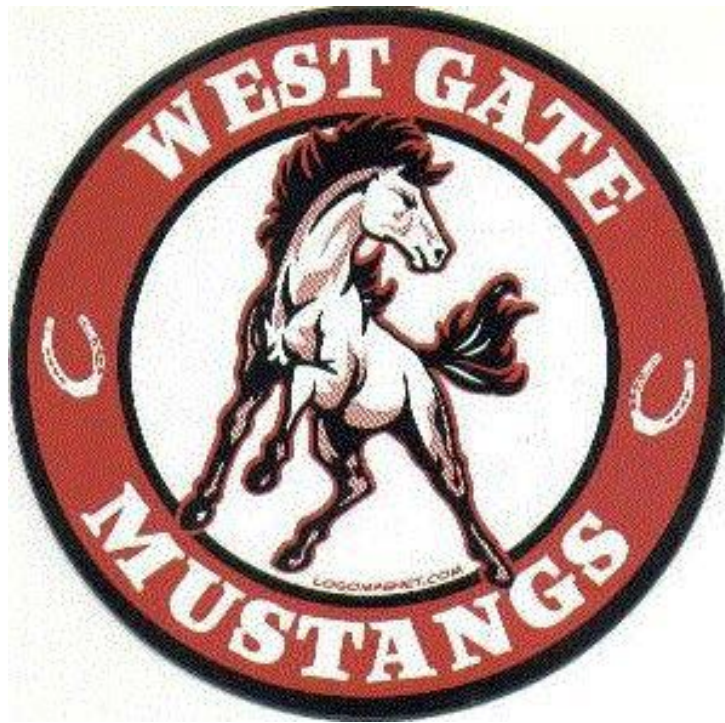


**West Gate K-8**  
**Student and Parent Policy Handbook**  
**2019-2020**



**Grades K- 8**

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## Student and Parent Policy Handbook Table of Contents

About this Handbook.....	4
West Gate K-8 Mission/School Information.....	4-5
Arrival and Dismissal for Students .....	5
Attendance.....	6-9
Attendance and Behavior Requirements for Extracurricular Activities .....	9
Balloons and Flowers.....	9
Before/After School Programs .....	9
Bicycles/Skateboards .....	10
Bullying and Harassment School Board Policy – See Discipline .....	10
Bus Transportation .....	10
Cafeteria .....	10-11
Candy, Gum, and Soft Drinks .....	12
Cellular Phones and Electronic Devices .....	11-12
Class Parties .....	12
Clinic .....	12
Code of Student Conduct – See Discipline .....	12
Communication .....	12-13
Conferences – Parent/Teacher .....	14
Discipline .....	14-19
Dismissal .....	20
Dress Code .....	21-22
Drop-off/Pick-up .....	22
Early Release .....	22
Emergency Card .....	22
Emergency Management Plan .....	22-23
Exceptional Student Education (ESE) .....	23
Family Educational Rights and Privacy Act .....	23-25
Field Trips .....	25
Grading .....	26-27
Guidance Counseling Services .....	27
Health Screening .....	28
Homeless Education Act (McKinney-Vento Act) .....	28
Homework .....	28
Honor Roll Grades 3 <sup>rd</sup> – 8 <sup>th</sup> .....	29
Immunization Requirements .....	29
Insurance .....	29
Lost and Found .....	29
Lunch Visits .....	29
Make-Up Work .....	30
Middle School Promotion Requirements .....	30-33
Mustang of the Month .....	33
Perfect Attendance (Grades K-8) .....	33
Pledge of Allegiance .....	33
Positive Behavior Interventions & Supports (P.B.I.S.) .....	33-34
Procedural Safeguards for Students with Disabilities .....	34
Protection of Pupil Rights Amendment .....	34-36
PTO.....	36
School Advisory Council (SAC) .....	36

School Closings .....36  
School Day .....36  
School Functions .....36  
School Improvement Plan (SIP) .....36  
Student Daily Planners/EarBuds .....37  
Student Placement .....37  
Student Progressions Plan .....37  
Student Records .....37  
Technology/Internet .....37  
Telephones .....37  
Textbooks .....37  
Third Grade Promotion Requirements .....38  
Toys, Electronic Devices, Games, and Playing Cards .....39  
Valuables .....39  
Visitors .....39  
Volunteers .....40  
Withdrawal of Students .....40  
Zero Tolerance .....40

## **About this Handbook**

The *West Gate K-8 Student and Parent Handbook* has been prepared to provide each student and parent with the necessary information concerning policies and procedures for the 2019-2020 school year. It is designed to provide basic information; however additional documents will be provided throughout the year as needed. Policies and procedures discussed in this handbook conform to those established by the *St. Lucie County School Board and the Master Agreement*. The laws and policies of the Federal and State governments and School Board of St. Lucie County will always be the final authority and under which we all work.

## **MISSION**

The Core Business of the West Gate K-8 learning community is to empower students with the skills and knowledge necessary to be successful in an evolving global society. This empowerment will be achieved by engaging students in challenging work, designed by skilled educators in a nurturing and caring environment.

## **BELIEFS:**

- There is an urgent need for continued academic improvements.
- Students must be provided high quality work that engages them in the learning process.
- Curriculum is supplemented by learning extensions that continually engage students.
- Teachers believe it is necessary for students to be involved in the learning process through student choice.
- Believing that all students are different and have different styles of learning, it is important to design lessons that meet individual student needs.
- Recognizing that students now live in a highly technical society, the inclusion of multimedia is essential.
- Professional Development will support and enhance academic improvement.
- On-going assessments will be used to drive instruction.
- Every student's learning style should be addressed through varied assignments and instruction.
- High quality, engaging work utilizes all available resources to promote cooperative learning.
- Community involvement will be used to enhance the learning process.
- Student voice and choice will be considered in curriculum planning.
- Improved achievement necessitates viewing students as volunteers.
- Allow students take on responsibilities in the classroom to make them part of their education.
- Parents, teachers, and students collaborate as partners.
- Teachers and students model appropriate ways to treat others.
- Teachers develop rubrics and other evaluative tools, allowing students to make choices and take responsibility for the outcome.
- Both teachers and students are actively involved in the teaching process.
- School resources will be allocated to support educational programs.
- Community members, business partners, and volunteers are all an integral part of our school resources.
- Resources will be provided for a variety of professional development opportunities.
- Instructional staff will have time for flexible team planning.
- Teachers must assume the role of educational leader to foster improved achievement.
- Teachers will adhere to the state standards and teach per the district's scope and sequence.
- Teachers will analyze data to determine student needs and deliver quality instruction to meet those needs.
- Teachers will facilitate communication between home and school to increase attendance, motivation, and knowledge.
- Teachers will adapt to new technology and educational trends.
- Teachers will be dedicated and foster a positive attitude.

## SCHOOL COLORS

The school colors are Red, Black, and White

## School Mascot

Mustang

## ST. LUCIE PUBLIC SCHOOLS MISSION STATEMENT



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

## ST. LUCIE PUBLIC SCHOOLS VISION STATEMENT

St. Lucie Public Schools, in partnership with parents and community, will become premier centers of knowledge that are organized around students and the work provided to them. Our name will be synonymous with the continuous improvement of student achievement and the success of each individual. Our promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for each child, every day.

This is the St. Lucie Way!

## ST. LUCIE PUBLIC SCHOOLS FOCUS AREAS:

Teaching and Learning  
Talent Development and Growth  
Safe and Caring Schools  
Communication/Community Engagement/Customer Service

## Arrival and Dismissal for Students

9:00-9:30 am Student drop-off.

9:30am Students report to classes. **Do not drop off students prior to 9:00 am.** There will be no supervision.

9:30am Morning announcements will begin.

4:00pm Dismissal begins.

Students should arrive on school grounds no earlier than 9:00 am since no adult supervision is available prior to that time, unless your child is enrolled in the Before/After School Care program. Boys and Girls Club is for enrolled students only. Do not drop students off in the auditoria unless they are enrolled in Boys and Girls Club. Parents who are on school grounds to pick-up their children after school are requested to wait in their car at the Parent Pick-up area. This helps to alleviate a great deal of congestion and confusion on the part of the students and parents.

**We must have a written note from the parent if anyone other than the guardian picks up your child. The person designated to pick up your child must be listed on the emergency contact list. Students must have a written note from a parent if the student is going home a different way than usual. (ex. Regular bus rider to walk home).**

## Attendance

School attendance is a prerequisite for student achievement. Because attendance in school is critical to student success, please review the *Student Progression Plan* that impact whether absences and tardies will be excused. Please review the District's attendance policies by going to the Student Progression Plan at [www. Stlucieschools.org](http://www.Stlucieschools.org). Once on the website, go to *Our District*. You will find the *Student Progression Plan* under *Reports*.

Students who have accumulated a total of 15 excused absences or 8 unexcused absences within the school year will not have subsequent absences of 2 or more days excused unless OR when a student has accumulated a total of 10 excused absences or 5 unexcused absences within a semester, subsequent absences of 3 or more consecutive days may not be excused unless:

- (a) the parent has on file with the school a statement from a licensed physician documenting the student's chronic medical condition and a valid release allowing the school to communicate with the physician, and/or
- (b) documentation is received demonstrating that attendance was impracticable or inadvisable because of sickness or injury, attested to by a written statement of a physician. The physician's statement must contain the dates of the absences for which the excuse is sought and the reason for the absence. In addition, the physician must be licensed under Chapter 458(medical practice), 459 (osteopathic medicine), 460 (chiropractic medicine) or Chapter 461 (podiatric Medicine), Florida Statutes.

**Learn More:** Please read the District Student Progression Plan for more information regarding the Attendance Policies on the Saint Lucie Public Schools website at [www.stlucieschools.org](http://www.stlucieschools.org).

