



# BAYSHORE ELEMENTARY SCHOOL

Student Handbook  
2024-2025

Regular School Hours  
8:45am-3:15pm

Early Release Hours  
8:45 am-1:15pm



*Chavonn Silas*  
Principal

*Paulette Seay-St. Louis*  
Assistant Principal





# St. Lucie Public Schools 2024-2025 School Year Calendar

July, 2024							0
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

July 4: Holiday for All - 4th of July  
 July 22: 11-Month Employees' First Day

August, 2024							15
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Aug. 5 - 9: Teacher Pre-Planning Days (5)  
 Aug. 12: Students' First Day  
 Aug. 28: Early Release Day - Recordkeeping

September, 2024							20
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Sept. 2: Holiday for All - Labor Day  
 Sept. 18: Early Release Day - FC Choice

October, 2024							21
Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Oct. 3: Fall Holiday for All  
 Oct. 11: End of 1st 9 weeks (43 Days)  
 Oct. 14: Teacher Workday

November, 2024							14
Su	M	Tu	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

Nov. 5: Teacher PL (District Led) Day - Election Day  
 Nov. 11: Holiday for All - Veteran's Day  
 Nov. 25 - 29 Thanksgiving Holidays  
 (12-month employees work Nov. 25 - 27)

December, 2024							15
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Dec. 20: Early Release Day - FC Choice  
 Dec. 20: End of 2nd 9 weeks (42 Days)  
 Dec. 23 - Jan. 3: Winter Break for Students  
 (12-month employees are off Dec 24-Jan 1st)

Work Year for 183 Day employees	8/12/2024 - 6/2/2025
Work Year for 10 month (196 day) employees	8/5/2024 - 6/3/2025
Work Year for 11 month (216 day) employees	7/22/2024 - 6/16/2025
Work Year for 12 month (250 day) employees	7/1/2024 - 6/30/2025

Teacher Workday or PL Day - no students
Holiday
Early Release Day
Students Return

January, 2025							19
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Jan 2: 12-month employees work  
 Jan 3: Teacher Workday  
 Jan. 6: Students Return  
 Jan. 20: Holiday for All - MLK Day

February, 2025							18
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		

Feb. 5: Early Release Day - PL  
 Feb. 17: Holiday - Presidents' Day  
 (12-month employees work Feb.17)  
 Feb. 26: 1/2 Teacher PL & 1/2 Recordkeeping

March, 2025							15
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

March 14 Early Release Day-FC Choice  
 March 14: End of 3rd 9 weeks (47 Days)  
 March 17 - 21: Holiday - Spring Break  
 (12-month employees work March 17 -21)  
 March 24: Teacher Workday

April, 2025							21
Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

April 18: Holiday for All - Spring Holiday  
 April 23: Early Release Day - FC Choice

May, 2025							21
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

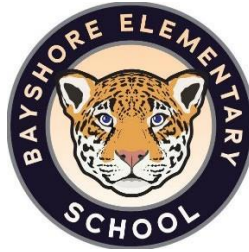
May 25: Holiday for All - Memorial Day  
 May 30: Early Release Day - Record Keeping

June, 2025							1
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

June 2: Early Release Day - Record Keeping  
 June 2: End of 4th 9 weeks (48 Days)  
 June 2: Last Day for Students  
 June 3: Teacher Workday/Last Day for Teachers  
 June 16: Last Day for 11-month employees  
 June 19: Holiday for All - Juneteenth

Quarter 1: August 12 - October 11 (43 Days)
Quarter 2: October 15 - December 20 (42 Days)
Semester 1: 85 Days
Quarter 3: January 6 - March 14 (47 Days)
Quarter 4: March 25 - June 2 (48 Days)
Semester 2: 85 Days
<b>Teacher Workday Designation:</b>
Pre-Planning Days: 8/5 - 8/5 (5 days)
Teacher Workdays: 10/14, 1/3, 3/24 and 6/3 (4 days)
Teacher PL Day: 11/5, 1 day
Teacher 1/2 PL & 1/2 Recordkeeping, 2/26 1 day

<b>Teacher Early Release Day Designation:</b>
Recordkeeping: 8/28, 5/30, and 6/2
Professional Learning: 2/5
Faculty Council (FC) Choice: 9/18, 12/20, 3/14 and 4/23
<b>Summer School Dates:</b>
TBD: Summer School Teacher PL
TBD: First day of Summer School for students
TBD: Last day of Summer School for students
***July 4, 2024 will be a student/teacher holiday***
***June 19th, 2025 will be a student/teacher holiday***



## Welcome to Bayshore Elementary School

Welcome! We warmly welcome the new and returning members of the Bayshore family! We are so happy to be educational partners with you and look forward to an exciting year.

Bayshore has earned Florida Department of Education *Five Star School Award* and *Golden School Award*. The one thing we are most proud of is our students and the high standards they achieve on a daily basis. Excellence in education is our goal; we believe all students are capable of success, no exceptions!

University of South Florida PBIS project has identified Bayshore Elementary as a candidate for *Gold Model School* status!

This handbook is designed to be a reference for you. You will find many of our procedures outlined within these pages. We have also included some state and district policies for your review. It is important that you are familiar with this handbook. Your child's safety is a priority and these guidelines help us provide an orderly, safe and nurturing environment.

If you would like to become part of our Parent Teacher Organization (PTO) and/or our School Advisory Council (SAC) we would like to share that information with you! The PTO works with the school to provide much needed support for our programs that enhance the core curriculum. The SAC meets monthly and helps guide important decisions for the school. Please let our front office know if you are interested in more information about either organization.

We LOVE volunteers! In a school setting volunteers help in classrooms, the media center, and other places around the school. Volunteers also chaperone field trips and help in special classroom events. If you are interested in volunteering or chaperoning, you are required to complete a volunteer application. It takes about two weeks to process this application, so we recommend you complete one at the beginning of the year and have it on file. If you have any questions about this process, please feel free to call us. We are here for Each Child, Every Day.

Please sign and return the parent/guardian signature page acknowledging review of the student handbook, policies, and procedures.

We look forward to a wonderful year!

Chavonn Silas, Principal

**Bayshore Elementary Mission and Vision  
2023-2024**

**Vision:** Our vision is to promote and maintain a climate in which students reach their highest potential with the support of educators, parents and community.

Nuestra visión es promover y mantener un clima donde los estudiantes puedan alcanzar máximo potencial con el apoyo de los educadores, padres y la comunidad.

