



# School Year 2025-2026

# Student Handbook

Jane Whitaker, Principal

Vincia N. Gavoni, Assistant Principal

## CAST Vision Statement:

“CAST nurtures student growth through the integration of fine arts, core academics, and life skills education to prepare students for engagement in their current and future community involvement. We empower our students to be proactive with their education while providing a safe and nurturing learning environment.”

~The CAST Team

Creative Arts Academy of St. Lucie 1100 Delaware Avenue  
Fort Pierce, FL 34950

(772) 467-4278

## St. Lucie Public Schools 2025-2026 School Year Calendar

July, 2025							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 21: 11-Month Employees' First Day

August, 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							

Aug. 4 - 8: Teacher Pre-Planning Days (5)  
Aug. 11: Students' First Day  
Aug. 27: Early Release Day - Recordkeeping

September, 2025							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. 1: Holiday for All - Labor Day  
Sept. 10: Teacher PL Day (District led) No School

October, 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		

Oct. 2: Fall Holiday for all  
Oct. 10: End of 1st 9 weeks (42 Days)  
Oct. 13: Teacher Workday  
Oct. 29: Early Release Day - FC Choice

November, 2025							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. 11: Holiday for All - Veteran's Day  
Nov. 22 - 30 Thanksgiving Holiday  
(12-month employees work Nov. 24 - 26)

December, 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				

Dec. 19: Early Release Day - FC Choice  
Dec. 19: End of 2nd 9 weeks (43 Days)  
Dec. 20 - Jan. 4: Winter Break Holiday  
(12-month employees are off Dec 24-Jan 1st)

Work Year for 183 Day employees	8/11/2025 - 6/2/2026
Work Year for 10 month (196 day) employees	8/4/2025 - 6/3/2026
Work Year for 11 month (216 day) employees	7/21/2025 - 6/16/2026
Work Year for 12 month (250 day) employees	7/1/2025 - 6/30/2026

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

## St. Lucie Public Schools 2025-2026 School Year Calendar

January, 2026							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	29	30	31	

Jan 2: 12-month employees work  
Jan 5: Teacher Workday  
Jan. 6: Students Return  
Jan. 19: Holiday for All - MLK Day

February, 2026							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 11: Early Release Day - PL  
Feb. 16: Holiday - President's Day (12-mo emp's work)  
Feb. 25: 1/2 Teacher PL & 1/2 Recordkeeping

March, 2026							16
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 13 Early Release Day-FC Choice  
March 13: End of 3rd 9 weeks (46 Days)  
March 14 - 22: Spring Break Holiday  
(12-month employees work March 16 - 20)  
March 23: Teacher Workday

April, 2026							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 3: Holiday for All - Spring Holiday  
April 22: Early Release Day - FC Choice

May, 2026							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	
31							

May 25: Holiday for All - Memorial Day

June, 2026							2
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 1: Early Release Day - Record Keeping  
June 2: Early Release Day - Record Keeping  
June 2: Last Day for Students (49 days)  
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 11 - October 10 (42 Days)
Quarter 2: October 14 - December 19 (43 Days)
<b>Semester 1: 85 Days</b>
Quarter 3: January 6 - March 13 (46 Days)
Quarter 4: March 24 - June 2 (49 Days)
<b>Semester 2: 95 Days</b>
<b>Teacher Workday Designation:</b>
Pre-Planning Days: 8/4 - 8/8 (5 days)
Teacher Workdays: 10/13, 1/5, 3/23 and 6/3 (4 days)
Teacher PL Day: 9/10, 1 day
Teacher 1/2 PL & 1/2 Recordkeeping: 2/25 1 day

<b>Teacher Early Release Day Designation:</b>
Recordkeeping: 8/27, 6/1, and 6/2
Professional Learning: 2/11
Faculty Council (FC) Choice: 10/29, 12/19, 3/13 and 4/22
<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

Board Approved August 13, 2024

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# St. Lucie County Public Schools

## Mission, Beliefs, Vision

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

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

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

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

- The teacher's primary role is to design rigorous, engaging work that leads students to higher levels of learning.
  - We provide clear and compelling understandings about what students are expected to know and be able to do.
  - We provide support for student success, understanding that different students master tasks in different ways and at different times.
  - District and school support personnel are partners with teachers and schools in the core business.
  - Collaboration around the core business is essential to quality learning experiences.
  - Quality tools are required for quality work.
- Instructional needs drive the design and construction of facilities. Quality facilities are required for quality work.

**Quality schools are the responsibility of the entire community.**

- Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute the community.
- The community works together to provide the political advocacy and support needed for student success.
- Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.

- The community is responsible for providing and supporting the facilities and Infrastructure necessary to accommodate growth.
- All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.
- The school district has an obligation to achieve quality results for both the schools and the community.

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

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

responsible both to constituents and for shaping the future.