## Tardy and Early Pick Up

Students are expected to attend school daily and to be on time. Poor attendance, persistent tardiness, or leaving early will hinder their school progress. **Students tardy or picked up early five or more times during the school year will not receive recognition for Perfect Attendance. \*Students with 5 unexcused tardies and/or leaving early will convert to an unexcused absence and can be used to meet the criteria to file a truancy petition in circuit court. \*Students will not be released after 3:15 p.m., or 1:15 p.m. on an early release day.**

**Tardies and/or leaving early will be either excused or unexcused. To have a tardy or early departure excused, you must provide a doctor's note that day or within three days to have it excused.** Every effort should be made to schedule medical and dental appointments after school hours, student "no school" days or during summer vacation. Every effort should be made to take vacations only during scheduled school breaks.

- When students are absent from school, **they must bring a written excuse from home and/ or provide written doctor verification. These are the only forms accepted. No phone calls.**
  - Any student absent without notification of the absence will be recorded as a non-excused absence.
  - Kindergarten through eighth grade students will be recognized for perfect attendance.
  - Excessive absences will result in phone calls home, letters from school, and/or visits from the school's social worker.
- (a) Compulsory School Attendance and Declaration of Intent to Terminate School Enrollment
  - (1) (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.

(2.) Official Attendance

The official daily attendance will be taken with each class change for grades three through eight and at the beginning of the day for elementary school students in Kindergarten through second grades.

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

When Parent is Required to be Contacted	<ul style="list-style-type: none"><li>• After each unexcused absence or absence for which the reason is unknown</li></ul>
Means of Parent Contact	<ul style="list-style-type: none"><li>• Contact can be by phone, auto call system, mail, or in-person by a school representative</li></ul>
Required Documentation	<ul style="list-style-type: none"><li>• Phone log noting date and time of call, the official making the call, the family member contacted, and the outcome of conversation</li><li>• Mail – copy of dated notice or postal service return-receipt</li><li>• Personal Contact – Parent’s signature on form(s)/letter or Student Services forms</li></ul>
Referrals to Student Services	<ul style="list-style-type: none"><li>• Prior to or upon the 10<sup>th</sup> unexcused absence in any 90-day period and after school efforts to resolve have not been successful</li><li>• Schools will provide Student Services with documentation of their efforts to resolve the truancy</li></ul>
Truancy Petition	<ul style="list-style-type: none"><li>• Described herein</li></ul>
Referral to CINS/FINS (Children in Need of Services/Families in Need of Services; the CINS/FINS provider is Children’s Home Society)	<ul style="list-style-type: none"><li>• Secondary schools are encouraged to refer habitual truants to the CINS/FINS provider.</li></ul>

(c.) Parent/Guardian Responsibility

Each parent and guardian of a child within compulsory attendance age is responsible for the child’s attendance as required by law (F.S. 1003.24). The only conditions under which the parent or guardian is not responsible are: (1.) The student missed school with the 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 or as soon as the inability is determined. Not reporting the financial inability to the Department of Student Services does enable the school district to pursue all interventions, including filing a truancy petition in the Circuit Court. The inability to provide clothes must be substantiated by the Department of Student Services. (3.) The student does not attend due to sickness, injury, or other insurmountable condition, which makes attendance inadvisable, and the student is not eligible for Hospital/Homebound services.

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

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

Please review these codes carefully. Excused absences are determined on an individual basis following the guidelines listed below.

Attendance Codes	<p><b>Excused Absences</b> - Absences are excused when an appropriate explanation is provided by the parent within 3 days of the student’s return or by the parent’s physician, when the physician authorization threshold has been reached. The written explanation must include the dates of the absences which are sought to be excused and the reason for the absence. (F.S. 1003.26)</p>	<p><b>Unexcused Absences</b> - Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees.  (F.S. 1003.26)</p>
<p>C – Clinic E – Excused G – Guidance I – BIC (not an absence) M – Hospital Homebound O – Out of School Suspension R – Project ROCK (not an absence) Students suspended out of school who attend Project ROCK can be coded as “R” for the dates the program verifies. S – School Activity/Field Trip (not an absence) In cases where there is a question about the validity of the activity, the Zone Assistant Superintendent shall make the determination. T – Excused Tardy U- Unexcused Tardy 1 – Unexcused Tardy 2 – Absence due to excessive tardies (K-5 only)</p>	<ul style="list-style-type: none"> <li>• Illness of the student</li> <li>• Major illness in the student’s immediate family</li> <li>• Medical appointment of the student</li> <li>• Death of a family member or friend</li> <li>• Required court appearance</li> <li>• Religious holiday of the students or student’s family’s faith</li> <li>• Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required</li> </ul> <p><b>Excused Absences</b></p> <ul style="list-style-type: none"> <li>• Major disaster that justifies the absence that has been approved by the principal</li> <li>• Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester</li> <li>• Missing the school bus if the bus is more than 5 minutes early, more than 15 minutes late, or is not able to make the route</li> <li>• Other planned absences approved in advance by the principal</li> <li>• Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. <u>The principal can excuse vacation travel that exceeds the threshold after considering the student’s attendance history, academic performance, mastery of the curriculum, and reason for the travel. Absences for this reason cannot exceed 5 days annually.</u> Schools have the authority to withdraw students whose absences for this reason exceed this provision. Such students will be withdrawn for non-attendance.</li> <li>• Out of school suspensions</li> <li>• Physician Referral for Hospital Homebound Services absences should be excused from the date the physician’s referral for Hospital Homebound is received. The Hospital/Homebound services absences occurring after the determination will be excused or unexcused based on the above policies.</li> <li>• A student of an active duty military member may be excused from absences related to deployment activities as approved by the Principal.</li> </ul>	<ul style="list-style-type: none"> <li>• Truancy</li> <li>• Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal. Absences for this reason cannot exceed 5-days annually and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision. Such students will be withdrawn for non-attendance.</li> </ul> <p><b>Unexcused Absences</b></p> <ul style="list-style-type: none"> <li>• Take Your Son or Daughter to Work Day</li> <li>• <b>Failure to provide an explanation of the absence to the school within 3 days of the student’s return to school</b></li> <li>• Student Services staff can, after investigation advise the school to excuse the absence. Documentation received after the expiration of the 3-day period. Physician explanations received after the 3-day period will also authorize the school to excuse the absence(s).</li> <li>• Failure to provide a Physician’s Authorization when required</li> <li>• Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late</li> <li>• Immunization non-compliance</li> <li>• Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2-days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office /clinic will not be counted as “in-attendance” and will have the absence unexcused</li> </ul>



Reporting Attendance Cases to PST/Attendance Committee (F.S. 1003.26)	Truancy Petition
<p><b>When:</b> Student has accumulated at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences or absences for which the reasons are unknown, within 90 calendar days</p> <p><b>By Whom:</b> Teacher or any school staff with knowledge of the student’s attendance</p> <p>Required Participants: School Social Worker or contracted caseworker; school attendance officer; the parent shall be invited and encouraged to attend</p> <p><b>Purpose of Meeting:</b> To determine if a pattern of non-attendance is developing or exists and to develop interventions that shall be implemented</p> <p><b>Interventions:</b> Interventions may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>*frequent communication between school and family</li> <li>*mentoring</li> <li>*counseling</li> <li>*evaluation for alternative education program</li> <li>*attendance contracts</li> <li>*agency referral(s)</li> <li>*other interventions, including but not limited to a Truancy Petition pursuant to (F.S. 984.151)</li> </ul> <p>Non-Compliant Students: When students subject to compulsory attendance will not comply with attempts to enforce school attendance, the parent, guardian, superintendent or designee may refer the case to the case staffing committee pursuant to F.S. 984.12 and the superintendent may file a truancy petition pursuant to F.S. 984.151.</p>	<p>The Superintendent may file a truancy petition pursuant to procedures in F.S. 984.151 when:</p> <ol style="list-style-type: none"> <li>a. A student has 5 unexcused absences in a calendar month or 10 unexcused absences in a 90 calendar-day-period</li> <li>b. The PST/SST has met and efforts to correct the attendance have been unsuccessful</li> <li>c. The parent has been notified as to the unexcused absences or absences for which reasons are unknown <u>and that a Truancy Petition is being filed.</u></li> </ol> <p>School’s Responsibility:</p> <ul style="list-style-type: none"> <li>• Partner with Student Services to prepare the Petition</li> <li>• Provide Student Services with all verifications of notification to and conferences with the parent to inform and discuss attendance</li> <li>• Copies of all parent and physician excuses and phone logs</li> <li>• Verification that the recorded attendance is true and correct according to School Board policy</li> </ul> <p>Filing of Truancy Petitions:</p> <ul style="list-style-type: none"> <li>• Filed in Circuit Court in the 19<sup>th</sup> Judicial Circuit</li> <li>• All supportive documentation becomes part of the Court file</li> <li>• Parent(s) named in the Petition will receive a copy of the Petition when the Petition is served</li> </ul>

**Attendance and Behavior Requirements for Extracurricular Activities**

Attendance and participation at sporting events, performances, extracurricular activities and social functions are privileges that require attendance at school for at least half of the school day of the event. Regular and timely attendance to class is necessary for good academic performance and to meet state statutory requirements for attendance. Referrals and suspensions are also considered for these activities. Students with referrals will be denied participation in extracurricular activities. Teachers will notify parents when, or if, this is a concern. Major infractions will cause an automatic loss of these activities.

**Balloons, Flowers, & Other Gifts**

Students and parents may not bring these items into the school. If these items are brought on campus they will be held in the front office until the end of the day.

**Before/After School Programs**

West Gate K-8 before and after school care program is provided by the Boys and Girls Club. The hours of operation are 7:00 a.m. – 6:00 p.m. The telephone number for the Club is (772) 398-0291 (main number) or (772) 216-1957 (WGK8 site). The office is located in the auditoria.

In addition to the Boys and Girls Club, individual teachers offer clubs and other activities for students at various grade levels. Details will be forthcoming throughout the year.

## Bicycles/Skateboards

Students who ride bicycles to school are responsible for parking them in the bike rack. All bicycles should be securely locked. West Gate K-8 takes no responsibility for damaged or stolen bicycles or skateboards. Students are not to loiter in the bike rack area. Students **MUST** walk their bikes and skateboards once on campus. Students are not permitted to ride bicycles on the school grounds, bus loading areas, or in the parent pick-up area. Students are reminded that when riding a bicycle, the law requires riders to wear a helmet at all times. Students who bring their skateboards to school should secure their skateboard in the front office. Skateboards may be picked up at the end of the school day.