Vizyon nou se ankouraje epi kenbe yon klima nan ki elèv yo rive jwenn pi gwo potansyèl yo ak sipò edikatè yo, paran yo ak kominote a.

**Mission:** Our mission is to prepare our students for the future by providing them with challenging, engaging, and satisfying work.

Nuestra misión es de preparar a nuestros estudiantes para el futuro, proporcionándoles un desafío por medio de la participación y la satisfacción laboral académica.

Misyon nou se prepare elèv nou yo pou lavni lè yo bay yo difisil, angaje ak satisfè travay.

**KIDS AT HOPE PLEDGE**

I am a Kid at Hope.

I am talented, smart & capable of success.

I have dreams for the future and

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

All Children are Capable of Success,

**No Exceptions!**

**TREASURE HUNTER'S PLEDGE**

As an adult and a Treasure Hunter

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

I believe all children are capable of success,

No Exceptions!

**PARENT PLEDGE**

I am an anchor parent. I believe that  
my child is talented, smart and capable  
of success. I am committed to helping  
my child reach their goals and dreams.

I believe that my child will succeed,

**No Exceptions!**

## St. Lucie County Public Schools

**Vision:** 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!

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

**Focus areas:**

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



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**St. Lucie County School Board Members**

Debbie Hawley  
Jack Kelly  
Dr. Donna Mills  
Troy Ingersoll  
Jennifer Richardson  
[www.stlucieschools.org](http://www.stlucieschools.org)





## “DRESS FOR SUCCESS” AT BAYSHORE ELEMENTARY: 2024-2025

**Shirts:** Must be correctly sized and in good shape (shirts may be any color solids, stripes, or plaid)

- ✓ All shirts must have collars and logo may not be larger than pocket size.
- ✓ All shirts must have sleeves.
- ✓ Shirts may not hang below the inseam of bottoms.
- ✓ Bayshore “spirit” or school sponsored t-shirts may be worn any day of the week with dress code approved bottoms.

**Pants/bottoms:** Must be correctly sized and in good shape and logo may not be larger than pocket size.

(Pants may be any color solids, stripes, or plaid)

- ✓ All pants, shorts, skirts, and jumpers must be past fingertip length
- ✓ Jeans are permitted.
- ✓ Torn jeans are not acceptable.
- ✓ All pants must be worn at the waist. Belts are only required if pants are sagging.
- ✓ Leggings are only permitted under shirts or dresses; not to be worn alone as pants.

**Shorts/skirts/dresses:** Must be correctly sized and in good repair. Dresses/tops must have a collar.

(Bottoms may be any color solids, stripes, or plaid)

- ✓ All shorts must be past fingertip length.
- ✓ All skirts/dresses must be no shorter than just above knee (Shorts/leggings are recommended under skirts/dresses)
- ✓ All shorts/skirts must be worn at the waist.

**Shoes/Boots:** Must be safe, correctly sized, and in good repair.

- ✓ Shoes/boots must have closed toes and closed heels.
- ✓ If shoes have shoelaces, the laces must be properly laced and tied.
- ✓ All shoes and boots with heels must be less than one inch high.
- ✓ No shoes with wheels may be worn on school grounds.
- ✓ Crocs are not permitted.

**Accessories:** Students are strongly discouraged from wearing jewelry to school.

- ✓ Body piercing (with the exception of earrings), hats, sunglasses, unnatural hair color, temporary tattoos, makeup may cause disruption to our learning environment. If they cause a disruption, school personnel may ask students to remove items. Parents will be responsible to pick up confiscated items.
- ✓ Any jewelry worn to school will not be the responsibility of the school.
- ✓ Cell phones are permitted in school but must be turned off and out of sight. The school is **NOT** responsible for lost, damaged, or stolen cell phones.

**Backpacks:** Parents are requested to select a backpack for their child that is an appropriate size.

**Outer Garments:** Hoods must remain off the head while inside of the building. All outer garments must be correctly sized & shirt underneath hoodie must follow dress code.

**All clothing must be school appropriate. Compliance with school dress code is required. Continued non-compliance will be considered a Referral - Level 2 offense, D2 - defiance of authority/school policy.**

\*Changes are italicized and underlined

## Attendance codes

- ✓ E - Excused
- ✓ U- Unexcused Absence
- ✓ O - Out of School Suspension
- ✓ T- Excused Tardy
- ✓ 1 - Unexcused Tardy

## Before School

- ✓ **Please Do Not drop students off before 8:15AM.** This is a serious safety concern as there is no supervision until 8:15 AM. All students must enter the building using the side cafeteria door.
- ✓ The Boys and Girls Club of St. Lucie County provides a program from 7:00am-8:15am daily. Parents must pay a fee for this program. You may contact The Boys and Girls Club for more information at 772-801-0510 ex. 409
- ✓ Bells
  - 8:15am First Bell (Students enter building)
  - 8:30am Warning Bell (15 minutes until instruction begins)
  - 8:45am Late bell (instruction begins)
- ✓ If your child arrives later than 8:45am he/she must be escorted by an adult to the office to sign child in first to receive a late pass. Parents are notified of continuous tardiness.

## Birthdays/Celebrations

In order to encourage time on task in the classroom, **birthday celebrations may only take place during lunch in the cafeteria.** Only **ONE** store purchased items with a printed ingredient list are permitted. Cupcakes are the ideal snacks to provide as a birthday treat. Cafeteria supervisory staff cannot be responsible for passing out treats. Balloons, party favors, hats, candles, lighters, pizza, juice boxes, chips etc. are not permitted. If you wish to hand out birthday party invitations at school, invitations must be given to the entire class.

## Family Table

- Space is limited for lunchtime visitors. (First come basis)
- Visitor passes must always be visible.
- Visitors are not permitted to sit with the class; visitors must remain at the designated table.
- Students are NOT allowed to invite a friend to the family table.
- Please do not walk your child to class after lunch.
- Parents/Visitors are NOT permitted to take pictures/videos of students.



## Cafeteria

All St. Lucie Public School students will receive breakfast at no cost for the 2024-2025 school year. All meals will be served according to USDA guidelines so that both students and staff remain safe. Specific meal service procedures are located on our district website at [www.stlucieschools.org](http://www.stlucieschools.org) under the parent/student tab.

### Breakfast

Breakfast is available for all students from 8:15-8:40 am.

We are a universal free breakfast school so there is no cost for breakfast for students.

### Lunch

Check with your child's teacher for the scheduled lunch time.

Cost: Full Paid Lunch PreK-5: \$2.25, Reduced Paid Lunch PreK-5: \$0.40

District Approved Meal Prices are reviewed annually.

