

**Robert Louis Stevenson Elementary School of the Arts
1450 Martin Blvd.
Merritt Island, Florida 32952**



Parent Handbook

Updated 9/5/2024

Vision: Exemplify excellence in cognition, character, and creativity.

Mission: To inspire students to strive for excellence through a rigorous, academic, and arts-integrated curriculum in a safe, equitable learning community.

School Session Time:

*Monday through Thursday from 9:00 A.M. – 3:30 P.M.
Friday 9:00 A.M. – 2:15 P.M.*

School Office Hours are Monday through Friday from 7:30 A.M. – 4:00 P.M

Office Phone Number (321) 454-3550

Office Fax Number (321) 735-9760

Dear Parents,

Welcome to **Robert Louis Stevenson Elementary School of the Arts**. The entire school staff is looking forward to an exciting and creative school year. We anticipate year-long, successful experiences that will be the foundation upon which we build our future. Our faculty will be dedicating themselves to implementing the key components of Robert Louis Stevenson Elementary School of the Arts. We are committed to providing a quality education for all students. At Stevenson, our goal is to exemplify excellence in cognition, character, and creativity!

We strive to maintain excellence by:
setting high standards of achievement for all students,
providing all students with enrichment opportunities,
establishing ongoing, targeted training for our faculty, and
encouraging parental involvement and cooperation necessary for success.

Please review the **Robert Louis Stevenson Elementary School of the Arts (RLS) calendar FOCUS,, this RLS Handbook,** and the **Brevard County Elementary Code of Student Conduct** to become familiar with policies and procedures that pertain to Robert Louis Stevenson Elementary School and other Brevard Public Schools. Please don't hesitate to call us with any questions you may have.

Sincerely,
Tiffany Fleeger, Principal

School Hours

Our school hours are 9:00 am to 3:30 pm for all children. Office hours are 7:30 am – 4:00 pm. Children may not arrive on campus before 8:30 am. Parents are responsible for supervising their child if they come to school before 8:30 am. Many faculty and staff meetings are held before 8:30 am.

Visitors

Parents are visitors and/or volunteers. In either case, he or she must sign in the front office where a badge will be issued to wear on the shoulder area. You are not permitted to enter any of our three buildings without first receiving a badge to wear, being acknowledged by our staff, and stating the purpose of your visit. You will be escorted to any and all parent/teacher conferences by personnel. Please understand that this system is in place for the safety of all at our school. For the safety of our students, visitors are not allowed to wander the building unattended before, during, or after school.

Prior to departing the campus, all visitors and volunteers must sign out of the electronic visitor/volunteer system and submit his/her badge to the office personnel. This policy is essential to account for all non-personnel individuals on campus during emergency situations and to document an accurate accountability of each volunteer's credited hours.

Absences

We shall require a written notice from Parent/Guardians directly following absences from school, stating the date and reason for the absences. If a physician sees your child, please get an excusal note from them. In addition, you can help us by calling the school office when your child is ill or needs to be out of school for more than 2 days. Please do not delay in turning in these important documents. It impacts our monthly attendance report from the district and an abundance of absences may impact your child's ability to remain at Stevenson. The Focus system will also send automated emails as absences reach certain levels.

District Policy

Stevenson follows the District Policy with regard to absences. In accordance with Florida Statute and with district policy: Each parent/legal guardian of a student within the compulsory attendance age of six (6) to sixteen (16) is responsible for the student's school attendance. Absences shall be reported to the school by the parent/legal guardian or adult student as soon as practicable. **Kindergarten students** must be in attendance for a minimum of 162 days, as a criterion for progression to first grade. The principal designee may, in consultation with the teacher, deny promotion based on this criterion.

Tardiness

Please encourage your child to develop the good habit of being on time. If a child is tardy, s/he must report to the office with their parent, sign in with the student's ID number, state the reason they are late, and pick up a tardy slip before heading to class.

Excessive tardiness (five in a grading period or nine in a semester) will be brought to the attention of the Principal. The school will make the parents aware of the problem.

Travel and Safety

The safety policies for pick up and drop off of students will be strictly enforced in order to ensure student's safety at the Robert Louis Stevenson Elementary School of the Arts. The cooperation of all drivers is expected and appreciated. Parents must arrive on time with their children to school and adhere to the speed limits in school zones. Students not picked up by 4:00 pm will be escorted to the BAS program and fees will be encumbered.

Student Supervision on School Site

No student, at our school, is to remain outdoors at dismissal time unsupervised. If a parent does not pick up on time from the main campus or from Penguin Walk, the student will be sent to Child Care and charged the appropriate fee. Safety is a concern regarding this matter. We follow these procedures in accordance with Florida Statute.

Parent/Guardian Guidelines to Promote Child Safety:

- All Parent/Guardians should set a definite time by which children are expected home. If a child is unusually late, Parent/Guardians should contact the school.
- Parent/Guardians should be sure children know their full name, address, and the telephone number to call in order to reach a Parent/Guardian or other responsible adult.
- All Parent/Guardians and children should know the route used to and from school. Children who walk or ride bikes should travel under the buddy system. Never Alone. Students should have a plan during inclement weather.

Car Loop

- Follow the Robert Louis Stevenson Elementary School of the Arts traffic plan for loading and unloading cars and vans. The speed limit in the car loop is 5 MPH.
- No motor vehicles are allowed to park in the car/bus loop area. There is only one designated loading and unloading area. The car loop is on the south side of the building.
- Get in and out of the cars at curbside only.
- Parents and children may not cross the driving path.. For safety, please use the appropriate designated crosswalk by the red Bookbox.