## Bullying and Harassment School Board Policy - See Discipline

## Bus Transportation

Students may use bus transportation if they live two or more miles from school. Students must abide by the rules of common courtesy and vehicular safety at all times. Students may not eat, drink, smoke or use tobacco products on the school bus. Students may not bring any items on the school buses that are not allowed on school grounds. All students are under the authority of the driver while being transported and must obey his/her requests. Students are to only ride the bus to which they are assigned. Students who fail to abide by bus rules may be suspended from the bus. Plans to ride a different bus home must be made in advance through the school. Students must provide a signed note from home which will be verified by the school.

## Cafeteria

Breakfast begins at 9:00 a.m. Students eating breakfast should report to the cafeteria upon arrival and students may be served until 9:25 a.m.

Students eat lunch with their classes at their scheduled times.

Breakfast and/or lunch are available for the students and guests.

Breakfast and lunch prices are as follows and may be subject to change. District Approved Meal Prices are reviewed annually. Please check the district website for approved prices @ <https://www.stlucie.k12.fl.us/departments/child-nutrition-services/>.

Full Price/		Reduced Price/	Adult Price
Breakfast	\$1.00/	\$.30/	\$2.00
Lunch K-5	\$2.25/	\$.40/	\$3.00
Lunch 6-8	\$2.50/	\$.40/	\$3.00

We ask all parents to fill out a food service meal application form for the National School Lunch Program. This form must be filled out every year, even if you don't think you qualify. Federal funding is attached to our food service meal applications. If your child is eligible for free or reduced breakfast/lunch a new application must be submitted at the beginning of each school year or they lose their status. Our front office has meal applications, or you can apply on line at [www.stlucie.k12.fl.us](http://www.stlucie.k12.fl.us). Under the Parents/Students tab, click on the Meal Application link. We appreciate your support of this important program.

## St. Lucie Public Schools Meal Charging Policy/Procedure

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

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

**NOTE: Parents will not be permitted to have lunch with their child at the class table. You will be permitted to enjoy lunch with your child in a separate area outside of the cafeteria. The privacy of all students will be protected.**

### **Candy, Gum, and Soft Drinks**

Gum is **NOT** allowed at school. Candy is allowed only as part of a packed school lunch and its inclusion is discouraged. Glass bottles are **NOT** permitted in school lunches. Food is not permitted to be eaten anywhere other than the lunchroom (even if it is given to you by a staff member).

### **Cellular Phones and Electronic Devices**

Please turn all phones to silent while in the classrooms, at events or during performances. Students can only use cell phones in the classroom for educational purposes and must follow the teacher's instructions.

### **Students**

A STUDENT MAY POSSESS A WIRELESS COMMUNICATIONS DEVICE WHILE ON SCHOOL PROPERTY OR ATTENDING A SCHOOL FUNCTION, SUBJECT TO THE FOLLOWING LIMITATIONS:

(a) The device must be inactivated or "off" (1) while on a school bus and (2) during the school day (from the time students step off the bus/out of car), unless approval is granted by the school-based administrator or his/her designee to allow use for educational purposes.

(b) During prohibited times, the device (1) may not be displayed, held, used, activated, or manipulated in any way. (2) Must be stored in a pocket, pocketbook, backpack, device carrier, or other closed or enclosed container. (Please refer to the St. Lucie Public School Code of Conduct for additional information.)

Electronic devices or games of any kind are not permitted at school. Anyone seen using such items during the school day will have them confiscated. Confiscated items may be picked up by a parent or guardian at the Dean's office (this includes cell phones). If these items are brought to school and stolen, the school will not investigate. iPods and other technology that can be used for educational purposes are permitted ONLY in classrooms at the discretion of the individual teacher. The use of iPods, cell phones, or any other electronic devices are NOT permitted at any time on campus outside of the classroom, including, but not limited to, the auditoria, hallways, basketball courts, media center and parent pickup area and bus loading zone. **This begins from when a student arrives on campus until when they leave including dismissal time.** Any use of these items at any times outside of the classroom will result in confiscation of the item by school administrators or deans.

### Electronic Devices

The policy governing possession/use of electronic devices will be as follows:

1<sup>st</sup> offense: The electronic device will be taken and can be picked up at the front desk at end of day.

2<sup>nd</sup> offense: The electronic device will be taken, a referral written, and the student will be issued 1 day of BIC.

In an effort to limit interruptions throughout the day, parents may pick up phones/electronic devices between 9:00-9:30 and 4:00 and 4:30 only.

### Class Parties

Parents are permitted to bring refreshments during lunch. Treats are for students in your child's classroom only and should be store-packaged (with visible ingredient list) and peanut free.

### Clinic

Students who become ill or need first aid will be sent to the clinic. Written parental consent, authorized by a physician, must be provided if you wish the clinic to dispense medication. You will be notified with a phone call if your child is sent to the clinic and the situation requires your immediate attention. **ALL** medications are to be kept in the health clinic. This includes prescription and non-prescription medications. No medication, prescription or nonprescription (i.e. Tylenol, aspirin, or cough drops) can be given at school without a written Physician Authorization Medication form (PA Form) filled out completely and correctly by the physician and signed by the physician. Medication should be brought to school by the parent and **MUST** be in the original container as dispensed by the pharmacist and labeled to match the physician's orders. **Students are not allowed to have any medication in their possession.** It is the student's responsibility to come to the clinic to take the medication. The clinic employee is not responsible for reminding students to take medication.

If a student has a fever (100 degree Fahrenheit or higher,) the parent will be called to take the student home per Saint Lucie Public Schools Clinic Policy. Student may return to school when fever free for 24 hours without use of fever reducing medications (Tylenol, Motrin, etc).

### Code of Student Conduct – See Discipline

### Communication

Communication between school and home is essential to the success of every child and the school. Parents can view their child's progress through Skyward. You must sign up for Skyward Family Access. Please visit the front office to register for access. You must have your current ID available to register.

In order to improve communication between school and home:

1. A newsletter including information regarding curriculum, assessment information, and important upcoming events will be sent via email each month.
2. Parents/guardians should regularly review posted grades in Skyward and contact the teacher via Outlook email with any questions or concerns.
3. Newsletters, events and school calendars will be sent home via email and will also be posted on the West Gate K-8 Facebook page and the website.

To become updated on daily events at West Gate K-8, please follow our Webpage and Facebook page.

Methods of Communication @ West Gate K-8

School Messenger is a phone notification service that quickly delivers large volumes of messages such as: early dismissal, upcoming events, and fundraisers.

**St Lucie County website / West Gate K-8 website:** <https://schools.stlucie.k12.fl.us/wgk/>

**Social Media: Facebook** <https://www.facebook.com/West-Gate-K-8>

**PTO: Facebook:** West Gate PTO

Parents are requested to notify school personnel in the following sequence if there are concerns:

- 1<sup>st</sup> The Classroom Teacher:** Classroom teachers are the first line of communication. If parents have concerns regarding their child's academic performance, behavior, or social interaction with the teacher or students, they need to first have a conversation with the teacher. Parents may call and leave a message for the teacher to return a call, send a written request to set up a conference, or **email** a teacher with a conference request. Teachers will respond within 24 hours during the work week, Monday through Friday.
- 2<sup>nd</sup> School Counselor:** Following conversations with the classroom teacher in matters of student behavior and academics, parents may request a meeting with the appropriate school counselor. School counselors will be able to work with the teachers, the dean and parents to give suggestions to help your child be successful.
- 3<sup>rd</sup> Assistant Principal:** Following conversations with the School Counselors in matters of student behavior and academics, parents may request a conference with the assistant principal to further discuss an issue. The assistant principal will usually meet with the teacher, and any other necessary personnel who may be directly involved with the child's situation, prior to making the conference arrangements with the parent.
- 4<sup>th</sup> The Principal:** Following conversations with the classroom teacher, school counselor and assistant principal in matters of student behavior and academics, parents may request a conference with the principal to further discuss an issue. The principal will usually meet with the teacher, and any other necessary personnel who may be directly involved with the child's situation prior to making the conference arrangements with the parent. Parents must first contact the assistant principal regarding all other school-related issues. It may be that the assistant principal will refer the individual to the principal, teacher, school counselor, or other appropriate contact for additional information.

## Conferences – Parent/Teacher

Parent and teacher communication are an important part of the school year. Teachers frequently communicate information to parents concerning school assignments, upcoming activities, and student progress. Parents should discuss the importance of teacher communication with their children and develop a system to ensure that all notes, memos, etc. reach home and school in a timely manner. All students in grades K-8 are provided a *Student Planner*. Teachers may direct students to use the planners in different ways, but this method of communication has been found to be highly effective in assisting students to develop good organizational skills as well as to provide an effective communication tool between teachers, students, and parents. Teachers are encouraged to have a minimum of one (1) conference with all parents during the school year. Conferences can be face-to-face or by telephone. All conferences need to be scheduled through the teacher of concern. The outline for a conference will typically include: the purpose, goals, strengths, areas for growth/concern and follow up. Contacting the teacher may be through phone message at the front office or email contact. The school counselor is also available by appointment for group conferences as needed. Contact the school counselor to schedule conferences when more than one teacher is involved. If you need to cancel an appointment, please call the school office as soon as possible.

## Discipline

West Gate K-8 supports the belief that school should be a place where teachers can teach and students can learn. Maintaining an optimum environment for learning is dependent upon everyone in the school community. The intent of the Code of Conduct is to provide students with the greatest amount of freedom possible while commensurate with an effective teaching-learning environment. The Code of Student Conduct is prescribed in Section 1006.07, Florida Statutes and may be supplemented or supplanted by the policies and regulations of SLPS.

The ***Student Code of Conduct*** policy will be discussed during the first week of school and can be accessed via the district and school website. Teachers will review the document with all students. Parents and students will need to review the document and sign off on the acknowledgment form before the deadline. Please note: All discipline rules will apply during the After-School Program's hours of operation. Please refer to the St Lucie Code of Conduct @ <https://www.stlucie.k12.fl.us/departments/student-services/> for more information.