- ✓ Students are welcome to bring a lunch from home; To avoid classroom disruptions, lunches should be brought to school with the child; staff cannot be responsible for delivering dropped off lunches to students. If a child forgets their packed lunch, a lunch will be provided.
- ✓ Parents are welcome to eat lunch with their child. All visitors must be on the emergency contact list. Space is limited for lunch time visitors. Parents/Visitors must stop in the office for a visitor's pass and be processed through our Raptor Visitor Management System. All visitors must sit in the family dining area to eat with your child. Visitors are not permitted to sit with the class, nor are other students allowed to sit with visitors. Allow only your child to eat with you at your table. For safety reasons, please do not walk your child to class, nor visit any other location in the school unless you have permission from the front office.
- ✓ In addition, please do not sit at the "Peanut Free" table if your child is not assigned to sit at the "Peanut Free" table. This can cause a serious health issue for our students with a peanut allergy.
- ✓ Students that are assigned to the "Peanut Free" table are able to invite one friend, only if the friend has a lunch provided by the cafeteria. Friends CANNOT sit at the peanut free table if they bring a lunch from home. Invited friends cannot sit at the peanut free table with their family guest.

\*\*\*\*We also sell snack items; this is not part of their regular lunch price. Snacks prices vary. If you do not want your child to purchase snack item or you prefer to limit their purchase or if you have any questions, please contact the cafeteria at 772-340-4724.

## **Clinic and Medication Procedures**

The health paraprofessional monitors the clinic and performs a vision, hearing, height, and weight screening for all students at designated grades. Student health records are maintained by the health paraprofessional. The health paraprofessional also monitors, with the assistance of the St. Lucie County Health Department, adherence to immunization schedules.

Children who become ill during the day will be sent to the clinic for attention, rest, and/or to make parent contact. If a child is injured, first aid is administered promptly. The clinic will make every attempt to contact the parent/guardian by phone.

- The health paraprofessional will determine based on district protocol if the student is to be sent home from the clinic.
- Students who are sent home from the clinic must be symptom free for 24hrs before returning to school without any fever reducing medications.
- Students being sent home from the clinic are required to be picked up in a timely manner.
- EMS will be called for any student with a fever of 102.5 if the parent has not arrived.

Emergency Cards are sent home at the beginning of the year. Parents/Guardians are responsible for keeping all information on these cards current by sharing any updates with Bayshore office staff.

### **Physician Authorization for Medication:**

1. Any prescription medication can NOT be given at school without a written Physician Authorization for Medication Form (PA Form) filled out completely and correctly by the physician and signed by the physician.
2. It is the parent's responsibility to take the PA Form to the physician and ensure that it is filled out correctly, completely and signed by the physician.
3. If the medication is ordered PRN, as needed, the frequency (i.e. bid, every 4 hours) and under what conditions it should be given (i.e. cough, headache) must be noted.
4. The student's name on the PA Form must match the name on the school records.
5. Only one medication per PA Form.
6. The PA Form must also be signed by the parent or guardian granting the school permission to assist in the administration of the medication.
7. When the Health Paraprofessional receives the PA Form it should be signed and dated as received. The PA Form should also be reviewed and signed by the Principal and the School RN.
8. A new PA Form is not needed when a medication is refilled UNLESS the medication dosage or time is changed from the previous order.
9. A new PA Form is required each school year.

## Medications

Prescription medication only;

1. Medication should be brought to school by the parent/guardian and **MUST** be in the original container as dispensed by the pharmacist and labeled to match the physician's orders as follows:

- Student's name
- Name of the medication.
- Directions concerning dosage.
- Time of day to be taken.
- Physician's name.
- Date of prescription with current expiration date.

When the medication bottle is empty, it will be returned home for refill, if needed. No medication will be sent home with the student, exceptions will require approval by the principal and school district Registered Nurse (RN). An identified parent/guardian may retrieve medication from the school during office hours with identification. Medication may/will be destroyed by the Health Paraprofessional if it is not picked up within 1 (one) week following termination of order or 2 (two) days beyond the close of the school year.

## Non-prescription medication (to treat headaches only)

2023 HB 1537- Education states that student **may possess and use medications** to relieve **headaches** while on school property or at a school sponsored event or activity without a physicians note or prescription if **the medication is regulated by the food and drug administration for over-the-counter use** to treat headaches.

## Health Screenings

In accordance with Florida Statute 381.0056, St. Lucie Public 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 and Weight, which will include Body Mass Index (BMI) calculation for grades 1, 3 and 6
- Vision Screening for grade 3
- Vision and Hearing Screenings for grades K, 1, and 6
- Scoliosis Screenings for grade 6

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

You will be informed, in writing, if your child fails to meet any of the screening standards.

You are encouraged to seek further professional assistance.

**If you DO want your child to participate in school health screenings, YOU MUST NOTIFY THE SCHOOL in writing and include your child's name and grade level.**

## Daily Schedule

School office hours	8:00am - 4:00pm
School hours for students	8:45am - 3:15pm
Early release school hours for students	8:45am - 1:15pm
✓ Busses will arrive 2 hours earlier in the afternoon.	

## Dismissal- After School

- Car riders, walkers, and bike riders, and parent pick-ups are dismissed beginning at 3:15 p.m.
- Dismissal will only take place in the designated Parent Pick up area.
- Please do not ask your students to meet you anywhere other than the designated area. Parents picking up students must remain in their cars during dismissal in order to maintain a safe and orderly dismissal process. **Parking and walking up to get your child is NOT permitted.**
- Bus students are dismissed in waves according to the time the bus arrives.
- All cars should have their student(s) name displayed from the rear-view mirror on the school name tag.
- The Boys and Girls Club of St. Lucie County provides a program from 3:15pm-6:00pm daily. Parents must pay a fee for this program. You may contact The Boys and Girls Club for more information at 772-801-0510.
- Students not participating in Boys and Girls Club are required to leave campus at 3:15 (1:15 on early release days).
- All car riders, walkers and bikers will be escorted by school personnel to the designated area. Students are not allowed to exit the school through the front door (the south side of campus), nor the recess area (the north side of campus).
- All car riders will wait in the cafeteria until they are picked up by the parent (parents remain in vehicle).
- **Parents must remain in their vehicles at all times during arrival and dismissal.**
- Please place the parent pick up tag in vehicle window each day throughout the year.
- If you need to pick-up your child early, for emergency reasons, you must follow the procedures of the Student Handbook in the section ***Dismissal during the day.***
- Walkers and bike riders will walk towards the south side of the school (through the car rider pick-up area). School personnel will escort them across the parking lot. Once across, students must walk following the sidewalk parallel to Bayshore Blvd.
  - ✓ Parents are not permitted to walk up to the student pick-up area. Parents who walk with their children must wait for them by bike rack (walker dismissal area).
  - ✓ All walkers/bike riders **MUST** have the Safety and Procedures form completed by parent/guardian for students to walk off campus. These forms must be completed yearly.
  - ✓ After getting their bicycles, bike riders must walk with their bicycles on the sidewalk parallel to Bayshore Blvd.
  - ✓ All students crossing Bayshore Blvd. or SW Sea Holly Street must do so at the corner assisted by the assigned crossing guards.