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

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

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

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



## Creative Arts Academy of St. Lucie

### School Visitation

For the safety of our students and staff, all visitors must report to the office as soon as they arrive on campus to sign in and receive an official visitation pass through the district's Raptor Visitor Management System.

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

1. No private vehicle parking or driving in the bus loading zone is permitted on days when school is in session. All cars must park in the designated spaces in the front of the main building.
2. Student pick-up and drop-off MUST be in designated areas only.
3. Parents must remain in their vehicles in the pick-up zone. School staff will escort children to their vehicles. This helps to alleviate a great deal of congestion and confusion during arrival and dismissal.
4. If you wish to change your child's pick-up time or method of departure, we MUST have notification in writing or by phone **before 2:30 each day.**
5. In order to provide your child a successful and fulfilling day at school, we request that parents NOT sign their child out early except in cases of emergency.
6. Limit non-essential visitors and volunteers on campus.
7. Parents will not be permitted to have lunch with their student on campus.
8. Strongly encourage visits by appointment only.
9. Tardy notes and absence notes may be accepted by email instead of handwritten notes.
10. All vendors must check into the main office.

### Student Arrival and Dismissal

#### 8:00 a.m. Arrival & Breakfast

**Students may not arrive prior to 8:00 a.m. as supervision will not be available.** Breakfast is available in the cafeteria beginning at 8:00 a.m. Car riders need to be dropped off by 8:20 a.m. to eat breakfast and arrive to class in a timely fashion.

### 8:30 a.m. Instruction Begins

If your child arrives later than 8:30 a.m. he/she must go to the office first to receive a late pass. Tardies will either be excused or unexcused. Acceptable documentation to excuse a tardy is the same as those under the Early Pick-Up Policy and for excused absences. For the safety of our students, if your child arrives later than 8:30am, an adult must accompany the student to the main office and sign them in. Please review our visitation

supervision. **Every fifth unexcused tardy will result in one unexcused absence.** These policy. Do not drop off late students in the parent pickup/drop off loop, there will be no unexcused absences are given the same weight as any other unexcused absence and can affect perfect attendance and decisions to file a Truancy Petition.

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### 3:00 p.m. Dismissal

For safety reasons, students must be checked out through the school's front office. The parent or guardian must come into the front office to sign the student out and provide proper identification. The office staff will call the student to the office. ***Students may not be released after 2:30pm as the office staff will be busy with school dismissal.***

Therefore, if you have a scheduled appointment, plan ahead to pick-up your child by 2:30. It is the responsibility of the parent to keep the school informed of who may pick up their student(s). Those who are not on your child's information card will not be able to pick up your child. If you would like to add additional people to your list, it must be done in writing.

### Conferences

Conferences are an important form of communication between parents and teachers. This type of communication promotes student progress and helps to alleviate potential problems. We encourage you to maintain communication throughout the school year.

**District policy requires that you notify us 24 hours in advance if you wish to schedule a teacher conference.**

## Unauthorized Items

Non-essential money, radios, MP3 players, iPods, cd players, trading cards, beepers, 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.

**New Florida State Mandate established during the 2023-2024 School Year**

**As per Florida state mandate, all wireless communication devices may not be used during the instructional day . All wireless communication devices must be off and kept in backpacks Students will first receive a warning. Further violation may result in phone being confiscated and will only be returned to a parent/guardian at the end of the instructional day. Additional disciplinary actions for continuous violations will be under the discretion of school administration and could result in the loss of magnet status.**

## Lost and Found

Articles found at school should be turned in to the main office where students may claim their property. Uncollected items will be donated to a charitable organization at the end of each semester. Labeling your child's clothing, lunchbox, and school supplies would be helpful.

## Textbooks

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

## 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.** Florida Kidcare Insurance forms are available in the front office.

## Emergency Drills

Periodically, fire and disaster drills are held to teach emergency procedures so that the reaction to any emergency will be orderly and safe for all staff and students. In case of a real emergency, you would receive information from St. Lucie County government offices and the school concerning any needed evacuation of children.

## Pledge of Allegiance

In order for a student to be excused from participation in reciting the pledge a written request from a parent must be submitted to the Principal. Upon receipt of this request, the student will be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes. S.1003.44

## Moment of Silence

**HB 529- Florida Statute** Moments of Silence are set aside at the start of each instructional day. Parents or guardians are encouraged to discuss moment of silence with their students & make suggestions as to the best use of this time.

## Student Birthdays/Celebrations

Birthdays may be celebrated with classmates in the cafeteria during the regularly scheduled lunchtime. (Only cupcakes or cookies are permitted, no drinks. These are distributed to the class the birthday child is in). These items **MUST BE STORE BOUGHT** (for health and safety reasons) and should be delivered to the front office. **Balloons, party favors, hats, etc. are not permitted.** Children may not bring these items on the school bus. Invitations to private birthday parties may be distributed at school ONLY if the entire class is included.