Car Pick-Up

Please be sure to place your pick-up Number in the windshield area of your car. Even if you only pick up your child on rare occasions, this ensures that we place students in their appropriate vehicle. This will greatly speed up dismissal and provide an extra safety measure to this process. Parents may not leave

their car when in the car loop. Park your car in the parking lot and utilize the appropriate crosswalk if you must get out of your vehicle.

If your child is being picked up at dismissal time, they must be picked up by 4:00 pm at the school's campus or 3:45 pm at Penguin Walk. Students not picked up by 4:00 pm will be escorted to the BAS program and fees will be encumbered. Due to childcare policies with adult to student ratios, we may ask that you find an alternative means for caring for your child if the school cannot accommodate your being late for pick up. It is the parent's responsibility to pick up their child on time.

Parking

Parking a motor vehicle is only permitted in the parking lot. The parking lot includes the grassy area at the south entrance/exit gates. At times where events have a large attendance parents and visitors will be directed to park in specific areas of the campus. Please be courteous of our neighbors and do not park on their lawns or in their driveways. They matter to us! Where you park matters to them. There is no parking in the bus loop when buses are picking students up or dropping students off from field trips.

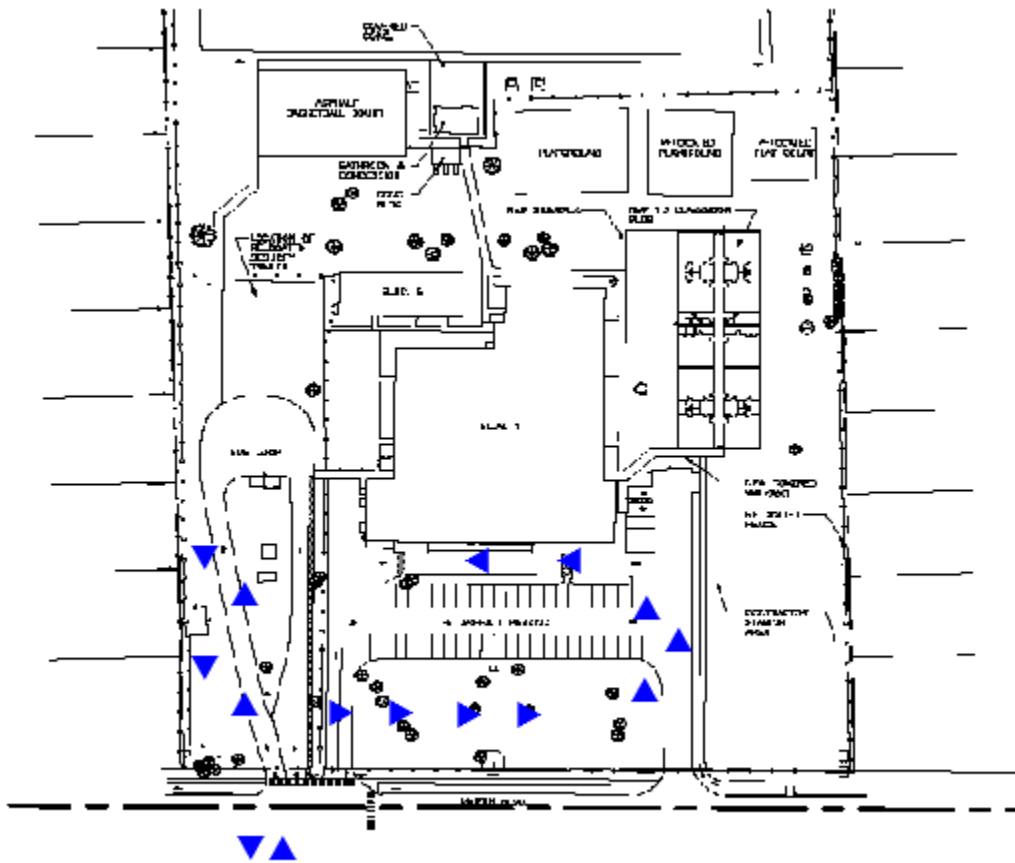
Walkers

- Wait for an adult/crossing guard to cross students from R.L.S. Campus. R.L.S. students may not cross the parking lot or bus loop unattended.
- Use sidewalks. NEVER WALK ALONE and follow pedestrian safety rules.

Bikers/Skaters/Scooters

- Wait for an adult/crossing guard to cross students from R.L.S. Campus whenever possible.
- Follow bicycle safety for riding on sidewalks or streets. Travel with a friend.
- Park bicycle in the bicycle rack area for security and safety.
LOCKS ARE REQUIRED FOR ADDITIONAL SECURITY. The school does not take responsibility for stolen bicycles or for improperly locking them. R.L.S. students may not ride their bike on school grounds. They must be walked to the sidewalk on Martin before boarding them.
- Skates, ripstiks, and scooters are not to be used on school grounds.
- If the person that you have designated for pick up is unknown to us and does not have a car placard, we will request to see the driver's license.

Car Riders



Penguin

Penguin

available as an option for dismissal. Students taking part in Penguin Walk will walk from the back field of the school to Kelly Park West. In order to pick up a student from Penguin Walk, an individual must be on the designated pickup list. Dismissal ID Number will be provided to facilitate the dismissal process.

Walk

Walk will be

Supervising administrators and teachers will guide students towards a designated area. Each teacher will be responsible for a set of students, and they will dismiss students when the pick up number is presented. If the number is not presented, an ID check will occur to verify that the individual picking up the student is on the designated pickup list.