- ✓ Students are not allowed to cross SW Sea Holly street at any point around campus, nor walk on the north side of the SW Sea Holly street going East.

### Dismissal- During the Day

For safety reasons, students must be checked out through the school office. Only parents, guardians, and persons listed on the emergency contact list will be permitted to sign out a student. Anyone signing out a student **MUST** show proper identification.

In order to minimize disruptions, students cannot be picked up after 2:45 p.m. (12:45 on early release days), as our office staff and students are preparing for dismissal. If you have an afternoon appointment, kindly pick your child up before 2:45 p.m. (12:45 on early release days). Otherwise, you will have to wait for general dismissal at 3:15 p.m. and to follow the regular dismissal procedures for general dismissal.

It is the responsibility of the parent/guardian to keep the school informed of who may pick up their student(s). **Those who are not on your child's emergency card will not be permitted to pick up your child.** If you would like to add additional people to your list, it must be done in writing. It is also imperative that you keep current phone numbers on emergency cards for emergency purposes.

### Dismissal- Changing the way a student goes home

Changing the way a child goes home can become very confusing for both staff and students. **It is highly encouraged to maintain a consistent dismissal pattern.**

However, if an emergency should arise and you need to change the way in which your student goes home, you must do the following:

- ✓ Send a written note with your child to be turned in to the teacher. Ex. "My child will be a car rider instead of a bus rider on 8/18/12."
- ✓ If you are unable to send a written note due to emergency, we are not able to take changes over the phone. In such cases, you may fax a change to (772) 340-4726 followed by a call to the front office to confirm receipt of the fax.
- ✓ In order to ensure your child receives the change in dismissal, all changes must be received in the office by 1:45 p.m (11:45 early release days). **For the safety of our students, changes cannot occur after 1:45 p.m. or by phone. (11:45 early release days)**
- ✓ If you want your child to go home with another child (via car or school bus)
  1. The parents of BOTH children must send a note about the arrangements.
  2. Both notes must be turned in to an administrator for approval 24hrs in advance, if the change involves bus arrangement.
    - a. Parents or guardians must call transportation (772-204-RIDE) to get permission. Please note that not all bus changes are approved.
    - b. Once transportation approves the request, the parent/guardian must call the school to confirm.
    - c. An administrator will be contacted by transportation for approval in order to confirm that the bus has room for additional students

## Contact Information

In the event of an emergency, it is important for the school to have accurate contact information. Please contact the school in writing whenever you need to update any information. This includes:

- ✓ Home phone number
- ✓ Cell phone number
- ✓ Work phone number
- ✓ Home address
- ✓ Names and phone numbers of other adults who can pick up your child

**Emergency Cards are sent home at the beginning of the year. Parents are responsible to keep these cards and contact names current.**

## Emergency Drills

We participate in monthly fire drills and periodically in other emergency drills. Some of these are announced to students prior to the drill while others are not. Please remind your child of the importance of learning our emergency procedures.

## Insurance

All parents are encouraged to carefully consider enrolling their children in the School Child Insurance Program. This could be of great assistance in case of accidental injury as the school accepts no financial responsibility for accidents occurring on campus. Students are offered a choice of school day coverage or 24-hour coverage. **Appropriate forms are sent home during the first week of school.**

## Laptops

Laptops are provided to each student for in-school use. It is the responsibility of each student to ensure property is maintained and damage free while in their use.

## Lost and Found

Articles found in and around the school will be housed in a designated area where the owners may claim their property. Jackets will be in the cafeteria for identification. Uncollected items will be donated to a charitable organization at the end of each semester. Please mark your child's name on their items, such as lunch boxes, jackets, etc... Please encourage your child to leave valuables at home.

## Media Center

The purpose of Bayshore Elementary School's media center is to teach students literacy skills while fostering a love of reading. Students will visit the media center during their scheduled resource time and during open media times, with teacher permission. Students in kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade are permitted to check out one book at a time. After demonstrating responsibility for media center books, students in 4<sup>th</sup> and 5<sup>th</sup> grade are given the privilege of checking out two books at a time. All library books must be returned before additional ones can be checked out. If a student loses or damages a book (including books with water damage), then the book must be paid for before additional books may be checked out.

The Sunshine State Young Reader's Award Program is a state-wide reading motivation program for students in grades 3-5. The purpose of the SSYRA program is to encourage students to read for personal satisfaction. Students can check these books out from the media center and can read them independently, with friends or with their families. The Sunshine State Books are selected for many reasons, such as their wide appeal, literary value, varied genres, curriculum connections, and/or multicultural representation. Students will earn rewards for reading 3, 6, 9, 12, and 15 sunshine state books!

### **Parent Conference**

Open communication between school and home is always beneficial for students. Please contact your child's teacher to set up a parent conference.

### **Pledge of Allegiance**

Section 1003.44, Florida Statutes, requires that the pledge of Allegiance to the flag of the United States be recited at the beginning of the day in every Florida public elementary, middle, and high school. The statute also requires public schools to post in a conspicuous place a notice stating that each student has the right not to participate in reciting the Pledge.

1. Any student who chooses not to recite the Pledge shall be excused from such activity and shall also be excused from standing during the Pledge.
2. Any student who chooses not to stand or to recite the pledge may not disrupt the reciting of the pledge by others. Any material disruption of the Pledge may subject a student to disciplinary action in a like manner as any other material disruption of a school activity.
3. The school may not discipline or otherwise single out any student who chooses not to stand or to recite the pledge and who does not otherwise disrupt the reciting of the Pledge by others.
4. The school shall notify the parent(s) of any elementary or middle school student (grades K through 8) who chooses not to recite the pledge or to stand during the pledge. The parent(s) will be requested, but will not be required, to confirm in writing his, her, or their agreement with the student's choice.