## School Parties

Any donated food items for a class party **MUST BE STORE BOUGHT** for health and safety reasons. Attendance at parties is left to the discretion of classroom teachers and/or administration.

## Cafeteria

Students will need to memorize their lunch numbers for the 25-26 school year. They will enter their numbers for each meal.

### Breakfast

A nutritious breakfast is offered each morning from 8:00-8:30 a.m. The cafeteria will transition to bag breakfasts at 8:20 to ensure students are ready and prepared for instruction at 8:30 a.m.

### Lunch

Our lunch program provides a tasty, nutritious meal for students wishing to participate. Each student is served milk, a choice of main entrée, and a choice of two vegetables and/or fruits.

We also sell snack items at various times, this **is not part of their regular lunch price**. Snack prices may vary.

Students are welcome to bring a lunch from home; lunches should be brought to school with the child. **To avoid classroom disruption, staff will not be responsible for delivering dropped off lunches to students.**

If a child forgets their lunch, we will provide one from the cafeteria, free of charge.

Students are not permitted to have food delivered from any outside restaurants or venues.

This is a safety concern and office staff are directly impacted by interruptions during high volume times. This will also include after school rehearsals and/or sports practice. Please plan accordingly with your student.

District approved meal prices are reviewed semi-annually. Please check the district website for approved prices.

## Cellphone/Wireless communication devices

### New Florida State Mandate during the 2025-26 School Year

As per Florida state mandate, all wireless communication devices may not be used during the instructional day. All wireless communication devices must be off and kept in backpacks at all times. See hierarchy of consequences provided on p. 10. Continuous disciplinary actions related to cellphone/WCD use, will be reviewed by school administration and could result in loss of magnet status.

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## Cellphones/Wireless Communication Devices continued...

District hierarchy of Cellphone/WCD consequences for unapproved use

Violation	Description	Consequence	Additional Actions
First offense	WCD visible or used during the school day	WCD confiscated until the end of school day Parent notified	Returned to student at the end of the school day BIR
Second offense	WCD visible or used during the school day, repeated use	WCD confiscated Parent notified	Parent must pick up WCD at the end of the school day Parent meeting required Behavior contract signed
Third offense	WCD visible or used during the school day, repeated use or refusal to comply	WCD confiscated Parent notified	Parent must pick up WCD at the end of the school day In-school suspension (1 day) Mandatory digital citizenship course Loss of extracurricular privileges for 1 week
Fourth offense and beyond	WCD visible or used during the school day, repeated use or refusal to comply	WCD confiscated Parent notified	Admin-parent-student conference Out-of-school suspension (1–3 days) Behavioral contract PST referral

# Code of Conduct

A school code of conduct was developed by administrators, teachers, and parents. All students will be expected to comply with the following behaviors at all times while on school property. The code of conduct may include, but is not limited to, the following:

1. Be recognized before speaking.
2. Remain seated during instruction.
3. Work quietly with a group or by themselves, as the teacher requests.
4. Speak courteously and respectfully to others.
5. Bring necessary materials to class as the teacher requests. Leave personal items such as toys, earbuds, blankets, stuffed animals, radios, and MP3 players at home. All wireless devices must remain off and inside student backpacks at all times.
6. Respect school property and the property of others.
7. Concentrate on classroom instruction.
8. Stay in classroom until given permission to leave.
9. Refrain from throwing objects.
10. Keep hands, feet, comments, and objects to yourself.

## **In the restrooms, students will:**

1. Practice safety.
2. Keep restroom clean.
3. Be quiet and orderly.

## **In the cafeteria, students will:**

1. Enter and leave quietly in a single-file line.
2. Practice courtesy and good manners while eating.
3. Speak in quiet conversational tones with those around you.
4. Remain seated until you are dismissed.
5. Keep YOUR lunchroom neat and clean.
6. Eat nutritional lunches excluding gum, candy, and soft drinks.

## **In the corridors, students will:**

1. Walk at all times with hands to self, keeping to the right.
2. Move quietly along the corridors.
3. Respect all school property and help keep it clean and attractive.
4. Use handrails on staircases.

## **On the bus, students will:**

1. Obey the bus driver's rules for the bus, remain seated at all times.
2. Speak in conversational tones.

3. Keep hands, feet, and head inside the bus at all times.
4. Walk to and from the bus. Refrain from running and pushing.
5. Go directly to your designated area as buses arrive at school.
6. Stay away from moving buses.
7. Stand off roadway while awaiting the bus.
8. Sit on your bench at all times when the bus is in motion.
9. Wait for bus driver's signal before crossing the road in front of the bus.
10. In accordance with the law, be silent at all railroad crossings.
11. Refrain from eating, drinking, and/or smoking; smoking is also not permitted at bus stops.



# DRESS CODE \* 2025-2026

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At Creative Arts Academy of St. Lucie, students are to dress in a manner that, in addition to the following guidelines, takes into consideration the safety, health, and welfare of self and others, and does not disrupt the learning environment. Please review the guidelines below, as they have been slightly revised for the 2025-2026 school year.