## Discipline Behavior Management Plan K-8

### School Wide Positive Behavior Support Expectations

- Respectful
- Responsible
- Ready to Learn
- Safe

Hallway, Classroom and Auditoria rules align to these expectations. Students are expected to:

#### Hallway Rules

- Keep hands, feet and objects to self
- Walk on the right
- Walk quietly
- Follow adult directions

#### Audeteria Rules

- Keep hands, feet and objects to self
- Raise hand for help
- Stay seated until adult permission is given

#### Classroom/Extended Learning Areas Rules

- Follow directions
- Stay on task
- Keep hands, feet and objects to self

**All adults on campus should be actively supervising students to make sure that they are following these expectations.**

### Student Behavior Expectations and Disciplinary Procedures

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

#### Level 1 Offenses –Classroom Managed

Level 1 offenses are acts of misconduct which interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation.

#### Minor Observations (Teacher Managed): (For strategies to address these behaviors go to PBISworld.com)

BEHAVIOR	DEFINITION	EXAMPLE(S)
Disrespect	Not honoring someone’s space, feelings, or belongings – infrequently; <b>low intensity</b> : name calling, not following teacher’s directions, taking someone else’s things, playing	<p><b>Forgery/Theft</b> (Low-frequency) theft of other’s belongings or signing of another person’s name: items valued at \$5.00 or less, taking mall items belonging to others (pencils, etc.)</p> <p><b>Inappropriate Verbal Lanuguage</b> (Low-intensity) instance of inappropriate language: slop of tongue not directed at anyone, making direct inappropriate comment, use of foul language</p> <p><b>Lying/Cheating</b> (Low0intensity) infrequent offenses: copying someone else’s classwork/home work (first time only)</p> <p><b>Misuse of Property</b> (Low-intensity) misuse of property: writing in books or on tables/not major damage</p> <p><b>Physical Contact</b> (non-serious) inappropriate physical contact: horse playing (arm wrestling, thumb war, playful slap, etc,)</p> <p><b>Public Display of Affection (PDA)</b></p> <p><b>Talking out of Turn</b> Interrupting, interjecting, or talking without permission: shouting answers without raising hand, etc.</p>
Disruption	<b>Low-intensity</b> but inappropriate disruption: shouting out during class, banging on desk, tapping feet, etc.	Misuse of school property
Defiance/Non-Compliant	<b>NBrief or low-intensity</b> of failing to response to adult requests: disregard teacher’s requests after warnings; students not working in class should be motivated to do so	<p>Out of seat, wandering around classroom at inappropriate times without permission: getting a drink of water without permission, etc.</p> <p>Chewing gum, texting, use of non-school approved electronics, being in unauthorized area in school</p>
Dress Code Violation	<b>Low-frequency</b> or minor violations of dress code	Shirt untucked after several reminders, wearing items after warnings

**The misconduct will be handled first by the teacher or staff member involved.** When additional action becomes necessary because of continued violation or other serious concerns, the student will be referred to the dean for disciplinary action. Before moving to a Level 2 Offense (ODR – Office Driven Referral), the teacher will:

1<sup>st</sup> Offense – Give student a verbal warning

2<sup>nd</sup> Offense – Call Parent/Lunch Detention

3<sup>rd</sup> Offense – Call Parent/Student talks with the dean

4<sup>th</sup> Offense – Referral/call parent/consequence determined by the Dean’s Department

**OFFICE MANAGED BEHAVIORS (LEVEL 2 AND ABOVE ON THE CODE OF CONDUCT) REQUIRE THAT AN OFFICE DISCIPLINE REFERRAL BE WRITTEN AND AN ACTION BE TAKEN IN MOST CASES.**

**Level 2 Offenses – Written Referral - Office Managed**

Level 2 offenses may include minor acts of misconduct previously identified. It may also include repeated acts of misconduct and acts directed against persons or property, but which do not seriously endanger the health and safety of others. This misconduct will be reported to the dean’s office for disciplinary action. The consequences for the referral may be, but are not limited to: lunch detention, morning detention, in school suspension (ISS) in increments of time based on the offense, and out of school suspension (OSS).

**Level 3 Offenses –Written Referral – Office Managed**

Level 3 offenses include but are not limited to: repeated acts of misconduct, serious disruptions of the orderly conduct of school, threats to the health, safety and property of self or others and other acts of serious misconduct. These acts of misconduct will be reported immediately to the dean’s office and may result in immediate removal of the student from school and in case of criminal act, notification of Law Enforcement or School Board Security.

Consequences may include but are not limited to: mandatory parent conference, confiscation of unauthorized materials/objects/contraband, in school suspension (ISS) in increments of time based on the offense, out of school suspension (OSS), or possible recommendation of expulsion.

**Level 4 Offenses – Written Referral – Office Managed**

Level 4 offenses are those of the most serious category. Any of these acts committed shall be sufficient grounds for recommendation for expulsion, and may result in out of school suspension of up to 10 days with the recommendation for expulsion. These offenses will be reported immediately to the dean’s office and may result in immediate removal of the student from school and referral to appropriate law enforcement agency. Consequences may include but are not limited to: mandatory parent conference with administrator or district employee, confiscation of unauthorized materials/objects/contraband, behavior intervention plan, or out of school suspension (OSS) for up to 10 days with recommendation for expulsion.

**Major Observations (Office managed):**

<b>(Office-managed/referral process) BEHAVIOR</b>	<b>DEFINITION</b>	<b>EXAMPLE</b>
Abusive/Profane Inappropriate Language that is disruptive to the entire environment.	Verbal messages that include swearing, name calling, or use of words in an inappropriate way that is a major disruption to the learning environment.	Yelling and cussing out a staff member in front of other students /staff.
Alcohol	Possessing or using alcohol	
Arson	Planning and/or participating in malicious burning of property.	Lighting match or lighter



Bomb Threat/False Alarm	Delivering a message of possible explosive materials being on-campus; pulling fire alarm.	Bomb Threat/False Alarm, stink bombs.
Fighting/Physical Aggression	<b>Action involving serious physical contact where injury may occur.</b>	Includes: hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting, pinching, spitting in someone's face, etc.
Forgery/Theft	Possessing, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.	Taking someone else's property that is worth \$5.00 or more (cell phone, iPod, fundraiser money, lunch money, etc.)
Reoccurring harassment, Teasing, Taunting & Threats	Delivering disrespectful messages (verbal or gestural) to another person.	Includes: regularly using threats, intimidation, obscene gestures, pictures or written notes, comments based on race, religion, gender, age, disability, national origin, or personal matters.
Lying/Cheating	Delivering messages that are untrue and/or deliberately violates rules.	Copying tests, using unauthorized notes during tests.
Other drugs	Possessing or using illegal substances or imitations.	
Property damage	Deliberately impairs the usefulness of property.	Furniture, computers, school property.
Sexual/Pornographic material	Possessing any items of a sexual nature.	Magazines, condoms, videos, pictures in cell phones (MMS), etc.
Contraband Materials	Any item which, relating to its nature, is illegal to be possessed, or sold.	Lighter, pocket knife, any sharp instruments, matches, etc.

Deans determine the consequences for repeated misconduct of higher level referrals based on the guidelines of the Code of Conduct. School administration becomes involved in disciplinary action when the misconduct is a Level 3 or 4.

**Search and Seizure – Section 1006.09(9) Florida Statutes**

The school principal, assistant principal, and deans reserve the right to search any school property (e.g. desks, storage areas) for suspected contraband (e.g. drugs, weapons, etc.). Students' clothing, persons, and property may be searched when reasonable suspicion or evidence exists.

There is **Zero Tolerance** for major disruptions, such as fighting in public areas, possession of drugs or other illegal substances, bullying or assault and/or battery of a student or staff member.

**Bullying and Harassment School Board Policy (3.43) Completion of Investigations**

**St. Lucie County School Board Policy (3.43) Against Bullying and Harassment**

**a. Statement prohibiting bullying and harassment:**

It is the policy of the Saint Lucie Public Schools that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

**b. Definition of bullying and a definition of harassment:**

**Bullying means systematically (carried out with a system, method or plan) and chronically (continuing for a long period of time) inflicting physical hurt or psychological distress on one or more students or employees.** It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Cyber-stalking
7. Cyber-bullying
8. Physical violence
9. Theft
10. Sexual, religious, gender, ethnic or racial harassment
11. Harassment of any kind involving sexual orientation, socio-economic status or family background
12. Public humiliation
13. Destruction of property
14. Rumor or spreading of falsehoods

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school

**Bullying and harassment** also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - a. Incitement or coercion
  - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

**Cyber-stalking** as defined in s. 784.048(1)(d), F.S., as a means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**Cyber-bullying** is defined as the willful and repeated harassment and intimidation of another person or persons through the use of digital technologies, including but not limited to email, blogs, social websites (Facebook, MySpace, etc.), chat rooms, instant messaging, text messaging, digital pictures or images, cellular telephone communications and defamatory websites, regardless of whether such acts are committed on or off school property and with or without school resources. For off-campus conduct, the school will be responsive in cases where the off-campus conduct causes, or threatens to cause, a substantial disruption at school or interference with the rights of students to be safe and secure.

**Please refer to the Code of Student Conduct for additional policy information regarding bullying.**

**The administration refers suspected illegal violations to the School Resource Deputy who will make a determination as to whether or not the citation is a crime. Students who participate in criminal activities or repeated major disruptive behavior will be recommended for expulsion by the administration.**

**Copies of referrals are sent home within 24 hours of the action taken. Students receiving in school suspension will spend time in the Behavior Intervention Classroom (BIC.) During BIC, students are given behavior counseling, as well as school work, as are students who attend Project Rock during an out of school suspension. Consequences for behavior infractions may include lunch detention, BIC assignment, out of school suspension, restorative circles or Saturday school.**

Thank you for your support of the policies put in place to keep students safe while at West Gate K8. For a more detailed list of discipline codes and possible consequences please refer to the Saint Lucie Public Schools Code of Student Conduct.