## Report Cards/Progress Reports

Grading Period	Progress Reports	End of 9 weeks	Grading Window opens	Grading window closes	Report card day
1 <sup>st</sup> Quarter	Tuesday, Sept. 10 <sup>th</sup>	Friday, Oct. 11th	Monday, October 7th	Monday, October 14th	Monday, Oct. 28th
2 <sup>nd</sup> Quarter	Thursday, Nov. 14th	Friday, December 20th	Tuesday, December 17th	Friday, January 3rd	Tuesday, January 21st
3 <sup>rd</sup> Quarter	Tuesday, February 11th	Friday, March 14th	Tuesday, March 11th	Monday, March 24th	Monday, April 7th
4 <sup>th</sup> Quarter	Tuesday, April 29th	Monday, June 2nd	Monday, May 19th	Thursday, May 29th	Monday, June 2nd

Report cards are issued approximately two weeks following the end of each nine-week grading period. Interim Progress Reports are available between 4-5 weeks after through Skyward Family Access. We recommend parents check student's progress at a minimum of every 2 weeks. In order to access the Skyward Parent Portal, parents are welcome to come to the front office to complete the paperwork and show a current ID to get their personal access information. Once a parent has completed this form, the front office staff will provide them with sign in information. Parents can then have access to their student's information at any time. Parents are also encouraged to access their students' progress at any time through our Parent Portal Skyward system. Also, please refer to the section on Uniform Grading Policies in this handbook for more details.

### School Counselors

The counselors at Bayshore are available to assist students academically or personally. Students and parents may see the counselor by requesting an appointment by calling the front office at 772-340-4720 to reach the school counselors.

### School Evacuation Procedures

In case of an emergency at the nuclear power plant or other emergency situations, parents will be advised of school evacuation procedures.

Emergency evacuation is as follows:



emergency known as "unusual events" or "alert." These emergency classifications generally involve a minor incident at the nuclear plant site that requires no public action.

- ✓ In a "site area emergency" or "general emergency" which involves a more serious incident, evacuation may require students to be transported to predetermined centers. Do not attempt to pick up students at school.
  - ✓ Not all schools require evacuation, but if evacuation is required, students from the affected areas will be transported to predetermined location.
  - ✓ **Parents are not to go to schools to pick up their children.** St. Lucie County Public Safety, in coordination with the School District, will issue press releases to local radio and television stations informing when parents may pick up their children.
  - ✓ Local radio and television stations will announce when and where parents can pick up their children.
- ✓ No action will be taken with classes of

### **Student Planner**

Kg - 5<sup>th</sup> grade students will receive one student planner that will be the student's academic time manager and a communication tool between the parent and teacher(s). This booklet should be carried every day and kept available. Each student will receive one planner free of charge at the start of every school year. A charge of \$5.00 will be required to replace lost planners.

### **Textbooks**

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

### **Tuesday Folders/Important Information Day**

Each Tuesday, pertinent information from the school is sent home. Progress reports, monthly calendars, and student newsletters are provided via email. All other information and current samplings of children's class work will be sent home in Tuesday folders. Please return any information that needs to be signed or completed to your child's teacher on the following school day. One folder will be provided to each student. A fee of \$3:00 will be applies for an extra Tuesday folder.

## Visitors

In an effort to continually improve the safety and security of your children, St. Lucie Public Schools will be using the Raptor visitor management system.

- ✓ All campus visitors, including parents and alumni, will need to have their driver's license or military ID available.
- ✓ The Raptor system accesses a national database, preventing anyone who should not be on our campus from gaining access. No one will be allowed to be on campus without a picture ID badge printed up by the Raptor system.
- ✓ The first time you submit your ID, this sophisticated system takes about one minute to process. The next time you sign in will be a much shorter process.

For the safety of our children, all visitors must enter the school using the main entrance. Please report to the main office for a visitor's pass. Visitor parking spaces have been provided for those persons visiting for a short time (30 minutes or less). Please refrain from curbside parking to allow a smooth flow of car traffic

## Volunteers

In a school setting volunteers will work with students individually, in classrooms, chaperone field trips, and help perform clerical duties once a security check has been cleared. **All parents/guardians, at the request of the teacher, wishing to chaperone a field trip or volunteer to participate in class or school wide activities, such as but not limited to field day and classroom themed days, must be on the district approved volunteer list and identified as a chaperone when the grade level requests field trip approval.** An application must be completed and processed two weeks before any volunteer work may begin, according to the Jessica Lunsford Act (Section 1012.465, Florida Statute). If you are interested in serving as a school volunteer, please call the school's office. The volunteer coordinator will contact you with details.

Opportunities to chaperone are on a first come first serve basis and are not a guarantee.

Parents wishing to volunteer in classrooms will not be assigned to their children's classroom. Volunteer assignments will be at the discretion of administration

## Unauthorized Items

Non-essential money, toys, trading cards, hats, playing cards, hand-held games, skateboards, scooters, and/or roller blades or other items not specifically mentioned, but deemed inappropriate are **NOT** to be brought to school. **It is not the responsibility of the school if non-essential unauthorized items are stolen or damaged;** leave them at home. **Cell phones/ Smart devices/Ear buds** cannot be visible or turned on. Violation may result in the items being confiscated. The parent will be contacted and may be required to pick up the item. If a student continues to bring the item to school, it may be held until the end of the school year. Students who continue to violate the policy will be subject to disciplinary action for repeated open defiance.

## Uniform Grading System

- In grades K-2, the indicators are:

4	Above standard/demonstrates more than 90% of the time/Exceptional
3	At standard/demonstrates 80% of the time/ Proficient
2	Approaching standard/demonstrates proficiency 70% of the time/Progressing
1	Below standard/ demonstrates less than 60% of the time/Beginning
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 must complete the work within the guidelines of the make-up work policy contained herein. 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.

### Academic Awards

At the end of each nine-week grading period, students in grades 3-5 may qualify for an honor roll based on academic achievement.

*Principal's Honor Roll:* All A's on the report card, with no P's or N's

*Bayshore Honor Roll:* All A's and B's on the report card, with no P's or N's

## Positive Behavior Intervention Support (PBIS)

"If a child doesn't know how to read, we teach.

If a child doesn't know how to swim, we teach.

If a child doesn't know how to multiply, we teach.

If a child doesn't know how to drive, we teach.

If a child doesn't know how to behave, we....teach?...punish?"

Why can't we finish the last sentence as automatically as we do the others?

-Herner, 1998

### Kids at Hope Time Traveler of the Month

Kids at Hope is a powerful, cultural strategy, rather than a program with an understanding and belief that all children can succeed, without exception. This framework and shared language focuses on instilling the power of HOPE in all children and youth, without exception. Students focus on their future empowering themselves toward achievement and a holistic sense of

fulfillment.