School administration reserves the right to determine, according to the Governing Board Policy, what is school appropriate.

Continuous dress code infractions may result in disciplinary action. All students participating in P.E. classes MUST wear sneakers/tennis shoes at all times. Crocs and sandals are NOT permitted for P.E. classes.



## HEAD COVERINGS

Including, but not limited to, caps, hats, bandannas, hair curlers, and/or sunglasses, **head coverings shall not be worn on school property**, unless required by a physician or authorized by school personnel.



## SHOES

- No slippers, or slides of any kind. Shoes must be worn each day. Shoes should be closed-toed and must have straps and/or closed heels. Sneakers/Tennis shoes must be worn at all times
- during PE classes
- No high heels or shoes with spikes.



## UPPER BODY

- ALL tops must cover shoulder to shoulder. No rips/tears, skin tight, or see-through items.
- ALL tops may remain untucked, but long enough to overlap the beltline. No visible midriff.
- No halter/tank/crop-tops, or spaghetti strap tops.
- ALL graphics must be school appropriate.
- Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.
- Shirts must be worn under jackets, sweaters, etc.



## LOWER BODY

- See-through or mesh garments shall not be worn without appropriate undergarments. Form-fitting or overly tight clothing shall not be worn without appropriate outer garments
- Sweatpants and track pants will be permitted for the 25-26 school year.
- Dresses, skirts, shorts, and skorts must be fingertip length or longer.
- ALL rips/tears/frays must be below fingertips, and in appropriate places.
- No pajama tops or bottoms/ sleepwear of any kind are permitted.

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*Clothing, accessories, and facial coverings shall not be worn if they are deemed profane or violent, or include lewd and obscene messages or advertisements, phrases or symbols of alcohol, tobacco, drugs or other symbols, phrases, or advertisements that would be considered unbecoming or offensive to common propriety or decency.*



# DRESS CODE \* 2025-2026

Examples are being provided below to assist with clarifying acceptable attire for the school day. Should you have any questions please contact the school office for assistance. 772-467-4278.

Please note: It may be necessary to modify the dress code to include additional items at the discretion of school administration, as our society is ever changing.

## HEAD COVERINGS

ACCEPTABLE



NOT ACCEPTABLE



## UPPER BODY

ACCEPTABLE



NOT ACCEPTABLE



## SHOES

ACCEPTABLE



NOT ACCEPTABLE



## LOWER BODY

ACCEPTABLE



NOT ACCEPTABLE



**Special Note: Leggings should ONLY be worn under shorts, skirts or dresses. Pajama pants/sleepwear should NOT be worn during the school day as they are NOT school appropriate.**

*Clothing, accessories, and facial coverings shall not be worn if they are deemed profane or violent, or include lewd and obscene messages or advertisements, phrases or symbols of alcohol, tobacco, drugs or other symbols, phrases, or advertisements that would be considered unbecoming or offensive to common propriety or decency.*

## Parent Teacher Organization (P.T.O.)

P.T.O. is a voluntary organization bringing together parents and teachers for fundraising, building parent involvement, and community at school and other activities relating to the welfare of the school. Even if you are unable to attend meetings, your help is appreciated. Please contact the school at 772-467-4278 for more information.

## Volunteer Program

All volunteers for field trips or other school related activities, must apply annually through the school district website. All chaperones and/or volunteers MUST be cleared to serve in either capacity. Please visit the district website for application information. Volunteers – St Lucie Public Schools New clearance procedures are in place for the 25-26 school year.

## Field Trips

Students will have an opportunity to participate in field trips during the 2025-2026 school year. Parents will be notified well in advance of field trip locations, cost and information. Field trips will be aligned with academic standards of all subject areas.





## **Extra-Curricular Activities (After School Programs) Middle School**

### **Dance Club**

– School dance class is extended to afterschool rehearsal 1 time per week in preparation for district personnel award night performance, and/or Disney showcase performance. Previous dance experience is required as students advance their technical and Creative skills relative to choreographic structure, performance, dance science, collaborative problem solving, dance conditioning and safe studio Practice. Rehearsals take place during and after school.

### **Thespians**

Extension of middle school theatre class. Since 1929 the International Thespian Society, the student honorary division of the Educational Theatre Association, has worked to promote theatre arts in education. The organization is named for Thespis, the Greek who, according to legend, stepped out from the chorus and became the first actor. Theatre is said to be more than 6,000 years old. Each school year, middle students are inducted as members of Junior Thespian Troupe 89715 of the International Thespian Society. Thespians is opened to all interested middle school theatre students to compete in district and possible state competitions. District competition – within four county area.

Locations of state competitions vary in location.