## Dismissal

Our school policy states that no dismissal changes will be made after 3:15 pm. If you need to notify your child of a dismissal change or sign your child out of school, it must be made prior to 3:15 pm. **We must have a written note from the parent if anyone other than the guardian picks up your child. The person designated to pick up your child must be listed on the emergency contact list. Students must have a written note from a parent if the student is going home a different way than usual. (ex. Regular bus rider to walk home).**

### Morning

- Parents may begin dropping off students at 9:00 a.m.
- If a student wishes to eat breakfast, they should arrive no later than 9:00 a.m.
- Parents who drop off students after 9:30 a.m. must physically accompany their child into the main office to sign them in for the day. Any student arriving after 9:30 a.m. is tardy.
- Parents may drop off their students in the front entrance or the middle entrance. Parents will leave their child at the entrance gate unless they need a special pass to accompany their child to the classroom. Normally parents do not accompany their child to the classroom unless a teacher requests it or there is something large to carry.
- If parents choose to park and walk their children to the sidewalk, they must cross in the marked crosswalk.

### Afternoon

- Students will be dismissed at 4:00 p.m.
- Kindergarten, first and second grade will be walked to the Parent Pick-up area and seated on the benches designated for their area. The students in grades 3-8 will be dismissed from their classrooms and proceed to the Parent Pick-up area.
- Parents who are picking up their children should be in the inside lane, nearest the guardrail, and pull forward until the traffic stops.
- Please do not park your vehicles for student afternoon pick-up.
- Please remain in your vehicles during parent pick-up.
- Parents should use blinkers when changing lanes.
- **Drivers should not use cell phones in the Parent Pick-up** area as full attention should be paid to the traffic and students.
- All drivers need to use patience and courtesy. Your behavior should serve as examples to our students and your children. Friendly smiles are always welcomed.
- All students need to be picked up by 4:15 p.m.
- If students are not picked up after 4:15 p.m., they will be moved into the main office. Parents will need to park their vehicle and come in to sign them out. This is a state law.

**West Gate K-8**

**Dress Code**

**2019-2020**

We encourage students to take pride in their attire as it relates to the school setting. Students are to dress in a manner that, in addition to the following guidelines, takes into consideration the safety, health, and welfare of self and others, and does not disrupt the learning environment. **Appropriateness of dress shall be determined by the school administration** per Governing Board Policy. If there is a dress code violation, he/she will be allowed to change clothing and/or will be subject to disciplinary action.

**Dress Code Appropriate**

**Collared Shirts, blouses and t-shirts**

- ✓ Patterned and solid collared shirts are permitted.
- ✓ All shirts must have sleeves and no more than 2 buttons unfastened.
- ✓ West Gate T-shirts are permitted Monday-Friday.
- ✓ College/Military Shirts are permitted on Wednesdays.  
*Shirts do not need to be tucked in while on campus.*

**Pants/Jeans/Capris**- Pants/jeans must be securely fastened above the hip bone. Shorts must extend beyond the fingertips. Leggings are allowed only when worn under fingertip length skirts or dresses. Joggers are allowed, but only the approved style and fabrics shown on the West Gate home page. Pants, shorts, skirts, and leggings may be patterned.

***Belts are optional unless the pants fall below the hip.***

**Skirts, Skorts, Shorts and Dresses** Shorts, skirts, and dresses must extend beyond the fingertips or longer. Dresses may be patterned and have an appropriate V-neck or scoop-neck, however cannot be revealing. Dresses do not have to have a collar; however, they must have sleeves and be loosely fitted.

**Shoes**- must be closed toe with back straps. Heels must be 1 inch or less. PE: Tennis shoes/sneakers must be worn during Physical Education class.

**Jackets/Sweatshirts/Sweaters -**

Properly fitting cardigans, sweatshirts, sweaters, and solid color/West Gate pullovers/hoodies are allowed.

**(Out of dress code outerwear must be put in book bag when entering a classroom or building.)**

A collared shirt or West Gate t-shirt must be worn underneath all outerwear.

**Jewelry**: Earrings and studs can be worn on the ears only. All other jewelry is permitted but must not pose a threat to health or safety.

**Head Attire**: Headbands (non- distracting) must be worn on top of head and not on forehead.

**Book Bags**: Book bags in any color with or without wheels are permitted.

**Not Permitted**

Hats (unless outside for recess or PE)  
Spiked jewelry or chains on clothing  
Sunglasses unless administrative approval is given.  
Inappropriate make-up (i.e. gothic and punk)  
Items made of spandex, excessively tight, see-through, or fishnet material  
Sweatpants or yoga pants  
Clothes that have holes, rips, or tears  
Clothing, school bags or accessories that promote drugs, tobacco, alcohol or violence are not permitted.  
Pajamas or house slippers  
Kerchiefs, caps, hats, bandanas, doo-rags, sweatbands, or similar items. Combs or hair accessories that resemble a weapon are not allowed on campus.  
Hoods are not to be worn on the head.  
Oversized clothing items including pants, sweaters or pull-over sweatshirts or hoodies

**Disciplinary Action/Consequences**

The following may occur in any order as determined by the disciplinary officer.

- Verbal warning and opportunity to correct dress code
- Parent contact
- Conference with administration
- Lunch detention
- Loss of privileges
- Confiscated items

*\*Repeated violations could result in more serious consequences as outlined in the student code of conduct.*

*Due to rapid changes in our society, it may become necessary to modify the dress code or to include additional items at the judgement of administration.*

**\*\*State Law – Each student is prohibited from, while on school grounds during the regular school day, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. A student who violates this dress policy will be subject to progressive disciplinary actions as outlined by the Code of Conduct.**

## Non-Dress Code Days

Occasionally there will be days that students will be allowed to wear non-uniformed clothing. When these days occur, the general guidelines are:

- Clothing must be free from holes, inappropriate graphics or wording, too short, see through, no shirts without sleeves, no tank tops, no cleavage or stomach showing. Shoes must be closed at the heels and toes.

## Drop-off/Pick-up

We appreciate your cooperation in helping create a safe, effective drop-off/pick-up zone. Traffic area is for drop-off and pick-up only. Do not park your car or leave your car unattended in this area. The safety of our students is of the utmost importance! Dropping off students in the middle of the street is illegal.

## Early Release

Students will not be released to persons other than parents or legal guardians unless the identity and authority of the person has been established by notification from the parent or guardian in writing and the name is included on the official emergency contact list. The release request shall be denied if proper identification is not provided or if the person picking up the child is not on the emergency contact list. When a student is leaving school before the regular dismissal time, a note must be sent with the student. Teachers will deliver all such requests to the main office for verification before the child is released. Students must be released through the front office. The parent/guardian must “sign out” the student at the school office. If the student returns before the end of the school day, he/she must report to the office with a parent/guardian to “sign in” and get an *Admission Slip* to return to class. **PLEASE DO NOT REQUEST EARLY DISMISSALS within 45 minutes of a dismissal time**, as this interferes with the general dismissal procedures and compromises school safety and security measures. Students may not change dismissal method without a written note from parent.

## Emergency Card

Please update information on this card each year and each time something changes. Only the registering parent can add or remove an emergency contact. They must do so in person. Only people listed on the emergency contact list can pick up your child.

## Emergency Management Plan

West Gate K-8 will follow the St. Lucie County School Board Emergency Management Plan in the event of an emergency at the school. A copy of the plan is housed in the Principal’s Office, the front desk, and the custodial office.

Teachers have information regarding what to do in the event of an emergency as part of their handbook. This information is reviewed with students regularly prior to scheduled drills including Fire Drills, Tornado Drills, and Code Red and Yellow Drills.

## Nuclear Emergency Procedures:

In the event of a nuclear emergency that would require evacuation of the St. Lucie Public Schools, the Principal will implement school nuclear evacuation procedures:

- No action would be taken with the class of emergency known as “unusual event.” This emergency classification generally involves a minor incident at the plant site that requires no public action.
- In a “site area emergency” or “general emergency,” which involves a more serious incident, evacuation may be required with students being transported to pre-determined centers. Buses will be activated at the alert stage. Parents will not be permitted to pick-up students at the school.
- In case of a nuclear evacuation, the school will be notified that buses are EnRoute to the school. The procedures for evacuating students to the bus loading zones are:
  - ❖ Students and teacher will return to homeroom.

- ❖ Teachers must take their grade book and any available contact information with them.
- ❖ All faculty members must accompany the students in the buses.
- ❖ Clerical and cafeteria personnel without private vehicles will be evacuated by bus.
- ❖ When the buses have arrived, we will dismiss classes to the bus loading zone in the designated.
- ❖ If evacuation is required, the St. Lucie County Emergency Operations Center (EOC) will notify affected schools. Please note that not all schools may be affected.
- ❖ Teachers and school personnel will assist students with the school's evacuation process.
- ❖ St. Lucie Public Schools will evacuate all affected students and school personnel to the St. Lucie County Fairgrounds, 15601 West Midway Road, Fort Pierce. In order that we may evacuate the area in a timely manner to ensure students' safety, parents may not pick up students at the school.
- ❖ Local radio and television stations will announce when and where parents can pick up their students.
- ❖ Teachers will man pick-up stations at the Fairgrounds and will account for and supervise students until parents pick them up.

### **Exceptional Student Education (ESE)**

West Gate K-8 provides a Free Appropriate Public Education (FAPE) with continuum of services in the Least Restrictive Environment (LRE) for each child. The teachers and staff at West Gate K-8 work collaboratively with parents to develop Individual Educational Plans (IEP's) with appropriate services and accommodations based on students' academic and behavioral needs. If you have any questions you may call: ESE clerk: 772-807-7608 or one of the ESE School Specialists at 772-807-5080 or 772-807-5081.

### **Family Educational Rights and Privacy Act**

## **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.
    - a. 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.

(3) 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.