On regular school days, Penguin Walkers will arrive at Kelly Park at approximately 3:30, and the dismissal service will end at 3:45. On early release days, the students will arrive at Kelly Park at approximately 2:20, and the service will end at 2:35. If by this time any students have not been picked up, they will return to the school and can be picked up at the Front office.

The front office staff must be notified if there is a change in dismissal for a student. The front office must also be informed of any individuals needing to be added or removed from the designated pickup list for a

student. **If your name is not on the designated pickup list, you will not be allowed to pick up a student from Penguin Walk.**

Student Check Out

To ensure your child's safety the following procedures have been established for any change(s) in your child's dismissal from school:

- Students will not be allowed to leave school prior to the normal dismissal unless the Parent/Guardian comes to the school and checks out the student through the front office. Parent/Guardian will be asked by the office staff to show photo identification when signing students out of school. Parents/Guardians may be asked additional student identification questions.
- All changes in departure are to be in writing.
- In order to reduce congestion in the front office, no student will be checked out during the last 30 minutes of the school day unless it is a critical emergency.
- According to School Board Policy, students are released to the Parent/Guardian listed on our records only. A Parent/Guardian must give advance written notice to the school when requesting a child to be released to someone other than the designated person(s). That individual **MUST** be added to the registration form indicating they have permission to check out your child.
- Dismissal (Please remember the following guidelines):
 - A written note with clearly stated directions should be given to the child's teacher and the front office.
 - A teacher must be notified of any change in transportation in writing along with the front office no later than 12:00.
 - Teachers or office staff **cannot** accept any verbal statement about where the child is to be going. It must be in writing.
 - Students will not be sent to wait in the front office for early pickup. They must remain in class until the Parent/Guardian is present in the front office. Parents need to remain patient while their student gathers his or her belongings. Please plan on this taking time.
 - When changes occur at the very last minute without advanced notice, we will do our best to honor your request; however, it is sometimes not possible to do so when so much is going on simultaneously. As a parent, you need to notify the teacher and front office early in the morning or the day before a schedule change. You must do so in writing **ONLY**. We do not advise email because we cannot be certain when it is read. No verbal requests are acceptable.

Inclement Weather

- In times of **severe weather**, children may be held in the classroom by their teacher or the front office to avoid dangerous conditions. Parents need to be patient while waiting for dismissal. Teachers and/or front office will dismiss children when conditions improve.

- In times of severe weather or saturated fields and paths, Penguin Walk may be canceled. Communication of a cancellation will be through an automated system through FOCUS. You will receive a text notification. It is imperative that your contact information be accurate and up to date.

Teacher Placement (There are no requests for teachers)

It is the responsibility of the Principal of the Robert Louis Stevenson Elementary School of the Arts to assign students their teachers each school year. A variety of factors are considered which include balancing class size by gender, ethnicity, and other academic, social and emotional needs of the child.

Parents who have specific information about their child, which they feel is pertinent to class assignments, may provide information to the Principal in writing. All such information needs to be provided on or before June 1st of the upcoming school year. However, the FINAL placement of the student is solely determined by the Principal as is expressed in School Board Policy.

As a fixed-enrollment school, all available seats are taken in each classroom. Therefore there are NO classroom placement changes available as we are required to meet Florida Statute regarding class size.

School Telephone System

The Robert Louis Stevenson Elementary School of the Arts has an automated attendant/voice mail telephone system. When you call the school, you will hear a brief message and directions on how to speak to the office, leave a message in voice mailboxes, or listen to a menu of school information. Direct access to teachers will not be available during the instructional day as they are busy with the instruction of their students.

All urgent messages from parents to students regarding changes in dismissal plans or other family emergencies should be given directly to the front office personnel. Sudden changes in dismissal procedures, does not guarantee that the school is able to carry out your wishes. Phone calls must accompany changes in writing early in the school day.

Clinic

Children who are ill or injured will be brought to the clinic and made comfortable. Children will be returned to the class after they are treated or have rested in the clinic for 10 minutes. Parents will be contacted and asked to pick up children with elevated temperatures, upset stomachs and injuries not treatable with band-aids. If you cannot pick up your child, he or she will be sent back to class. They cannot remain in the Clinic for more than 10 minutes at a time.

Communicable Health Issues and Sick Days

School policy requires that children with head lice, scabies, ringworm, or impetigo be treated with proper medication before being admitted to school. In order for a student to be excused from school, it is the

responsibility of the parent to get a doctor's note and submit it in a timely manner to the front office. (Please note the 9 day attendance rule.)

Kindergarten Immunization Records – Florida State Statute 1003.22 Students must be five years of age and proper documentation must reflect this by submitting a copy of Child's birth certificate. Immunization records must be on file at school. Parents must comply with the Florida Statute or the child will not be enrolled in school. All physicals must be current and completed for incoming Kindergarten students prior to the first day of school.

Medication

Prescription medication will only be administered as approved by a physician. The parent must give written permission to the school office, including an explanation of the necessity for medication during the school day and/or for the student who may be away from school property on official school business. The principal will designate person(s) to be responsible for accepting and administering the medication. The designated person(s) will complete a medication log for each student when medication is administered. Medication will be stored properly in the ORIGINAL CONTAINER UNDER LOCK AND KEY. Medication may be left at the school overnight in cases where the physician and parent request frequent and prolonged dosage requirements. At the end of the school year parents must pick up prescriptions in person. Non-prescription, over the counter medication will be administered in the school clinic under the following in its original container. Dosage cannot exceed manufacturer's recommendations: A doctor's note must be provided for over the counter medication as well.