### **MS Band**

CAST offers band classes to students enrolled in 6th, 7th and 8th grade regardless of prior musical experience. Band classes are separated by the director into beginning, (first year members) and advanced (students with band experience). Student who are new to band will work with the director to select the instrument to play. All students work on foundational skills on their instrument through class time and performances. Advanced students will have the opportunity to perform in small ensembles as well. Throughout the year, all CAST band students will perform regularly on and off campus. This will include school and local community performances, solo and ensemble competitions and District Music Performance Assessments.

**Musical Theatre** – Each school year, two (2) musicals are performed on the CAST main stage. Open to all middle school students. Auditions are for placement purposes. Students are notified of opportunity to participate in auditions through morning announcements, school-wide fliers, posters, and class announcements.

### **Sports**

Afterschool sports return to CAST for the 2025-26 school year. Programs will include Boys Basketball, Girls Volleyball, Co-ed Flag Football and Co-Ed track. Participation requirements and sign up information will be available at Open House and by contacting the school office.

### **Guidance Programs**

The school counselor serves our students by working with parents, teachers, and administrators to assist with their academic, social, and emotional concerns. The school counselor is also available to provide you with information about resources to support you and your child. The school counselor also serves as the ESOL coordinator.

### **Clinic**

The health paraprofessional monitors the clinic and performs a vision, hearing, height and weight screening for all students at designated grades. In accordance with Florida Statute 381.0056, the St. Lucie County School District in cooperation with the St. Lucie Health Department will conduct health screenings for selected student groups during the school year. These screenings include:

Height and weight, which will include Body Mass Index (BMI) calculation for grades 1, 3, and 6.  
Vision and hearing screenings for grades K, 1, 3, and 6  
Scoliosis screenings for grade 6



Parents/guardians will be informed, in writing, if your child fails to meet any of the screening standards. If you do not want your child to participate in school health screenings, please notify the school in writing and include your child's name, teacher's name, and grade within the first 10 days of school.

In addition to these screenings, your child will receive first aid and care in the event he/she becomes ill or injured at school. Children who are ill are sent to the clinic for attention, rest, or to be sent home. Medication is not administered without the proper documentation (see below).

If a child is injured, first aid is administered promptly. The child will be cared for in the clinic and an attempt will be made to contact the parent by phone if the injury is of a serious nature. An accident report is completed if a student is injured.

Student health records are also maintained by the health paraprofessional.

All medications (prescription and non-prescription) are to be brought to school by a parent or guardian and must be turned in to the health paraprofessional in the prescription bottle with a doctor's form of how and when to dispense the medication. (Forms are available in the clinic.) This includes items such as aspirin, Tylenol, cough syrup, cough drops, etc., in addition to prescription medication.

**Emergency cards are sent home at the beginning of the school year. Parents are to list two or more people other than themselves on the card for us to notify in case of an emergency. If your phone numbers (home, work, cell) or address change during the school year, it is important to notify us in writing for such emergencies. Parents are responsible to keep these cards and contact current.**

### **Lice Policy**

("No nit" policy) means... o Removing ALL lice eggs (nits) and egg cases after hair is treated with a lice killing product.

- o Excluding a child with a lice infestation from school until ALL nits have been removed.
- o Educating parents about lice and nits and ensuring that parents understand their responsibility under the "no nit" policy.

### **Why do we have a no nit policy?**

- Since no lice killing product kills all the eggs, it is very important to remove all traces of the nits to prevent re-infestation. Female lice can lay three to six eggs every 24 hours which is about 150 eggs each month. The eggs then hatch in 7-10 days. It is virtually impossible to tell which eggs are dead, which eggs have already hatched, and which eggs still have potential to hatch. The "no nit" policy helps to prevent re-infestation and transmission of the newly hatched lice to other students.
- Diagnostic confusion can result if all the eggs are not removed because it is impossible to distinguish "old" eggs from "new" eggs. This can result in the diagnosis of a new infection followed by subsequent treatment with additional cost to parents and unneeded administration of pediculicide to a child's scalp.

Home screening is important because the sooner the eggs are detected, the better. Parents can screen their child much more frequently than we can and therefore can detect the nits before there is such a large number that they are harder to deal with.

Students with school verified cases of head lice will have 2 excused absences per incident up to a maximum of two incidents per semester. Students who return to school, after being sent home with lice, and are still infected will not be allowed to go to class and attendance will not be counted. In addition, their absence will be unexcused. Parents are advised to follow the instructions of the school health staff and directions on commercial head lice products to kill head lice and all nits. Parents should also accompany their child to school to have their head checked by the health paraprofessional or nurse when returning from a head lice absence.

Schools will need to provide three different clinical spaces to meet the needs of our students. The main clinic must remain in place. Schools will also have to provide an isolation room for students who have been identified as having a fever or flu-like illness. These students must be kept separately from other students visiting the main clinic. Finally, if a school has medically fragile students or students who must use a nebulizer at school, there needs to be a Nebulizer Clinic space. Each clinical space will have different requirements

## Progress Reports

Please see the appendix for more information on these health rooms.