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

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



\* \* \*

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 4204 Okeechobee Road, Ft. Pierce, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

## Field Trips

Students may participate in field trips only with written permission from their parents. For each field trip, a form is provided for permission with a space for parent/guardian signature. These forms must be signed by the parent/guardian and returned to the classroom teacher. Out-of-County permission forms must be notarized. Field Trips are an extension of the curriculum and attendance is a privilege. Repeated misbehavior and/or referrals will prevent your child from participating. If a child has more than one referral or engages in a serious offence from the time the letter is sent home until the day of the trip, the trip can be denied; final decisions are made by administration. Parents may not chaperone unless cleared as a volunteer. Siblings may not accompany parents that are chaperoning a school sponsored trip. Specific details regarding field trips will be sent home in advance of the trip.

Based on the St. Lucie County Student Code of Conduct, any student with a summative of 3 level points thru date of trip will be required to receive administrative approval prior to attending the trip. **NO REFUNDS WILL BE PROVIDED AFTER THE FIELD TRIP CUT-OFF DATE**

For example:

A student has 3 level 1 referrals (Level 1 + Level 1 + Level 1 = 3)

A student has 1 level 2 referral and 1 level 1 referral (Level 2 + Level 1 = 3)

A student has 1 level 3 referral (Level 3 = 3).

Parents who chaperone must be willing to ride the bus and be there to supervise on the way to and from the trip. Driving separately or leaving the group at the end of the trip to extend your stay at the location is **not** allowed. Student safety and supervision is the purpose of having chaperones and they are needed the entire trip, start to finish. Please consider this before volunteering to chaperone.

Although most field trips locations are open to the public, only approved chaperones are allowed to be with West Gate K-8 classes at the location. Parents who choose not to be chaperones may not meet the group at the location, join the group, or check their child(ren) out at the field trip location.

If your child needs any medication administered during the off-campus field trip, you need to obtain a Physician Authorization form from your school clinic or family physician. If your child has been receiving medication at school and the paperwork is in place, please ignore this request. This is for new medication or new requests for field trips. This form must be signed by both the physician and parent/guardian. This is St. Lucie Public School Board policy.

## Grading

### Uniform Grading System

In grades K-2, the indicators are:

4 (Above Standard)

3 (At Standard)

2 (Approaching Standard)

1 (Below Standard)

0 (Not Attempted)

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

Grade	Percent	Grade Point Average	Definition
A	90-100	4	Outstanding progress
B	80-89	3	Above average progress
C	70-79	2	Average progress
D	60-69	1	Lowest acceptable progress
F	0-59	0	Failure
I	0	0	Incomplete*
W	N/A	N/A	Withdrawn Dual Enrollment

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

### Calculation of Middle School Grades

#### Full Year

1st 9 weeks = 40%

2nd 9 weeks = 40%

Semester exam = 20%

Total First Semester

Grade = 100%

3rd 9 weeks = 40%

4th 9 weeks = 40%

Semester exam = 20%

Total Second Semester

Grade = 100%

#### Semester 1 / Semester 2 Only

1st 9 weeks = 40%

2nd 9 weeks = 40%

Semester exam = 20%

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

#### Full Year

1st 9 weeks = 35 %

2nd 9 weeks = 35%

Comprehensive State End-of-Course Exam = 30%

Total First Semester Grade = 100% \*

#### Semester 1 / Semester 2 Only

1st 9 weeks = 35 %

2nd 9 weeks = 35%

Comprehensive State End-of-Course Exam = 30%

3rd 9 Weeks = 35%

4th 9 Weeks = 35%

Comprehensive State End-Of-Course Exam = 30%

Total Second Semester Grade = 100%

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

A student with a disability, as defined by Sec. 1007.02(2), F.S. , for whom the individual education plan team determines that the end-of-course assessment cannot accurately measure the student’s abilities, taking into consideration all allowable accommodations, shall have the end-of-course assessment results waived for purposes of determining the student’s course grade and competing requirements for middle grades promotion.

### **Grade Point Average Calculations**

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

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

Grade Point Average Grade Given

3.51 - 4.0 A

2.51 - 3.50 B

1.51 - 2.50 C

.51 - 1.50 D

0 - .50 F

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

### **Pass (P) and Fail (F) Letter Grades**

PASS (P) or FAIL (F) letter grades, for which equivalent numerical grade point average values and percent as those outlined in (F.S.1003.437) cannot be ascertained, will be omitted when calculating the cumulative grade point average of students for class ranking. However, a course with a letter grade of PASS (P) will be counted as credit for the purpose of determining credit requirements for grade classification, participation in interscholastic extracurricular activities, and graduation.

PASS (P) and FAIL (F) letter grades, with equivalent numerical grade point average values and percent as those outlined in (F.S. 1003.437), will be included when calculating the cumulative grade point average of students for participation in interscholastic extracurricular activities, class ranking, graduation, and determining credit requirements for grade classification.

Upon receipt of PASS (P) and FAIL (F) letter grades for an identified student, a identified staff member for the receiving school shall request in writing an interpretation of the letter grades from the sending school district(s).

Written correspondence between the receiving school’s staff member and letter grades verification from the sending school district(s) will be placed in the identified student's cumulative folder for future reference.

### **Guidance - School Counseling Services**

West Gate K-8 employs full time certified school counselors. Counselors consistently monitor and enhance academic progress and achievement. They advocate for educational and career planning and strive to remove barriers to learning. School counselors are qualified to address the developmental needs of all students through a comprehensive school counseling program targeting the academic, career and social-emotional development of all students. School counselors are available by email or by appointment to discuss student issues with parents/guardians.

## **Health Screenings**

In accordance with Florida Statue 381.0056, St. Lucie Public School Schools, in cooperation with the St. Lucie County Health Department, will conduct health screening activities for selected student groups during the school year.

The screenings will include:

- Height/weight, which will include Body Mass Index(BMI) calculation for Grades 1, 3, & 6
- Vision and hearing screenings for Grades K, 1, 3, and 6
- Scoliosis screenings for Grade 6

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

## **Homeless Education (McKinney-Vento Act)**

If you lost your housing due to foreclosure and now live doubled-up with family or friends; in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; or in another type of temporary or inadequate housing, your child(ren) may be able to receive help through a federal law called the McKinney-Vento Act. Additional information is available in the front office or through our middle school counselor, our school's liaison.

## **Homework**

Research indicates that meaningful and realistic homework, along with parent support results in better student academic performance of students. Homework provides practice and support to concepts provided during the school day. It is also used to prepare for future concept acquisition and exploration of areas of interest for individual students through targeted or teacher –designed skill development. Homework assists in developing good study habits and responsibility. Parents/guardians can assist children with their homework by providing a quiet workspace with minimal distractions, plenty of materials, and supervision to ensure students stay on task. Parents/guardians are encouraged to verify completion of homework, but not to mask student difficulties by completing work for the child or correcting all practice sets. The direct involvement with homework should diminish as a child enters middle school and develops independent work skills.

\* All K-5 students are expected to complete 45 minutes on iReady Reading and 45 minutes on iReady Math per week.

## Honor Roll Grades 3rd through 8<sup>th</sup>

### Grades 3-5 Criteria

All "A's - NO B's in conduct; No P's	Principal's Honor Roll
A's & B's; No P's	A/B" Honor Roll

No C's, D's, or F's, in any class or in conduct

### Grades 6-8 Criteria

4.0	Principal's Honor Roll	<i>NO N's, P's or U's in conduct</i>
3.5-3.99	A Honor Roll	
3.0-3.49	B Honor Roll	

## Immunizations Requirements

Students may not enter school unless the school clinic has received proof of immunization on a Florida 680 form:

- 5 doses DTP (Diphtheria, Tetanus, Pertussis)
- 4 doses Polio vaccine
- 3 doses Hepatitis B (or 2 dose series)
- 2 doses MMR (Measles, Mumps, Rubella)
- 2 doses Varicella (required for K through 6<sup>th</sup> grade)
- 1 dose Varicella (Grades 2 – 5)

In addition to the above, incoming 7<sup>th</sup> graders are required to have **completed** the following before entering school:

- 1 dose Tdap Booster (Tetanus-Diphtheria, pertussis)

## Insurance

Your child will be provided the safest of school environments. However, an injury can result from an accident and Saint Lucie Public Schools does not assume liability in these instances. We encourage parents to enroll their child in the Student Accidental Insurance Program available through the school. Paperwork is sent home the first week of school.

## Lost and Found

All articles lost on the bus or at school will be turned into the Lost and Found area, located in the front office. Please label all coats, lunch boxes, and other personal items. All items remaining after the last day of school will be donated to a charity.

## Lunch Visits

Parents are always welcome to eat lunch. ***Parents must sign in at the front office to receive a visitor's badge and must check out through the front office upon leaving campus.*** If anyone other than the parent or legal guardian is having lunch with a child, a written note must be received in advance of the guest to be permitted to the auditoria. Please meet your child at the auditoria entrance to eliminate classroom interruptions. Please do not plan to visit the classroom or conference with the teacher when you are staying for lunch. Parents are invited to take their child only to the tables located outside at the picnic area. **Parents are not permitted to eat lunch at the auditoria tables.** In addition, parents

are ONLY allowed to have lunch with their children. Lunch is an appropriate time to foster social development among peers. We strongly encourage that you consider having lunch with your child for special occasions only.

## Make-Up Work

### K- 12

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

### Provisions

- Teacher will inform student/parent of work to be made up as specifically as plans will allow but is not expected to develop special assignments.
- Teachers are not required to accept incomplete work late, but often do. Be sure you are in communication with the teacher on his/her specific late or extra credit policies beyond the SLPS Make up Work Policy.

## Middle School Promotion Requirements

Beginning with the 2009-10 school year and thereafter students in grades 6-8 will use the course system by semester instead of a yearlong point system for grading. Students must pass each semester with a grade of "D" or higher in both semesters in the following core subject areas to be promoted to 9th grade:

- **Mathematics:** Three middle school or higher courses in mathematics. (Six Semesters) Each middle school must offer at least one high school-level mathematics course for which students may earn high school credit.
  - ❖ The Algebra I EOC will count for 30% of the student's grade.
  - ❖ The Geometry EOC will count for 30% of the student's grade.
- **English:** Three middle school or higher courses. (Six Semesters) These courses shall emphasize literature, composition and technical text.
- **Science:** Three middle school or higher courses. (Six Semesters)
- **Social Studies:** (Six Semesters), one of which must include the study of State and Federal Government and Civic education.
  - ❖ Beginning with students entering Grade 6 in the 2012-13 school year, one of these courses must be at least one semester of a civics education course that a student successfully completes in accordance with s.1008.22(3)(c). Students transferring in from out of state, private or home school during second semester of 8th grade are exempt from the Civics requirement.