Each month students are chosen by a Bayshore Elementary Staff member to be a Kids at Hope Time Traveler of the Month. Students are recognized for their contributions to the following "destinations": Education & Career, Hobbies & Recreation, Home & Family, and/or Community & Service. These students are honored at a special awards ceremony each month. Parents are invited and encouraged to attend. All students must be in dress code in order to be honored in the ceremony.

### **Code of Conduct**

In addition to this Bayshore Elementary Student Handbook, all parents are required to read and review the Elementary Code of Conduct document with their child. In order to save money and to help save the environment, schools will not hand out paper copies of the Student Code of Conduct. You can locate an electronic copy of the Code online at the District website at: <http://www.stlucie.k12.fl.us/pdf/codeofconduct.pdf>. Please sign the "Notice regarding student code of conduct for school year 2023-2024" that will be sent home and return to your child's teacher.

### **Bullying and Harassment Statement**

(1) Bullying and harassment prohibited. It is the policy of the St. Lucie County School District 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 in this policy, is prohibited.

(2) Definitions.

(a) Bullying includes cyberbullying, as defined in Section 1006.147(3)(b), F.S., and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. This definition includes unwanted and repeated written or oral statements or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student.

Bullying may include, but is not limited to:

(i) Repetitive instances of Teasing

(ii) Social exclusion

(iii) Threats

(iv) Intimidation

(v) Stalking

(vi) Physical violence

(vii) Theft

(viii) Harassment based on protected characteristics as set forth in Policy 2.70, A(1)

(ix) Public or private humiliation

(x) Destruction of property



## SCHOOL BOARD OF ST. LUCIE COUNTY ATTENDANCE POLICIES K-12

(1) Regular Attendance. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's approval shall have his or her parent(s) or legal guardian report such absences or tardies to the school center in the manner prescribed by the Student Progression Plan.

(2) Student Progression Plan. The Student Progression Plan shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences and tardies.

(a) Student attendance must be monitored on a daily basis and parents contacted as required by law.

(b) A person designated by the Superintendent or his or her designee shall investigate truancy problems according to the Student Progression Plan.

(c) Definitions and procedures regarding types of absences and absenteeism shall be contained in the St. Lucie County School District Student Progression Plan

(3) Absences for Religious Holidays. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his or her religion forbid secular activity at such time.

(a) The Superintendent is authorized and directed to establish a list of religious holidays for which excused absences may be granted, and to provide such list to all schools prior to the beginning of each school year. The Superintendent is also authorized to add religious holidays to the list when presented with a written request including documentation establishing the existence of a legitimate religious holiday observed by a religious group, church, or denomination. The parent/guardian or adult student may appeal the Superintendent or designee's decision not to add a specified holiday to the approved list of religious holidays by filing an equity grievance in accordance with Policy 5.71.

(b) The parent/guardian or adult student shall provide the principal or designee, prior to absence, a signed notice of the student's intent to be absent for a religious holiday. The notice shall contain the name and address of the student to be absent and the date and/or time of the absence.

(c) The principal and teachers at each school shall plan examination, study, and assignments so that no undue hardship is imposed upon a student exempted from attendance to observe a religious holiday. In establishing classroom test schedules, teachers, wherever feasible in terms of course objectives, should avoid scheduling tests or other evaluation activities during religious holidays on which students may be granted permissible excuses for the observance of the holiday.

(d) A student shall have the opportunity to make up any examination, study, or assignment which has been missed because of an absence for observance of a religious holiday or because the tenets of the student's religion forbid secular activity at such time.

(e) The principals and teachers at each school shall be responsible for making available to the student so excepted the examination, study, or assignment which has been missed and no special fees shall be charged for such opportunity in accordance with the policies and procedures for making up work set forth in the Student Progression Plan

(4) Regular Attendance. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's approval shall have his or her parent(s) or legal guardian report such absences or tardies to the school center in the manner prescribed by the Student Progression Plan.

(5) Student Progression Plan. The Student Progression Plan shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences and tardies.

(a) Student attendance must be monitored on a daily basis and parents contacted as required by law.

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(b) The parent/guardian or adult student shall provide the principal or designee, prior to absence, a signed notice of the student's intent to be absent for a religious holiday. The notice shall contain the name and address of the student to be absent and the date and/or time of the absence.

(c) The principal and teachers at each school shall plan examination, study, and assignments so that no undue hardship is imposed upon a student exempted from attendance to observe a religious holiday. In establishing classroom test schedules, teachers, wherever feasible in terms of course objectives, should avoid scheduling tests or other evaluation activities during religious holidays on which students may be granted permissible excuses for the observance of the holiday.

(d) A student shall have the opportunity to make up any examination, study, or assignment which has been missed because of an absence for observance of a religious holiday or because the tenets of the student's religion forbid secular activity at such time.

(e) The principals and teachers at each school shall be responsible for making available to the student so excepted the examination, study, or assignment which has been missed and no special fees shall be charged for such opportunity in accordance with the policies and procedures for making up work set forth in the Student Progression Plan.

## **Attendance Counts in St. Lucie County!**

### **Students can be withdrawn for non-attendance**

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

### **Lack of attendance can result in court action**

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

### **Learn More**

Please read the District Student Progression Plan for more information regarding the Attendance Policies in the Saint Lucie County School District at [www.stlucieschools.org](http://www.stlucieschools.org) and <https://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#> for Attendance Policy 5.40

### **What you can do**

- Tell your child that you expect good school attendance
- Partner with the school in monitoring your child's school attendance
- Call the attendance office to confirm their child's attendance in all classes
- Register for Skyward Family Access at the school to view your child's academic and attendance progress online
- Send a signed and detailed note to school within 3 days of absence
- Request makeup work immediately upon your child's return to school or during the absence. All makeup work must be turned in within 10-days of the return to school
- Apply for the Homebound/Hospitalized School Program by contacting the Guidance Office if your child is confined to the home for a minimum of fifteen (15) days
- Respond immediately to all calls or letters from the school indicating that your child is accumulating unexcused absences or tardies
- Send a copy of medical documentation to the school when your child has missed school and seen a physician. Retain the original documentation for yourself
- If you suspect your child is skipping classes or school, contact the school immediately

**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

**SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA**

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

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

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

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

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

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

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

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

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

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

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

committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

\* \* \*

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

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

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

\* \* \*

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 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.