Progress reports will be sent home between the 4th and 5th weeks of each quarter.

Parents are encouraged to access their students' progress at any time through our Parent Portal Skyward System. Parents need 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. We recommend parents check student's progress at a minimum of every 2 weeks.

**Uniform Grading System of St. Lucie County** In grades K-2, the indicators are:

- o4 = Above standard / Demonstrates more than 90% of the time / Exceptional
- o 3 = At Standard / Demonstrates 80% of the time / Proficient
- o 2 = Approaching Standard / Demonstrates 70% of the time / Progressing
- o1 = Below Standard / Demonstrates less than 60% of the time / Beginning o
- 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 makeup work policy contained herein. If the student does not make up all work within the designated period of time 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.

\*A more detailed explanation of St. Lucie Public Schools grading policy is located in the St. Lucie Student Progression Plan. Which can be found at: <https://www.stlucie.k12.fl.us/pdf/StudentProgressionPlan>, 6-8 Grades and Elementary.

**Honor Roll**

In our elementary grades (3-5), students can earn the distinction of honor roll in three ways:

Principal’s Honor Roll	All A’s
“A” Honor Roll	All A’s, 1 B
“B” Honor Roll	All A’s/B’s

For our middle school students (6-8), honor roll distinction is set up in the following ways:

“A” Honor Roll	4.0 GPA
Principal’s Honor Roll	3.6-3.9
“B” Honor Roll	3.0-3.59

The importance of proper behavior, positive attitude, and classroom participation is emphasized at CAST. Therefore, a student must receive conduct marks of “S” or above in all conduct areas, to be on honor roll, and only one “P”. No “N’s” are acceptable for honor roll.

**General Requirements**

The purpose of the instructional program in the schools of St. Lucie County is to provide appropriate instructional and selected services to enable students to perform at or above their grade level academically. Promotion, however, is based primarily on student achievement and is not automatic. A student may not be promoted based on age or other factors that constitute social promotion. (F.S.1008.25)

**School Board of St. Lucie County Attendance Policies K-12**

**Attendance Counts in St. Lucie County:**

School attendance is important. Each parent and guardian of a child within the compulsory attendance age (6-18) is responsible for the child’s attendance as required by law. Additionally, it can make the difference between good and poor grades, graduating and not graduating, and achieving your goals.

Please carefully read the attendance policies in this brochure for students in St. Lucie County Schools.

- Every absence will be listed as unexcused until the school receives a note within 3 days that has been signed by the parent and contains the following information: student’s name, date of absences, reason for the absences, and a daytime telephone number.
- Tardies/early pickups will be excused or unexcused. Excused tardies/early pickups must meet the same criteria as an excused absence and have a parent note. For students in grades K-5, every 5th unexcused tardy will convert to an unexcused absence.

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 Public Schools at [www.stlucieschools.org](http://www.stlucieschools.org)  
What you can do

- Tell your child that you expect good school attendance
- Partner with the school in monitoring your child's school attendance
- 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 Hospital/Homebound 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

## **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.

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(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 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.

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 St. Lucie Public School 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 9461 Brandywine Ln, Port St. Lucie, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

**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

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

### Bullying and Harassment (School Board Policy 3.43)

(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 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, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- (i) Teasing
- (ii) Social exclusion
- (iii) Threat
- (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 humiliation
- (x) Destruction of property

(b) Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

(c) Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written or oral statement, or physical conduct, including a single act if sufficiently severe, directed against a student or school employee that:

- (i) Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property,
- (ii) Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or
- (iii) Has the effect of substantially disrupting the orderly operation of a school.

(d) Bullying and harassment also encompass:

(i) Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. The report of an act of bullying or harassment that is not made in good faith is considered an act of retaliation. For purposes of this policy, a report that is not made in good faith means a report that the reporter knows to be untrue or to be without any factual foundation or support.

(ii) Perpetuation of conduct listed in the definition of bullying, cyberbullying, or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

A. Incitement or coercion,

B. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system, or

C. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

(iii) Harassment based on protected characteristics such as sex, religion, race/ethnicity, or disability.

(e) Bullying and harassment do not encompass student discipline by school staff that comports with sound educational practice.

(f) Cyberstalking, as defined in Section 784.048(1)(d), Fla. Stat., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

(g) Violent criminal offense means any felony offense listed in Section 1006.13(6)(a), Fla. Stat.

(h) Within the scope of a public K-12 educational institution means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

(3) Behavior expected from each student and school employee of a public K-12 educational institution.

(a) The St. Lucie County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

(b) The School District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development and maintenance of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, parents, volunteers, and other campus visitors will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying.