- A doctor's prescription will be required if medication is to be administered for any period exceeding ten days in a school year.
- Training programs directed by the school Principal, designee, and Brevard County Health Nurse will be conducted for those authorized to administer medication.
- Medication shall not be carried on a student's person in the school except as approved by the Principal with a Doctor's prescription.
- Proper disposal of unused medication shall be the responsibility of the Principal.

Please use the "Parent Request for Administration of Medication by School Personnel" form available in the school office.

In the event that a student has been hurt and will need accommodations to programming, (e.g. broken arm, cut with stitches, etc.) it is necessary for the parent to send in information from the doctor regarding the student's limitations in movement and participation in PE and recess.

Study Trips

1. Teachers will notify parents in writing prior to each study trip; and if parents do not want a student to attend, they will notify the school in writing.
2. Parents must complete a Field Trip Permission form for their student(s) to participate in a study trip. Out of county field trips require a signed permission and Notary.
3. Parents are asked to help with the expense of the study trips.

4. When traveling by bus to a study trip, parents who are designated as chaperones may not drive their own vehicles to and from the field trip and may not transport students.
5. ALL students must ride the school-designated mode of transportation both to and from the study trip destination.
6. Parents who are official chaperones may not bring siblings on the field trip due to liability issues.
7. Video, audio recording, and/or still pictures of students, other than a person's own child, are not permitted. We must ensure student privacy & safety at all times.

Study Trips & Volunteers

R.L.Stevenson will follow district guidelines when involving chaperones for Study Trips by having one (1) chaperone for every six (6) students OR amounts that are dictated by the trip venue. A parent indicating their desire to be a chaperone does not necessarily mean that they will be selected. The process that Stevenson uses creates equity and fairness for all parents. All volunteers who are registered and recommended by the staff because of reliability and responsibility will also be taken into consideration. A chaperone will only be allowed to attend one (1) Study Trip per year unless there are too few volunteers wishing to attend. Parents are not permitted to "show up" at the location of the study trip and join any of the student groups. Students are assigned to a designated group by the teacher. Parents are not permitted to change students from one group to another. All chaperones must attend a training seminar offered by the Teaching Staff Representative. There are NO exceptions and these seminars are offered during normal school hours. Should many parents apply, a lottery will take place. There are no guarantees if one applies to be a chaperone that they will be chosen through the lottery process.

Individuals who wish to be considered as a chaperone for a study trip must be registered as a volunteer. Our school district has strict policy about what a registered volunteer is.

Major Duties and Responsibilities:

- Any parent acting as a chaperone agrees to monitor and be responsible for a specific number of identified students
- The chaperone is to care for those select students under their charge under the specific direction (Study Trip Orientation Meeting) of the classroom teacher or staff member. Being able to work cooperatively with others is essential.
- The Office of Public Safety conducts FDLE/FBI checks on all registered volunteers. Law enforcement routinely checks with Law Enforcement and the Sheriff's Department so see any pending charges or convictions conducted on all individuals. Therefore, screenings and monitoring of all school volunteers are essential.

Grade Level Performances and a Sibling Outside of the Grade Level Attending during a Regular School Day Schedule

Grade level performances occur regularly during the school year. Parents who wish to have a sibling present to watch their other child's performance must put the request in writing and forward it to the classroom teacher and the front office. Once this has been communicated, this will be recorded on the child's record as absent from school or as an early dismissal from school.

School Lunch

A healthy cafeteria environment requires:

- Walking only.
- Good Manners.
- Eat first and socialize after. Parents should provide their child with easy to open containers if they choose to bring lunch from home.
- Leaving tables and floor clean. Students are responsible for picking up their messes!
- Keeping all lines quiet and orderly.
- No food may be sold, traded, or given away. Students must never share food due to allergies that others may have.

Students may purchase a hot lunch for \$2.50 a day. (free/reduced lunch applications are available).

Money may be brought daily or lunches may be paid for in advance. Please visit

<http://www.mypaymentsplus.com/> to review meal account balances and make online payments.

Prepayment can be made in any amount. Cash accounts are available for students who wish to purchase a-la-cart items.

Should your child forget to bring their lunch money, the cafeteria will extend credit up to two times. After the 2 credits and a child forgets their lunch money, they will receive an alternate meal. A-la-cart policy is that students may purchase daily menu items with other school baked and packaged items, however, to purchase a-la-cart items a student must first purchase a school lunch or bring a bag lunch from home. Only two (2) a-la-cart items may be purchased. All items must be purchased while going through the lunch line.

Robert Louis Stevenson Elementary School of the Arts breakfast will be offered each morning from 8:30am - 9:00 am. All students are eligible to receive free breakfast.

Parents are reminded that car loop drop off in the morning is from 8:30 am until 9:00 am. Parents are expected to stay with their child until the doors of the building open. All parents must sign in to enter the building through the front office. They are not permitted to walk in with their child.

Communication

1. Conferences can be made by writing or calling the teacher at school for an appointment.

2. Robert Louis Stevenson Elementary School of the Arts must have a telephone number and name of the person to call in the event you cannot be reached in an emergency.
3. Parents will be contacted to participate in students' successes, resolve potential difficulties and co-council their child in a crisis situation.
4. The R.L.S. Teachers prepare Newsletters to send through email to keep you updated on school events, activities, and related school news. Volunteer Organization newsletters are also sent during the school year. The Principal Message is sent via telephone and email each Friday to celebrate the week's events and remind families of upcoming items.
5. Conferences with your child's teacher are required each year. Parent/Teacher/Student conferences are critical components in the overall academic program at Robert Louis Stevenson Elementary School of the Arts. The classroom teacher will schedule a conference with you each nine weeks or as needed. Teachers input grade information on Focus on a regular basis. Parents may pick-up log-on information for Focus in the front office. Identification is needed to pick up this information.