# St. Lucie Public Schools Notice Of Non-Discrimination, Title IX, and Section 504



**THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA**, does not discriminate in employment, treatment, in admission or access to its programs and activities on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, sexual orientation or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or any employment conditions or practices conducted by this School District, except as provided by law. The School Board provides equal access to the Boy Scouts and other designated youth groups<sup>1</sup>. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. (SLPS SB Policy 2.7)

## **ADULTS (2.70) EQUITY POLICY: PROHIBITING HARASSMENT**

- A. Harassment concerning an individual's race, color, sex, age, religious beliefs, national or ethnic origin, marital status, or disability is a form of misconduct which undermines the integrity of the employment relationship.
- B. Adverse remarks or epithets and other forms of harassment concerning an individual's race, color, sex, age, relation, national or ethnic background or disability are strictly prohibited. A disability exists when an individual has a physical or mental impairment which substantially limits one or more of the individual's major life activities.

## **STUDENTS (2.70) EQUITY POLICY**

- A. It is the policy of the SLPS School Board to offer students the opportunity to participate in appropriate programs, services and activities without regard to race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background.
- B. Students, while they are in school or participating in school-related activities, are entitled to an

In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

## **Adult COMPLAINT PROCEDURES:**

If an **adult** needs to report an alleged violation of these policies, an informal equity complaint should be made to a principal or department designee. If the situation cannot be resolved informally, a formal complaint should be directed to the Superintendent's designee listed below.

**Dr. Rafael Sanchez, Jr.**  
Executive Director of Human Resources  
Office: (772) 429-7508  
e-mail: EMP-GRV@stlucieschools.org

## **Student COMPLAINT PROCEDURES:**

If a **student** needs to report an alleged violation of these policies, an informal equity complaint should be made to the Principal or principal designee. If the situation cannot be resolved informally, a formal complaint should be directed to the Superintendent's designee listed below.

**Heather Roland**  
Executive Director of Student Services  
Office: (772) 429-4577  
e-mail: SS-GRV@stlucieschools.org

## **TITLE IX POLICY (2.71): PROHIBITING SEXUAL HARASSMENT**

Sexual harassment is prohibited in the District, on all District property, and all District sponsored activities or events. Students and employees who feel that they have been subject to sexual harassment are encouraged to file a complaint in accordance with the procedure outlined in the Title IX Policy (2.71). Employees who become aware of sexual harassment must report to the appropriate personnel so the District can conduct a thorough investigation. Sexual harassment by an employee or student to another individual (student or adult) is strictly prohibited by School Board Policies 2.70, 2.701, and 3.43. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

**Title IX Complaint Procedures: Any person may report sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment, in person, by mail, telephone, or electronic mail, using the Title IX Complaint Procedures to the following contacts:**

**Employee Related:**

**Aaron Clements**  
**Director of Employee Relations**  
**Phone: (772) 429-7529**  
**e-mail: [Aaron.clements@stlucieschools.org](mailto:Aaron.clements@stlucieschools.org)**

**Student Related:**

**Esther Rivera**  
**Director of Student Services**  
**Phone: (772) 429-4526**  
**e-mail: [Esther.rivera@stlucieschools.org](mailto:Esther.rivera@stlucieschools.org)**

If, due to a disability, you need special accommodations to receive School Board information or to participate in School Board functions, call (772) 429-3600 and ask for the School Board Secretary. Telecommunications Device for the Deaf (TDD) phone (772) 429-3919.

<sup>1</sup>For Further information on notice of non-discrimination, visit <https://ocras.ed.gov/contact-ocr> or contact the SLPS District Equity Coordinator:

**Dr. Adrian Ocampo**  
**Executive Director of Assessment & Accountability**  
**Phone: (772) 429-5538**  
**e-mail: [Adrian.ocampo@stlucieschools.org](mailto:Adrian.ocampo@stlucieschools.org)**

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## **School or Department Designee(s)**

### **Adult/Employee Related:**

### **Student Related:**

Book	St. Lucie County School Board Policy Manual
Section	Chapter 5: Students
Title	Equity Grievance Procedure for Students
Code	5.71
Status	Active

(1) Grievance. For purposes of this policy, a grievance is a complaint by a student of or applicant for admission to the public schools in St. Lucie County alleging (a) a violation, misinterpretation, or inequitable application of an established policy governing students individually or collectively, (b) an act of discrimination or intimidation against the student, or any other conduct or practice prohibited by Policy 2.70 Prohibiting Discrimination, or (c) any other act in violation of the student's rights, but not including complaints regarding identification, evaluation, or educational placement arising under Section 504 of the Rehabilitation Act. Complaints regarding identification, evaluation, or educational placement under Section 504 should be filed under the procedures set forth in the Section 504 Manual. For complaints of bullying and harassment, the District shall follow the procedures in Policy 3.43, Bullying and Harassment.

(2) Student Grievance Coordinator. The Superintendent shall appoint a Student Grievance Coordinator ("Coordinator") whose responsibility is to ensure that the District is in compliance with the Florida Educational Equity Act, Section 1000.05, Florida Statutes, and School Board Policy 2.70. As used in this policy, the term Coordinator shall also refer to the Coordinator's designee. The Coordinator shall be trained in the impartial investigation of complaints of all forms of discrimination prohibited by Policy 2.70, and shall not be subject to direct or indirect supervision by any school-based administrator.

### (3) Procedure

- (a) Any student or applicant for admission who believes he or she has an equity grievance should first discuss the grievance with the principal of the school involved. If the grievant is not satisfied with the outcome of such discussion, or if the school principal is involved in the alleged incident, the grievant should communicate the grievance and the specific relief requested in writing to the Coordinator within sixty (60) calendar days of the alleged incident.
- (b) The Coordinator, after receiving the grievance shall notify the school principal of the filing of the grievance within fifteen (15) working days of the filing of the complaint.
- (c) If the Coordinator determines that the grievance alleges a potential violation, that there is probable cause that such a violation has occurred, and that the School Board is able to provide the specific relief requested, the Coordinator shall set a date for an informal hearing and include any essential personnel germane to the case. If the Coordinator determines that the grievance is insufficient, that there is no probable cause to proceed, or that the School Board is not able to provide the specific relief requested the Coordinator shall so notify the grievant in writing. A determination of insufficiency, of no probable cause, or of unavailable relief shall be subject to appeal as provided in subsections (3)(g) and (h) of this policy.
- (d) If an informal hearing is set, the Coordinator shall encourage the grievant to discuss the matter informally with the person against whom the grievance has been lodged. Upon request, the Coordinator shall accompany the grievant in an attempt to conciliate the matter. If conciliation is not effected, the hearing shall proceed.
- (e) Notwithstanding any other provision of this policy, the grievant shall not be required to confront the person against whom the grievance has been lodged, particularly in instances in which the grievant has alleged acts or practices of discrimination, including but not limited to harassment, retaliation, or coercion. At the informal hearing, both the grievant and the person against whom the grievance has been lodged shall be afforded an opportunity to present witnesses and other evidence in support or defense of the grievance.
- (f) If an informal hearing is held, the Coordinator shall render a recommendation in writing to the grievant and the person against whom the grievance has been lodged within ten (10) working days of such hearing. The principal of the involved school shall be responsible for taking any action required to implement the Coordinator's recommendations.
- (g) Either the grievant or the person against whom the grievance has been lodged may appeal the recommendation of the Coordinator to the Superintendent with ten (10) working days of receiving notice of such recommendation. Any appeal to, and the decision rendered by, the Superintendent shall be in writing. The decision of the Superintendent shall be rendered within ten (10) working days of the filing of an appeal from the Coordinator recommendation.