(c) The School District reconfirms that bullying and harassment of any student or school employee is prohibited:

(i) During any education program or activity conducted by a public K-12 educational institution;

(ii) During any school-related or school-sponsored program or activity;

(iii) On a school bus of a public K-12 educational institution;

(iv) Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 education institution; or

(v) Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

(4)Responsibilities of a student of a public K-12 educational institution. Students are required to conform to reasonable standards of socially acceptable behavior; to respect the person, property, and rights of others; to obey constituted authority and respond to those that hold that authority, as outlined in the Code of Student Conduct.

(5)Responsibilities of employees of a public K-12 educational institution. Each employee of the School District is required, in the manner set forth in this policy:

(a)To participate in District-sponsored instruction in identifying, preventing, and responding to bullying or harassment, including retraining as necessary,

(b)To monitor and observe the conduct of all students, employees, parents, and other individuals present on school campuses or participating in school-sponsored events,

(c)To apply evidence-based strategies and systems to prevent or minimize incidents of problem behavior, including but not limited to implementing positive behavior supports,

(d)To intervene, secure assistance, or otherwise respond immediately and as appropriate in the circumstances to assure the safety and protection of all individuals involved in any observed or reported incident of problem behavior, and

(e)Consistent with the duties devolved upon the employee's position, to report, investigate, or cooperate in the investigation of any incident of problem behavior for which the employee has knowledge or responsibility.

(6)Positive reinforcement for a student of a public K-12 educational institution who displays good conduct, self-discipline, good citizenship, and academic success. The School District believes in the use of positive behavior support, which is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures. The positive behavior support process results in the creation of effective intervention plans that will impede problem behaviors, teach new skills, and create support systems for the student. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional. Positive behavior supports are outlined in the Code of Student Conduct.

(7)Consequences for a student or employee of a public K-12 educational institution who commits an act of bullying or harassment. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident as described in subparagraph (3)(c)(iv) of this policy cannot be raised as a defense in any disciplinary action.

(a)Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

(b)Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. See Fla. Admin. Code Rule 6B-1.006, The Principles of Professional Conduct of the Education Profession in Florida.

(c)Consequences and appropriate remedial action for a parent, volunteer, or other visitor found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

(8)Consequences for a student or employee of a public K-12 educational institution who is found to have wrongfully and intentionally accused another of an act of bullying or harassment.

(a)Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

(b)Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may include discipline in accordance with district policies, procedures, and agreements.

(c)Consequences and appropriate remedial action for a parent, volunteer, or other visitor found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

(9) Procedure for reporting an act of bullying or harassment, including provisions that permit a person to report such an act anonymously.

(a) At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy.

(i) All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

(ii) In addition to reporting the incident to the principal or designee, if a school employee has reasonable cause to suspect that an alleged violation of this policy:

A. Might constitute a crime, the employee shall also immediately report the complaint to law enforcement.

B. Might constitute an act of abuse, abandonment, or neglect of a child, the employee shall also immediately report the complaint both to the state-wide central abuse hotline established and maintained by the Florida Department of Children and Families (DCF) and to the appropriate law enforcement agency.

Any uncertainty regarding whether an alleged violation might constitute a crime or an act of abuse, abandonment, or neglect of a child must be resolved in favor of reporting the incident to law enforcement and DCF.

(iii) All other members of the school community, including students, parents/legal guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.

(b) The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying. A school employee, school volunteer, student, parent/legal guardian, or other person who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant

or reporter's future employment, grades, learning or working environment, or work assignments.

(c) Written and oral reports shall be considered official reports. Reports may be made anonymously. However, the District may not take formal disciplinary action based solely on of an anonymous report, and it may not accept an anonymous complaint against an employee.

(10) Procedure for determining whether a reported act of bullying or harassment is within the scope of the District school system, and if not, for referral of such an act to the appropriate jurisdiction. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. When a complaint alleging an act in violation of this policy is filed:

(a) If the alleged act:

(i) Might also constitute a crime and law enforcement has not yet been notified, the principal or designee shall do so immediately.

(ii) Might also constitute an act of abuse, abandonment, or neglect of a child and DCF and law enforcement have not yet been notified, the principal or designee shall do so immediately.

Any uncertainty regarding whether an alleged violation might constitute a crime or an act of abuse, abandonment, or neglect of a child must be resolved in favor of reporting the incident to law enforcement and DCF.

(b) The principal or designee will assign a designee(s) who is trained in investigative procedures to review whether the alleged act of bullying or harassment is within the scope of the School District.

(c) The trained designee(s) will report to the principal with a recommendation of whether the alleged act of bullying or harassment falls within the scope of the District. After receiving such report and recommendation, the principal or designee shall determine whether the alleged act is:

(i) Within scope of District, in which case the complaint shall be investigated in accordance with the Procedures for Investigating Bullying and/or Harassment set forth in subsection (10) of this policy;

- (ii) Outside scope of the District, and might constitute a criminal act or an act of abuse, abandonment, or neglect of a child, in which case the principal or designee shall re-verify that the matter has been referred to the appropriate law enforcement agency and DCF; or
- (iii) Outside scope of District, and there is no reasonable suspicion of a criminal act, in which case the principal or designee shall inform the parents/legal guardians of all students involved.