Wireless Communication Device Policy & Procedure

RL Stevenson follows the School Board Policy to maintain the integrity of the learning environment as a priority.

- Students will be permitted to have cell phones in their possession (in their backpack) throughout the school day. However, cell phone/Smart watch use will only be permitted before the first bell and after the last bell of the day, but not on school campus except with permission by administration. No cellphone use is allowed in car loop at pickup time. No cell phone use allowed on Penguin Walk. No cell phone use is allowed to capture, record, and/or transmit audio and/or pictures/video of individuals at any time.
- Students MUST have their cell phones turned off during the school day and in their backpack; cell phones shall cause no disruption.
- During the expressed time when cell phones are allowed to be on and in use, students are encouraged to keep their phone on a "silent" mode, should that telephone option be available.
- Cell phones will not be visible during the instructional school day.

Should a student be observed using a cell phone/Smart watch, or a cell phone rings during the school day, discipline action will include, but is not limited to, an office referral and confiscation of the phone/watch. Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time as determined by an administrator.

- Student cell phones ringing in class will result in confiscation of the phone and disciplinary action.
- Should confiscation occur, the phone will only be returned when retrieved by a parent or guardian.

During times of testing and other student evaluations, teachers may request that students remove their cell phone/Smart watch from their possession, reducing the possibility of compromised test security.

Fire Drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingencies, there will be absolute **ZERO TOLERANCE** on cell phone use.

STUDENTS MUST HAVE A STUDENT/PARENT CONTRACT ON FILE TO CARRY A CELL PHONE ON CAMPUS. WITHOUT THE CONTRACT, THE STUDENT WILL NOT RECEIVE A WARNING SHOULD THEY BREACH THIS POLICY, BUT WILL BE SUBJECT TO OTHER DISCIPLINARY ACTION.

Uniform Policy

School Board Policy

Brevard School Board Policy 5511 states: The standards of appearance for pupils shall insure that the pupils be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools.

Robert Louis Stevenson Elementary School of the Arts Uniform Policy

Students are required to wear the official school uniform to Robert Louis Stevenson Elementary School of the Arts by the assigned vendor (Sir Walter, Inc.).

Rationale

The benefits of wearing our school uniform include:

- Improves group behavior
- Encourages pride
- Develops more self-confidence and discipline
- Increases focus on schoolwork
- Instills a sense of belonging.

Uniform Components

It is required that uniforms will be purchased **from the designated vendor**. ***Sir Walter, Inc. 500 S. Plumosa St., Merritt Island (321)459-0646*** (Substitutes and “look-a-likes” are not permitted.) The school uniform core components for R.L.S. consist of:

- **Boy Bottom** – Khaki shorts or pants (from vendor only).
- **Girl Bottom** – Khaki shorts, long pants, Capri pants, Jumper or skorts (from vendor only)
- **Boy & Girl Top** – Short or long sleeve polo shirt in maroon or light blue with school emblem. White Peter Pan Blouse or Stevenson polo shirt must be worn under the jumper.
- **Colored shirts** are not permitted under uniform shirt. White long sleeve shirts are permitted under uniform shirts.
- **Cool Weather Wear** - When outside, students may wear a jacket or sweater of any color. Once inside, the jacket or sweater must be removed. A solid navy-blue jacket or sweater (may be purchased from any vendor) may be worn inside the classroom. A **navy cardigan, hooded sweatshirt, or fleece jacket** with logo from previous vendor may also be worn.

- **Brown or black belt** must be worn with all shorts and pants that have been made with belt loops. Elastic waist pants/shorts do not require a belt.
- **Kindergarten Students** are not required to wear a belt.
- **Shoes or sneakers** must be closed toed and cover the entire foot. No sandals, flip flops. No open back shoes. No sling back shoes. No high heels or platform shoes. No boots. Shoes or sneakers with lights or that light up are not permitted. Shoes must be appropriate for physical education classes and dance classes. Shoes must be tied at all times.
- **Other Accessories** – solid white or black socks must be visible. White or black tights are acceptable. Hair accessories (headbands, scrunchies, or hair bows) in solid white, other pastel colors are acceptable. Cat ears, unicorn horns, etc. headbands are not permitted.
- **Girls Jumper**

General Appearance

School uniforms are expected to fit the student appropriately, be cleaned on a regular basis, and cannot deviate from the color choice, style, or fabric.

- Tops need to be tucked neatly into bottoms.
- In cold or rainy weather, a student may wear any appropriate outer garment to campus. Once in class, the garment will be removed, and the student will be in uniform compliance.
- To maintain the integrity of the school uniform, jewelry should be modest and appropriate. Adornments to the uniform are not permitted.
- Hats may not be worn to school except on days when there is inclement weather. The hats may not be worn in the classroom.
- The school may designate special non-uniform days; however students must follow BPS dress code. Dress requirements for these days will be sent to parents in advance. Scouts may wear their uniforms on the days they have a meeting immediately after school.

All students must remain in uniform until such time that they are no longer on campus.

Adherence to Uniform Policy

When a student is out of uniform and in violation of the Parent-Student-School Agreement, the following will occur:

- The parent will be contacted and given the opportunity to bring the appropriate uniform component to school.
- If the student remains out of uniform, a written warning notice will be sent to the parent.
- The third written notice will result in an office referral. The consequences for office referrals are outlined in our School Discipline Policies.
- Each subsequent violation will result in an office referral.