(h) The decision of the Superintendent may be appealed to the School Board within ten (10) working days of the appealing party receiving notice of such decision. Any appeal to, the School Board shall be in writing and shall appear on the agenda for the next regularly scheduled public meeting that will be held not less than seven (7) working days after receipt of the appeal. The School Board shall render a written decision on the appeal within ten (10) working days of the meeting. All affected parties will be notified and provided with a copy of the decision of the School Board. The decision of the School Board shall be administratively final.

(i) If a violation is determined to have occurred, the District shall take appropriate steps to prevent the recurrence of any discrimination and to correct the discriminatory effects on the grievant and others. Based upon the circumstances, such steps may include, but are not limited to:

1. Imposing consequences, including referral for discipline when appropriate, upon the person against whom the grievance was lodged,
2. Undertaking such remedial measures as appropriate in the circumstances to address and resolve the grievance and to protect the grievant and witnesses for the grievant from retaliation or future discrimination,
3. Undertaking referrals for counseling, when appropriate, of the grievant and the person against whom the grievance was lodged, and
4. Re-emphasizing instruction of students and training of employees on identifying, preventing, and responding to acts of discrimination.

(j) All proceedings and records of proceedings related to a grievance filed by a student of, or applicant for admission to, the public schools in St. Lucie County shall be confidential as provided in Section 1002.22, Florida Statutes, and other applicable law.

(4) Information in Student Handbooks. All student handbooks for District schools shall incorporate the text of the Board's policy of non-discrimination and educational equity as set forth in Policy 2.70, and this policy establishing an equity grievance procedure for students.

**STATUTORY AUTHORITY: 1001.41, 1001.42, F. S.**

**LAWS IMPLEMENTED: 1000.05, F.S.**

**History:**

**Adopted: 03/30/2004**

**Revision Date(s): 10/28/2008, 06/08/2010, 09/13/2011**

**Formerly: 5.65**

**St. Lucie County School District**  
**Student/Parent Notification of Attendance Policies**

Florida State Statute 1003.24-Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section; however, criminal prosecution under this chapter may not be brought against a parent until the provisions of s.1003.26 have been complied with.

- Every absence will be listed as unexcused until the school receives a note within 3 days that has been signed by the parent and contains the following information: student's name, date of absences, reason for the absences, and a daytime telephone number.
- Tardies/early pickups will be excused or unexcused. Excused tardies/early pickups must meet the same criteria as an excused absence and must have a parent note.
- Once a student in grades K-12 has accumulated 3 excused tardies or absences due to leaving school early for medical/dental appointments within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused.
- A student diagnosed with Autism Spectrum Disorder and who has an appointment, partial day or full day with a health care practitioner to receive generally recognized services such as applied behavioral analysis, speech therapy, and occupational therapy will have the absence excused when the school is provided appropriate documentation (see student progression plan for further information).
- Students who have accumulated more than 10 excused or 5 unexcused absences in a semester, must have vacation travel approved by the principal in advance for the absences to be excused.
- Missing the bus is excused if the bus is more than 5 minutes early or more than 15 minutes late, as confirmed by the school.

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

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

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

You may view your child's records (including attendance) online through Skyward Family Access, which may be activated at your child's school.

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

# St. Lucie Public Schools Title IX Formal Complaint

My name is \_\_\_\_\_ and I am a student/employee at \_\_\_\_\_.

School Name

\_\_\_\_\_ sexually harassed me on or about \_\_\_\_\_ at

Name

Date/Time

\_\_\_\_\_

Location

Please explain the incident below:

I am requesting that \_\_\_\_\_ investigate these allegations.

Title IX Coordinator's Name

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



#### **BOARD MEMBERS**

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

#### **SUPERINTENDENT**

Dr. Jon R. Prince

#### **NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE**

**THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA**, No person shall, on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, sexual orientation, or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

Reasonable accommodations are provided for persons with disabilities to complete the application and/or interview process. Applicants/individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact (772) 429-7500 for assistance.

#### **Non-Discrimination Policy Inquiries and Complaints by Students, Parents, Applicants for Admission to School, and all others except Employees and Applicants for Employment:**

##### **Heather Roland, Executive Director of Student Services**

9461 Brandywine Lane, Port St. Lucie, FL 34986  
Office: (772) 429-4577, Fax: (772) 429-4589, E-mail: SS-GRV@stlucieschools.org

#### **Non-Discrimination Policy Inquiries and Complaints by Employees and Applicants for Employment:**

##### **Rafael Sanchez, Executive Director of Human Resources**

9461 Brandywine Lane, Port St. Lucie, FL 34986  
Office: (772) 429-7508, Fax: (772) 429-7501, E-mail: EMP-GRV@stlucieschools.org

Inquiries and Complaints under **SECTION 504 OF THE REHABILITATION ACT OF 1973** should be directed to the School Board's Section 504 Compliance Officer, the Executive Director of Student Services, contact information listed above.

If due to a disability you need special accommodations to receive School Board information or to participate in School Board functions, call (772) 429-3600 and ask for the School Board Secretary. Telecommunications Device for the Deaf (TDD) phone (772) 429-3919.

##### **Dr. Adrian Ocampo, Executive Director of Assessment and Accountability**

Equity Coordinator  
9461 Brandywine Lane, Port St. Lucie, FL 34986  
Office: (772) 429-5538 E-mail: Adrian.Ocampo@stlucieschools.org

**St. Lucie**

PUBLIC SCHOOLS