Students who complete one of the required courses with a passing grade have met the successful completion requirements. In addition, the following options may be used as alternate documentation of successful completion of required courses:

- Student has successfully completed the course through a virtual school program or comparable computer-based program.

- Student has scored an acceptable level on subject-related state assessment or EOC.
- Student has completed the course through a summer or tutorial program.
- Student is a transfer student demonstrating mastery as outlined in Statute 6A-1.09942, State Uniform Transfer of Students in Middle Grades.
- Student has documented mastery of course requirements by receiving a passing grade on a final exam, semester exams, or an end-of-course exit exam.

Students completing eighth grade will be promoted to ninth grade following successful completion of the above requirements. Students will be retained in eighth grade if any of the above requirements are not met.

If a student does not pass a required core semester class in sixth, seventh or eighth grade, and does not meet one of the alternate documentation methods, parents will be notified that the student will not be eligible for promotion to high school and will be retained in 8th grade unless the courses are successfully completed through repeating a course within the school day or credit recovery options. Such notification must be provided at the end of each semester in which a student fails a core class.

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

#### **In Addition to the Four Core Subjects**

- Middle school students will receive instruction, in a selection of electives chosen from, but not limited to, reading, art, music, and foreign language. The scheduling of this instruction shall be determined annually by the School Board (F.S. 1001.40)
- Students enrolled in grades 6-8 must have the equivalent of one class period per day of physical education for one semester of each year (225 minutes).
  - *PE Waiver*  
Students in grade K-8 are eligible to waive the physical education requirement if they meet any of the following criteria:
    - The student is enrolled or required to enroll in a remedial course, the student 's parent indicates in writing to the school that the parent requests the student be enrolled in another course from among the courses offered as options by the school district; or the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement
- Students must complete one course with a career and education planning component. The course must be internet-based and customizable for each student. This research- based class will assist students in identifying educational and career options, as well as setting goals including an emphasis on entrepreneurship skills.
- The course may be taken during 6th, 7th or 8th grade.
- The course may be taught by any member of the instructional staff; and must include career exploration. The course must result in the completion of a personalized academic and career plan and emphasize technology or the application of technology in career fields.

The required personalized academic and career plan must inform students of high school graduation requirements, high school assessment and college entrance test requirements, Florida Bright Futures Scholarship requirements, state university and Florida College System institution admission requirements, and programs through which a high school student can earn college credit, including Advanced Placement, International Baccalaureate, Advance International Certificate of Education, dual enrollment, career academy and career themed course opportunities, courses that lead to national industry certification, and diploma designation.

Each student shall complete a personal education plan that must be signed by the student and the student's parent.

Students repeating a course for credit recovery may waive electives until the semester that they are back on track to meet promotion criteria.

For each year in which a student scores at Level 1 or 2 or identified levels as determined by the state on the mathematics portion of the state assessment, the student must receive remediation the following year, which may be integrated into the student's required math course. Students taking Intensive Math (1204000) can only count it one time as a math course during 6th, 7th or 8th grade even if the course is taken multiple times.

- Students in Grades 6, 7, or 8 who are not enrolled in schools with a middle grade configuration are subject to the promotion requirements of this section.

### **Middle School Course Recovery**

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

- Retaking the course through course recovery or participating in an on-line, competency-based course. The students will waive the right to an elective course and enroll in the appropriate remedial course(s):
  - On-line competency-based course in the evening or summer from home, if available.
  - Repeating the course at school during an elective period.

### **Alternatives to 8th Grade Retention**

An 8th grade student who has not met State requirements for promotion to 9th grade may enroll in a district 8-9 transition program at an alternative site (if funding is available) where the student will receive course work to complete middle school requirements and complete five (5) credits of 9th grade high school course work, entering high school in the first semester of the next academic year as a 10th grade student, under the following conditions:

- The student was not promoted to ninth grade as a result of failing one (1) semester of a core course but not more than two (2) semesters of core courses in grades 6-8,
- The student maintains good attendance, follows the Code of Student Conduct, and a commitment to academic progress is evident at the alternative site.
- The student and parent understand that the 8-9 transition program is a mandatory one-year program, and that, once enrolled, withdrawing prior to the end of the school year in June will result in the student's assignment to his/her zone middle school or K8 school for the remainder of the school year to complete grade 8. The student would then enter high school as a 9th grade student in the first semester of the next academic year IF the student meets 8th grade promotion requirements.

The above promotion requirements for middle school students also apply to students with disabilities following the Florida Standards and Next Generation Sunshine State Standards.



## **Mustang of the Month**

Each grade in K-2 will be given the opportunity to nominate two students, grades 3-5 will nominate one student and each homeroom teacher in grades 6-8 will be given the opportunity to nominate one student as “Student of the Month.”

In grades K-2 one student will be selected for Character Pillar; the other student will be selected for Academic Improvement. Students in grades 3-8 will be ONLY be recognized for “Character Pillar.”

## **Perfect Attendance (Grades K-8)**

Students who have obtained Perfect Attendance will receive a certificate for the nine-week period earned. Students with tardiness or early pickups will not be recognized for Perfect Attendance.

## **Pledge of Allegiance**

The Florida Legislature in the 1987 session enacted legislation requiring the Pledge of Allegiance to the flag be recited at the beginning of the day in every public elementary and secondary school in the state. According to the Pledge of Allegiance Act of 2007, a written request of a parent/guardian is necessary for a student to be exempt.

## **Positive Behavior Interventions & Supports (P.B.I.S.)**

To maintain a well-disciplined school, all members of the school staff, along with cooperative and supportive parents, must be concerned with consistent enforcement of disciplinary guidelines. School discipline is a learning process guiding students into patterns of desirable conduct. This establishes a school environment where students can receive an education commensurate with the expectations of society. West Gate will continue to implement the Positive Behavioral Intervention and Supports (PBIS) Program. PBIS is an approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS supports the success of ALL students.

**Mission Statement** – West Gate K-8 works to facilitate positive behavior in our students. Our mission is to increase instructional time through the development of effective, proactive and education-oriented interventions that result in a reduction of inappropriate behaviors by students. Positive Behavior Interventions and Supports is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environment. Parents are an important part of the school’s P.B.I. S. implementation. We encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior. Parents are asked to discuss the common rules and expectations and help us reinforce them. Children thrive when they have consistent, predictable expectations and consequences.

## **What Happens When A Student Follows the Expectations?**

The instructional educational plan can be implemented at its best when students all follow the expectations. Teachers are able to teach in an environment conducive to learning and students are able to learn in an environment that is comfortable and safe. Students earn Mustang Bucks when they abide by the expectations, which can then be used to earn special rewards. Some of the rewards are listed below:

- P.B.I. S. events that are scheduled throughout the school year
- Drawings for special gifts
- Sit with a friend in the cafeteria
- Special themed dress code days

### **Tiered Model of Support for Behavior**

Each intervention tier of the model defines the level and intensity of services required for a student to progress behaviorally.

**Tier 1:** Tier 1 is intended for all students and in all settings. It is preventative and proactive. At this level students learn the rules and expectations, and when a rule or expectation is broken, the student responds to a reminder or a consequence. These are minor violations of the Code of Conduct and don't occur frequently.

**Tier 2:** Students in Tier 2 are identified "at risk" behaviorally. Students at this level often repeat the same misbehaviors on a regular basis in multiple settings. At this level, specific behaviors are identified, and students are made aware of when they occur through a behavior chart. Students are given frequent feedback at this level as well as reinforcement for identified behaviors. The goal at this tier is to reduce the identified behaviors through rewards, consequences and feedback.

**Tier 3:** Students in Tier 3 are identified through examining discipline data over a period of time and are considered "at risk." Students at this level are not responding to the interventions used for Tier 1 or Tier 2. At this tier, the student receives very small group or individual counseling that addresses the identified behaviors and/or a behavioral intervention plan.

### **Procedural Safeguards for Students with Disabilities**

This documentation is available on the Saint Lucie Public Schools website. Go to the homepage then to the Exceptional Student Education Department, click on the Exceptional Student Education Policies & Procedures link.

### **Protection of Pupil Rights Amendment**

#### **SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA NOTICE OF PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h, affords parents certain rights for the protection of student privacy. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education ("ED") –
  - (a) Political affiliations or beliefs of the student or student's parent;
  - (b) Mental or psychological problems of the student or student's family;
  - (c) Sex behavior or attitudes;
  - (d) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - (e) Critical appraisals of others with whom respondents have close family relationships;
  - (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - (g) Religious practices, affiliations, or beliefs of the student or parents; or
  - (h) Income, other than as required by law to determine program eligibility.
  
2. *Receive notice and an opportunity to opt a student out of –*
  - (a) Any other protected information survey, regardless of funding;

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

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

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

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

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C, 20202-5901

## **Progress Reports**

Parents can monitor their child's progress through Skyward Family Access system. Please see main office staff to obtain your password and login.

## **PTO**

West Gate K-8's Parent Teacher Organization (PTO) sponsors family events as well as fundraising opportunities throughout the school year that support the School Improvement Plan. Parents/guardians will be notified of upcoming events throughout the school year in the Monthly Mustang or on their Facebook page. Any parent is welcome to join PTO by contacting the main office. All parents are invited to attend monthly PTO meetings.

## **School Advisory Council (SAC)**

School Advisory Councils (SAC) have been established in Florida public schools as the decision-making body for school improvement and accountability at the school level. SAC's primary mission is to write and monitor the School Improvement Plan. SAC members represent the ethnic, racial and economic community served by the school. Meetings are held monthly and all stakeholders are invited to attend and listen to the discussions.