Character Campaign

Stevenson will adopt a character education program, which will become the basis for expectations of student behavior. The program will include a core set of values, which may include but are not limited to Courage, Respect, Responsibility, Citizenship, Gratitude, Resilience, Kindness, Initiative, Perseverance,

and Cooperation. This Campaign includes all items on the Parent-Student-School Agreement. Parents are expected to model the same behaviors on school campus.

Classroom Interventions

Classroom teachers are expected to implement and monitor the Character Campaign.

Each teacher will create their own written classroom plan and procedures for incorporating the Character Campaign.

Classroom intervention steps include:

- a) Several attempts to counsel/talk with student
- b) Possible referral to peer mediation
- c) Parent/guardian contact/conference
- d. Zero behavior form informing parents of student behavior.
- d) Individual behavior plan
- e) Referral to child study team

Severity Clause ~ Severe disruptive behavior will be referred to the front office and will follow the District's Discipline Plan.

Outside of Classroom

Cafeteria

Selected personnel will supervise the cafeteria during lunch. Proper lunchroom manners are emphasized, and each student's cooperation is necessary in order to maintain a positive lunchroom atmosphere. Students are required to observe the guidelines posted in the cafeteria. Failure to consistently follow the guidelines may be grounds for an office referral.

School Campus

Students are expected to follow the directions of the personnel on duty in order to maintain a safe, orderly learning environment. Failure to consistently follow procedures may be grounds for an office referral. Students must be supervised at all times and not left unattended.

Office Referrals

Types of behaviors for Referral

When the teacher has exhausted all classroom interventions dealing with violations of the character Campaign or classroom procedures, the student will be referred to the front office.

Severe disruptive behaviors anywhere on campus will result in an immediate office referral.

Morning and Afternoon Child Care

Regular Hours: Monday-Friday

6:30AM – 8:45AM

3:30PM – 6:00PM

This program is closed for all teacher in-service days and student holidays except when specially noted by the coordinator of the program. We are closed on the day that the school calendar indicates as “Holiday for All”.

Stevenson Elementary School Age Child Care is a place where your child receives exceptional care from a superior staff, and at the same time you will have the convenience of only one stop for all your educational and childcare needs.

The fee structure for quality school operated programs must be sufficient to support the total financial needs of the program. A weekly tuition fee will be in compliance with criteria identified in the Brevard County Before and After School Plan. Fee Schedules are subject to change each year and is determined by Brevard Public Schools.

A list of fees and information regarding the program is located at:

<https://www.brevardschools.org/Page/1284>.

Admission: Policies and Procedures

When selecting a school of choice, parents are an essential part of the learning team, and their acceptance of an active role in their child’s learning environment is expected. Support by parents and students of Robert Louis Stevenson Elementary School of the Arts (R.L.S.) mission, vision, beliefs, objectives, policies, and procedures are essential. Therefore, enrollment in the Robert Louis Stevenson School of the Arts is based on student and parent choice. The policies and procedures for admission in the Robert Louis Stevenson Elementary School of the Arts reflect this basic choice. Questions regarding the application process, lottery, timelines, fees, requirements, waitlist, etc. can be found at:

<https://www.brevardschools.org/Page/8019>.

If you are selected by more than one EPO school at different times you may accept a seat from the latest schools. (Example: Freedom 7 offers a seat in January during the lottery, you accept. Stevenson Elementary offers a seat in May. You can decline the seat at Freedom 7 and accept the seat for Stevenson Elementary, but you must notify the other school of your decision.)

EPO Revocation Policies and Procedures

Educational Program Opportunity (EPO) may occur for the following reasons:

- Poor attendance
- Inappropriate behavior

- Unacceptable grades due to lack of academic effort by the student
- Excessive tardies or late pick-up after school of the student
- Falsification of address or entrance documents

Parent Volunteer Hours

When parents are involved in their children's education, the likelihood of success is great. At Robert Louis Stevenson Elementary School of the Arts parents agree to volunteer their service, to assist in a variety of ways, for a minimum of 20 hours per school year. Visitors must wear an I.D. badge generated by the sign-in computer while volunteering anywhere on the school campus, to ensure a secure environment for all students. A computer(s), in a designated area(s) will be available for parents to log in their hours for tracking purposes. Everyone must sign in and wait to be addressed by front office personnel.

The purpose of volunteering is for providing a service to the school. When you are volunteering, you are assigned a particular task. This time is not meant for you to conference with your child's teacher about your child's academics. You are providing a service to the school, not acting as a parent to serve your child only.

Any volunteer hours done off campus must be authorized and assigned in advance and in writing by the classroom teacher, front office staff or volunteer coordinator.

Stevenson's Volunteer Program

The purpose of volunteering at our school is to help create an atmosphere that focuses on the education of children and provide teachers with assistance and support for its education programs. A volunteer is not meant to gain personal recognition or to promote a specific cause. The primary role and duties of a volunteer are to provide assistance and encouragement under the direction and approval of the Principal and his/her designee as well as and including appointed office personnel.

There are many special activities that take place during the school year. Some examples include Junior Achievement, Career Day, Field Day, special events set up and even making copies. To assist in communicating volunteer opportunities, a designated coordinator has been assigned such responsibility. All volunteer activities are approved by either a teacher, administrator, or Stevenson Volunteer Coordinator. The title of Stevenson Volunteer Coordinator assists the parent group. Due to the extensive activities and responsibilities that have developed over the many years, an assigned assistant to the Stevenson Volunteer Coordinator may be assigned. This position is approved only by administration.

