the limits specified in this rule. Such accommodations may include:

a. PRESENTATION:

(1) VISUAL ACCOMMODATIONS

- (a) Regular print versions of the test may be enlarged through mechanical or electronic means
- (b) The district test coordinator may request large print version
- (c) Braille versions may be requested for students who use Braille materials. Some test items may be altered in format for Braille versions of the test as authorized by the Department. Test items that have no application for the Braille reader will be deleted as authorized by the Department. Student

performance standards that cannot be assessed in the Braille format will be deleted from the requirements of Section 1008.22, Florida Statutes.

- (d) The student may use means to maintain or enhance visual attention to test items.
- (e) Provide student with a copy of directions read by teacher from FCAT administration script.
- (f) Mask portions of the test to direct attention to uncovered item(s).
- (g) Use colored transparencies/overlays.
- (h) Secure papers to work area.*
- (i) Increase spacing between test items.*
- (j) Fewer items placed on each page.*
- (k) Positioning tools such as a reading stand.
- (l) Highlight keywords or phrases in directions to items.

(2) AUDITORY ACCOMMODATIONS

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

b. RESPONDING:

(1) ACCOMMODATIONS TO RESPONSE INPUT

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

(2) ACCOMMODATIONS TO RESPONSE PREPARATION

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

c. SCHEDULING:

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

d. SETTING:

- (a) The student may be administered a test individually or in a small group setting. The student may be provided with adaptive or special furniture and special lighting or acoustics.

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

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

In accordance with Rule 6A-1.0943, FAC, school districts may request unique accommodations for individual students. Unique accommodations usually involve alterations of existing test materials, must be regularly used by the student for classroom instruction, and must not alter the underlying content of the assessment. Each unique accommodation must be approved by the Commissioner of Education prior to its use. Examples of unique accommodations are identified by an asterisk (*).

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

IMPORTANT SCHOOL BOARD POLICY

5.75 EQUITY GRIEVANCE PROCEDURE FOR STUDENTS

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

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

(3) **Procedure.**

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

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

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

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

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

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

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

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

Authority:

Law implemented:

230.22(2), Fla. Stat.

228.201 and 230.23(6), Fla. Stat 27

2.37 Campus Disorders

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

Authority: 230.22(2), Fla. Stat.

Law Implemented: 228.091, Fla. Stat.

2.38 Educational Equity

(1) **Discrimination Prohibited.** Discrimination on the basis of race, color, creed, national origin, sex, marital status, religion, age, or disability is prohibited. No person shall, on the basis of race, color, creed, national origin, sex, marital status, religion, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment condition or practice.

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

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

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

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

(4) **Protections for Persons with Disabilities.** This policy is intended to incorporate and extend the protection afforded by the American with Disabilities Act. This policy is also intended to ensure that students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

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

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

Authority: 230.22(2), Fla. Stat.

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

SCHOOL BOARD OF ST. LUCIE COUNT, 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, affiliation, or beliefs of the student or parents;
- (h) Income, other than as required by law to determine program eligibility.

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

- (a) Any other protected information survey, regardless of funding;
- (b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and
- (c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use –

- (a) Protected information surveys of students;
- (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- (c) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School Board of St. Lucie County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School Board will directly notify parents of these policies at least annually at the start of each school year and after any substantive change. The School Board will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School Board will make this notification to parents at the beginning of the school year if the Board has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, and will be provided an opportunity to opt their child out of the activities and surveys listed below, and 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

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.

Additional Parent Resources

<http://www.stlucie.k12.fl.us/pdf/School-Calendar2018-2019.pdf>

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

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

<http://www.stlucie.k12.fl.us/departments/curriculum/>

<https://student.stlucie.k12.fl.us/scripts/wsis.dll/WService=wsEPlus/fwemnu01.w>

<http://www.fldoe.org/accountability/assessments/>

<http://www.stlucie.k12.fl.us/pdf/bullying-complaint-form.pdf>

***Please refer to the website below for updated information from the Centers for Disease Control and Prevention (CDC) as it pertains to COVID-19.**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

*Savanna Ridge Elementary is a
Kids at Hope School!*



Kids at Hope Student Pledge

I am a Kid at Hope.

I am talented, smart and capable of success.

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

Kids at Hope Adult Treasure Hunter Pledge

As an adult and a Treasure Hunter,

I am committed to search for all the talents,
skills and intelligence that exists in all
children and youth.

I believe all children are capable of success,

NO EXCEPTIONS!

ACKNOWLEDGEMENT PAGE

Please sign, date and return this page to your child’s teacher as soon as possible.

I, as the parent or guardian of _____, have received a copy and thoroughly read the Savanna Ridge Elementary Student Handbook for the 2020-2021 school year. I understand that my child will abide by the procedures and policies set forth by Savanna Ridge Elementary and the Saint Lucie County School Board as stated in this document. I understand that my child will be held accountable for his or her behavior, and he or she is required to comply with the expected standards of conduct set out in the Student Handbook. I recognize that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the rules, policies, and procedures.

Parent Name Printed: _____

Parent Signature: _____

Student Name Printed: _____

Student Grade: _____

Date: _____