## **School Closings**

In the event of a campus emergency, weather emergency or other unusual event that would necessitate the closing of school, the process and updates will be made available on the Saint Lucie Public Schools web page and the School Messenger phone system would be activated. In order for the School Messenger system to be effective, it requires that we have an accurate database with current parent contact information. Please notify the front office staff anytime you change your phone or email contact information.

## **School Day & Office Hours**

The school office is open Monday through Friday 8:00am -4:30pm. Early dismissal days, as designated by Saint Lucie Public Schools dismiss two hours earlier. The early dismissal office hours are 8:00-3:00 on early dismissal days. The school's telephone number is (772) 807-7600.

## **School Functions**

School functions and activities, such as picnics, parties, excursions, and similar activities, under the sponsorship of the school shall be chaperoned by adults. All adults must have completed on-line volunteer applications and be approved at least 2 weeks prior to the event.

## **School Improvement Plan (SIP)**

The *School Improvement Plan* is a state-mandated document written annually by the School Advisory Council, with input from all concerned stakeholders, and approved by the school's Advisory Board. The SIP outlines strategic goals and objectives aimed at improving many varied aspects of West Gate K-8. All staff members and parents are invited to attend SAC meetings to offer input for this important document. West Gate's K-8 SIP is available for viewing online.

## **Student Daily Planners/Ear Buds**

Daily planners are provided to all students in kindergarten through eighth grade. It is the parent's responsibility to review the planner nightly with his/her child. If the planner is lost, a new planner must be purchased. Replacement cost is \$5.00. Ear buds/headphones are suggested for all K-8 students. Ear buds may be purchased at the school store.

## **Student Placement**

Class assignment will be made according to the same demographics that were adhered to during the enrollment process. Academic performance will also be used in making class assignments. Parent requests will not be considered.

## Student Progression Plan

West Gate K-8 School will follow Saint Lucie Public Schools *Student Progression Plan*. The plan clearly defines state and district grade-level proficiencies, grading criteria, and promotion and retention criteria. Please refer to this document (available online) for more information.

## Student Records

All student record requests by a parent and/or guardian shall be honored within three business days. No request will be given without proper identification (i.e. driver's license).

## Technology/Internet

At West Gate K-8, students are able to utilize various technological resources as provided by the classroom teacher. Students must adhere to the following guidelines for computer use:

- Access educational material with teacher permission (Do not access non-educational material for personal purposes, and restrict from displaying offensive messages or pictures)
- Handle all hardware with great care (Do not damage computers or treat hardware carelessly or roughly)

If any student breaks any of these guidelines, depending on the nature of the infraction or the cumulative number of infractions, continued use of the system will be in jeopardy and consequences will be enforced as indicated in the *Student Code of Conduct*. Parents will also be charged for intended damage to technology. The new policy for student computer responsibility, network and internet use is included in the revised Code of Conduct.

## Telephones

General use of the office telephones by students is discouraged. No phone calls should be allowed for missing assignments, musical instruments, lunches, or after school plans. A teacher may send a student to the office with a note authorizing use of the phone when necessary. Telephones throughout the school may not be used by students unless authorized and supervised by staff. Teachers will encourage students to come to school prepared and to make social and transportation plans ahead of time. Please refer to the section in this document regarding "cell phones."

## Textbooks

All are issued free of charge to students. Families will be charged for lost or damaged textbooks.

- Damaged/Lost books will be assessed and charged individually

New Book – 1-year	Replacement cost 100%
2-3 years	Replacement cost 75%
4 years or more	Replacement cost 50%

## Third Grade Promotion Requirements

Mandatory retention is necessary for third grade students who score Level I on the state FSA ELA assessment unless they qualify for Good Cause exemption.

### Good Cause Exemptions:

1. The student is a Limited Proficient (LEP) student who has less than two years of instruction in an English for Speakers of Other Languages (ESOL) program.
2. The Individual Education Plan (IEP) indicates that participation in the statewide assessment program is not appropriate for the student.
3. The student has demonstrated an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education (SAT-9 or SAT-10)
4. The student demonstrates through portfolio, that he or she is reading on grade level as evidenced by demonstration of mastery of the ELA Florida Standards equal to at least a Level 2 or the identified state level for performance on the state ELA assessment.
5. The student participated in the state assessment and has an IEP or Section 504 plan that reflects the student has received intensive remediation as required by Florida law for more than two years but still demonstrates a deficiency in reading and has been retained once in either kindergarten, first, second or third grade.
6. The student has received intensive remediation in reading as required by Florida Law for two or more years, but still demonstrates a deficiency in reading and has been previously retained in either kindergarten, first, second or third grade for a total of two years.

Retained students must be provided intensive interventions in reading to ameliorate the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention must include effective instructional strategies, participation in summer reading camp, appropriate teaching methodologies necessary to assist those students in becoming successful readers, able to read at or above grade level as indicated by the score on the state ELA assessment or SAT-10 and able to be promoted to the next grade.

Intensive Interventions may include:

- a minimum of 90 minutes of daily, uninterrupted, scientifically based reading instruction
- small group instruction
- reduced teacher-student ratio
- more frequent progress monitoring
- tutoring or mentoring
- extended school day, week or year
- summer reading camps
- State law requires that teachers of retained third grade students meet "highly effective" criteria. The Board will make every attempt to comply with State statute in the employment of instructional personnel for the retained third grade students. Additionally, students must be provided at least one of the following:
  - Supplemental tutoring in addition to the regular reading block which could be before and/or after school
  - read-at-home plan
  - a mentor or tutor with specialized reading training

## **Toys, Electronic Devices, Games and Playing Cards**

These items, and any other items that may prove a distraction to the educational process, are not allowed during instructional time. This includes fidget spinners and cubes. If students bring these items to school and they are lost or stolen, the school is **NOT** responsible for replacement.

## **Valuables**

Parents/guardians are urged to see that students do not wear valuable jewelry or bring large amounts of money to school. School staff will take due care to help guard against loss of personal belongings but will not bear responsibility for any loss. Please label your child's personal belongings and clothing so that lost items may be returned quickly and with the least amount of lost class time and hurt feelings.

Found articles are kept in the Lost & Found located in the front office. All unclaimed articles of clothing will be donated to a charity at the end of each semester. Please be sure to periodically check *Lost & Found* for missing items.

## **Visitors**

In an effort to continually improve the safety and security of your children, St. Lucie Public Schools will use a system called **RAPTOR**. All campus visitors, including parents and alumni, will need to provide their driver's license or military ID to the front desk for the duration of your visit. The Raptor system accesses a national database, preventing anyone who should not be on our campus from gaining access. No one will be on campus without a picture ID badge printed by the Raptor system. Upon leaving campus, visitors must check out through the front office. The first time you submit your ID, this sophisticated system takes about one minute to process. We will not require Raptor badges for morning drop-off; however, we encourage you to stop by and process your ID if time requires. Thank you for your patience as we implement this important new security procedure for our campus!

Providing a safe school environment is one of the school's major goals. Frequent inspections by the State Fire Marshal, environment specialists from the health department and university personnel help to ensure a safe environment for the students. The school's safety officer is charged with identifying areas of concern and monitoring status of safety issues. The following procedures have been developed to help provide a safe, orderly environment for the students:

1. Unless otherwise specified, ALL VISITORS MUST REPORT TO THE MAIN OFFICE BEFORE ENTERING THE SCHOOL. This includes, but is not limited to volunteers, parents, family members, service personnel, and guests.
2. Visitors and volunteers must sign in, provide a photo ID, and wear an official name tag while on campus. Parents and visitors are only given permission to visit the area of the school they signed in to visit. School personnel will report to administration all unauthorized visitors on campus.
3. Parents reporting for conferences must also check in at the front office and wear an official tag.
4. Parents must not visit classrooms unless a conference is scheduled. If parents wish to visit, contact the teacher concerning the requested visit. Teachers may not be immediately available, and visitors will need to schedule an alternative time. You are invited to visit the school; however, you must notify us 24 hours in advance if you wish to visit a classroom or schedule meetings with teacher (This is a district policy as negotiated with the Classroom Teachers' Association.) Meetings with Administration should be scheduled through the Executive Secretary.
5. Official tag must be displayed on the upper chest area during the entire visit. Upon leaving campus, visitors must check out through the front office.

**By signing in via the RAPTOR System, you acknowledge that you have read and understand the St. Lucie Public Schools Visitor's Policy.**

## **Volunteers**

- **On-line volunteer applications should be filled out and signed every year.**
- Volunteer applications should be submitted on-line at least one week in advance of chaperoning field trips/events on campus.
- All volunteers must have clearance in order to participate with and/or accompany West Gate students on field trips.
- All volunteers will have background checks through St. Lucie County as well as the State of Florida Department of Law Enforcement.
- Parents will need to adhere to the statement of understanding in order to maintain their status as an active volunteer.
- Volunteers will only volunteer in the area to which they are assigned.

## **Withdrawal of Students**

The parent or guardian shall notify the school at least a week in advance of a student's withdrawal. Parents will be made aware of any books or materials that must be returned or of outstanding accounts to be paid. The students' records will be forwarded to the new school upon receipt of that school's request. Student records may not be released until outstanding fees have been paid to West Gate K-8. All student record requests by a parent and/or guardian shall be honored within three business days. No request will be given without proper identification (i.e. driver's license). After a student has withdrawn, they will not be able to re-enter without having to go through the school assignment process.

## **Zero Tolerance**

Drugs, alcohol, tobacco, weapons, and fighting on this campus or at school-sponsored events will not be tolerated. Such inappropriate behavior will result in immediate suspension, possible expulsion for a period of up to two (2) years and the potential for arrest. A student may possess a wireless communications device while on school property or attending a school function, but such device must be inactivated or "OFF" during all classes and other participatory functions. Any disruptive, harassing, or other inappropriate use of a wireless communications device shall be cause for disciplinary action under the heading, including confiscation of the device. The use of a wireless communications device shall be cause for disciplinary action and/or criminal penalties if the device is used in a criminal act.