Parent Liaisons are also an important function of our school. The Parent Volunteer meeting occurs every first Friday of the month during the normal school year beginning at 9:05 AM and ending at approximately 10:15 AM. They are led by the Parent Liaison Coordinator (PALS) and/or Stevenson's Volunteer Coordinator. The Assistant Principal may also take an active role in leading the meeting as designated by the Principal. The purpose and role of the Parent Liaison Coordinator is to inform a set of classroom

parents, Room Liaisons, with school-wide information about events, programs, classroom needs and directions about a specific topic. The Room Liaison may recruit other parents of that classroom in which they are held responsible for to help organize an approved event, assist with program development or to assist the specific classroom teacher. The classroom teacher may reach out to their Liaison for support. The Room Liaison too supports all activities that the school has approved. They are not responsible for developing any programs. Many policies developed by the school board and or school must be adhered to at all times. If there is a question, they may address it with the Stevenson Volunteer Coordinator. The Principal will make the final decision.

General Guidelines for Volunteers

To create an atmosphere at the school by aligning support that focuses on education of our students under the direction of educators that aligns with approved school objectives. All volunteers use their talents while keeping within the guidelines in providing service to others (students and staff). All children and staff should be treated with respect, be treated fairly and with equity in mind, as well as with dignity no matter what capacity they are employed. On the other hand, all volunteers should expect the same from all staff where they too are treated with respect, be treated fairly and with dignity.

With the above stated, the final decision regarding all school related activities comes from the Principal who the district has assigned such responsibility. S/he is the assigned instructional and managerial leader of the school.

As a volunteer I will know, understand and...

- Follow school rules and regulations
- Follow basic emergency procedures
- If an alarm sounds – stop, wait, listen for instructions over the intercom; or
- Find a Stevenson employee for instructions
- Follow the school discipline policy – Volunteers are NOT to discipline students. Share your concern with a BPS employee.
- Follow FERPA by honoring all student information as confidential.
- Understand that it is not a volunteer's decision to conduct an evaluation about the level of educational competence a child has
- Speak positively in the community about your child's school, teachers and staff
- Support your school and when in doubt, ask questions to the appropriate personnel by starting with the Principal or his/her designee
- Be depended on as a volunteer to follow through on assigned tasks
- Be warm, friendly and courteous
- STOP all GOSSIP! LEAD BY EXAMPLE

Volunteers are often expected to work with other volunteers as a team. All interactions are expected to be professional. The focus of volunteer work is about providing service to the Stevenson community.

Apple Corps Program Defined

Brevard Public School (PBS) Volunteer Program was written in 1975 as required by Florida State Public Education Act. The charge of the committee then was assigned to develop a program guide which was named Apple Corps. Apple is an acronym for:

Assistance
Providing
Programs (for)
Learning
Enrichment

The program's primary goal is to provide individual opportunity or for a small group of people to assist in the classroom at the discretion of the teacher, and administration to assist students who need a "helping hand."

- To increase students' understanding in basic curriculum areas by providing a wider range of learning experiences
- To increase students' positive self-concept through one-on-one contact with a caring adult
- To increase positive community awareness of the school through active involvement, and support for education

Apple Corps is a comprehensive program that includes more than 50 different jobs at varied locations from schools, libraries, clinics, and computer labs for example. As a school volunteer, the work is serious and it is because all efforts are recognized by state and federal agencies as an Apple Corps Volunteer.

The Stevenson Volunteer Program has similar objectives to the Apple Corps Program.

- Volunteers can strengthen school-community relations through positive participation from all segments
- Enrich a child's motivation to learn
- Assist teachers in supporting classroom objectives
- Be a positive role model
- Bring community business to the school in support of school-wide initiatives

Volunteering can become personally gratifying when...

- One has the opportunity to work with others
- One has an opportunity to contribute to a community
- One has a chance to use personal skills and abilities
- One has chance to develop new skills and abilities

Volunteers cannot...

- Provide students with medication
- Discipline students
- Divulge personal information about a student, teacher, staff, or other parents
- Circumvent the communication and responsibilities of the classroom teacher – the teacher must understand and agree to the work to be completed by the volunteer

- The volunteer may not enter the school without clearly communicating to the front office their whereabouts in the building
- The volunteer may not interrupt teaching time of students and other educators
- The volunteer does not have immediate access to the building. They will make sure that office personnel know and understand the purpose of your having access to the building – where and why and what the approximate time of your visit and duration of it

Volunteers

Recruiting volunteers is a unique challenge in a time when more and more students have working parents. It is the belief of this school that every community member has talent, energy and time to contribute in some fashion that fosters and adds to the “life of our school.” Recruitment means “to reach out!”

Major Duties and Responsibilities of Volunteers:

- Serve as a resource within the school
- Serve according to school needs
- Provide constructive feedback to leaders. New ideas matter.
- Encourage volunteers to become Registered Volunteers

Study Trips/ Field Trips and Chaperones

Individuals who wish to be considered as a chaperone for a study trip must be registered as a volunteer. Our school district has strict policy about what a registered volunteer is.

Major Duties and Responsibilities:

- Any parent acting as a chaperone agrees to monitor and be responsible for a specific number of identified students
- The chaperone is to care for those select students under their charge under the specific direction (Study Trip Orientation Meeting) of the classroom teacher or staff member. Being able to work cooperatively with others is essential.
- The Office of Public Safety conducts FDLE/FBI checks on all registered volunteers. Law enforcement routinely checks with Law Enforcement and the Sheriff’s Department so see any pending charges or convictions conducted on all individuals. Therefore, screenings and monitoring of all school volunteers are essential.

Campus Guidelines for School Access

- All volunteers must sign in at the front office and must wait to be allowed entrance in
- The expectation is that all volunteers as well as visitors are visibly seen by office personnel
- All individuals must present a photo ID to enter the school
- All after school activities require a volunteer/visitor to officially sign in and to be visibly seen by office personnel through one point of access in
- No parent is to discipline a child, however they may report a concern to appropriate school-based personnel

- All volunteers must serve as a positive role model. No profanity, use of drugs, tobacco, or alcohol may be used or discussed, or other inappropriate topics, making “advances” to a student, selling merchandise or actively promoting a business without prior permission from the Principal. There will be no proselytizing personal beliefs or persuading individuals to think or act that is not within the set goals of the school and learning.
- Volunteers may not dispense any medication
- Volunteers must comply with a school dress code, dress conservatively and with appropriate safety measures in mind
- Any and all school related incidents, student information, student academic progress, behavioral matters on students are to be held confidential. HIPPA and FERPA laws apply.
- Acceptable vehicles may only be used to transport students. The school determines the means in which to transport students to and from a school related event.
- Video, audio, and/or still pictures of students that are not your own is prohibited. We want to ensure all students’ safety and privacy.

Sign In Procedures

A computer in the main office is designated for all visitor sign-in which includes volunteers. Administration must know who is on campus at all times. We need this information in order to find you in case of an emergency. A yellow badge is required to be worn at all times near the shoulder area while on school campus and made very visible and in clear eyesight well above the waist. Badges will be printed upon your official signing in. The computer will log your hours worked as a volunteer. Wear your badge at all times!

Tabulating Your Hours

Please understand that accurate and timely reporting of your hours throughout the school year is your responsibility. It is at the discretion of the volunteer and school administration to approve or disapprove of your volunteer work submitted. This is why all work should be coordinated through Stevenson. It is necessary to make sure that outside hours are prior approved in order to avoid any misunderstanding of these work-related tasks. We expect all of our families to volunteer a minimum of 20 hours per school year. Please do not wait until April to ask how to complete your volunteer hours. As the school year comes to an end, tasks will be limited. It is our hope that you will adopt our philosophy, that when parents take an active role and interest in their child’s school, greater achievement will be made in supporting all educational opportunities for all students. The on-line [Volunteer Hour Log](#) is used to keep track of hours. Please utilize the link to log your hours.

Online Communication and All Forms of Communication

Stevenson uses a variety of means to communicate with our school community. From newsletters, memorandums, FOCUS messages, text messaging, Peachjar, Facebook and verbal, all means help to send a unified message from the school. The school name is representative of its mission and vision. If the Stevenson name is to be used in any form of communication, it is for the sole purpose of, and with the knowledge of the Principal. Stevenson’s name is a product of Brevard Public Schools. Therefore, all

communication needs to be passed through the Principal first. So much information is misused or misinterpreted. By sending a unified message helps to create consistency rather than confusion.

2023-2024 Stevenson's Parent Code of Ethics

As a parent at Stevenson Elementary School of the Arts I am expected to complete volunteer work. I realize that I am subject to a code of ethics, similar to that which binds professionals. I, like them, in assuming certain roles and responsibilities, expect to be accountable for these responsibilities. I will keep confidential matters private by not speaking to others about what I may have heard. As a volunteer, I agree to serve without pay but I will hold the same high standards as a paid staff member who is focused on the work and in support of student learning. As a parent and volunteer, I will be respectful and always express ideas and opinions in a respectful manner. My communication will be in good taste, not denigrate or insult others. I will remember that the Stevenson community reflects a diverse set of customs, values, and points of view. I will be respectful of privacy and refrain from topics that may be considered objectionable or inflammatory.

As a volunteer, I take my work and an attitude of open-mindedness by willingly receiving training as needed, to bring interest, support, and attention to the school's objectives.

As a parent and volunteer, I believe that my work ethic, communication, and attitude should be always respectful and professional. I believe that I have an obligation in my volunteerism to those individuals responsible in directing the instructional objectives and managerial aspects of operating a school and to the students.

As a parent and volunteer, it is my responsibility to add value to the Stevenson community. I accept this code and will adhere to it. I understand that failure to uphold this agreement may result in a revocation of being able to complete volunteer hours on campus.

Parent Printed Name: _____

Signature: _____ Date: _____
(Signed and Submitted to School Secretary upon Enrollment)

Please note that revisions to this handbook are subject to change as new policies and procedures are developed based on either the need by the school or by the School Board.

Nondiscrimination Notice

The School Board of Brevard County, Florida does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information or any other factor protected under applicable federal, state, or local law. The district also provides equal access to its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. The School Board of Brevard County is in compliance with the Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAA), the Florida Education Equity Act of 1984, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1964 including: Title II, Title VI, and Title VII, United States Education Amendments of 1972 - Title IX, Age Discrimination in Employment Act (ADEA), and Individuals with Disabilities Act (IDEA). If you have questions, concerns, or wish to report possible violations of any of the above, please contact any of the individuals listed below for proper assistance and handling.

Robert Louis Stevenson Elementary School of the Arts

Tiffany Fleeger, Principal

Patrick Harrigan, Assistant Principal & School Title IX Contact

Robert Louis Stevenson Elementary School of the Arts
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