(11) Procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a complaint or other report of such an act filed as provided in subsection (8) of this policy. At each school in the District, the Procedures for Investigating Bullying and/or Harassment are as follows:

(a) If the alleged act in violation of this policy is also the subject of an investigation by law enforcement, the investigation by the school shall proceed in full cooperation, and without any interference, with the criminal investigation.

(b) The principal or designee shall select a designee(s), employed by the school and trained in investigative procedures, to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.

(c) Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and confidentially. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

(d) The investigator shall collect and evaluate the facts including, but not limited to:

- (i) Description of incident including nature of the behavior; context in which the alleged incident occurred, etc.;
- (ii) How often the conduct occurred;
- (iii) Whether there were past incidents or past continuing patterns of behavior;
- (iv) The relationship between the parties involved;
- (v) The characteristics of parties involved (i.e., grade, age, disability, etc.);
- (vi) The identity of the perpetrator, including whether the perpetrator was in a position of power



over the student allegedly subjected to bullying or harassment;

(vii) The number of alleged bullies/harassers;

(viii) The age(s) of the alleged bullies/harassers;

(ix) Where the bullying and/or harassment occurred; and

(x) Whether the conduct adversely affected the student's education or educational environment.

(e) Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:

(i) Recommended remedial steps necessary to stop the bullying and/or harassing behavior:

(ii) The date, time, and method in which the parents/legal guardians of all parties involved were contacted: and

(iii) A written final report to the principal.

(f) The investigation shall be concluded and a written final report addressing the matters set forth in paragraph (13) of this policy shall be submitted to the Principal within a maximum of ten (10) school days after the complaint has been filed. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

(g) The investigator shall use the Dear Colleague Letters from the United States Department of Education, Office for Civil Rights, dated October 26, 2010, and August 20, 2013, addressing bullying and harassment, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html>, and at <http://www2.ed.gov/policy/speced/guid/idea/memosdcrltrs/bullyingdcl-8-20-13.pdf>, respectively, as guides in determining the appropriate outcome and response recommended in the final report.

(12) Procedure for providing immediate notification to the parents/legal guardians of a victim of bullying or harassment and the parents/legal guardians of the perpetrator of an act of bullying or harassment as well as, notification to all local agencies where criminal charges may be pursued against the perpetrator.

(a)The principal, or designee, shall by telephone and in writing by first-class mail, electronic mail, or hand delivery, report the occurrence of any incident of bullying or harassment as defined by this policy to the parents or legal guardians of the victim(s) and the perpetrators(s) on the same day an investigation of the incident has been initiated. Attempts to notify the parent or legal guardian shall be documented on the District Bullying Complaint form. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

(b)If the bullying or harassment incident results in the perpetrator being adjudicated guilty of or delinquent for a violent criminal offense, as defined above, the principal, or designee, shall by telephone and in writing by first class mail, electronic mail, or hand delivery, inform parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind Act, Title IX, Part E, Subpart 2, Section 9532), which states “[A] student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

(13)Procedure for preventing recurrence of any discrimination or harassment and for correcting discriminatory effects. If an act of bullying or harassment is determined to have occurred, the principal or designee and other District staff shall take appropriate steps to prevent the recurrence of any discrimination or harassment and to correct the discriminatory effects on the victim and others. Based upon the circumstances, such steps may include, but are not limited to:

(a)Reaffirming the responsibilities of students and employees, as set forth in paragraphs (4) and (5) of this policy,

(b)Applying positive reinforcement of good conduct, as provided in paragraph (6),

(c)Imposing consequences upon the perpetrator, as provided in paragraph (7),

(d)Undertaking the remedial steps recommended by the investigator as provided in subparagraph (11)(e)(i), and/or such other remedial measures as appropriate in the circumstances to address and resolve the complaint and to protect the victim and witnesses for the victim from retaliation or future discrimination or harassment,

- (e) Making all notifications to parents/legal guardians as provided in paragraph (12),
- (f) Undertaking referrals of the victim and the perpetrator for counseling and/or discipline, as provided in paragraph (14),
- (g) Including the incident in school safety and discipline data reports, as provided in paragraph (15),
- (h) Re-emphasizing instruction and training on identifying, preventing, and responding to bullying or harassment, as provided in paragraph (16), and
- (i) Reminding students of this policy and re-discussing bullying and harassment prevention, as provided in paragraph (20).

(14) Procedure to refer victims and perpetrators of bullying or harassment for counseling. At each school in the district, the procedures to refer victims and perpetrators of bullying or harassment for counseling are as follows:

- (a) Any teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern (the involved students' parents or legal guardian may be included).
- (b) Any school personnel or parent/legal guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services. (Parent or legal guardian involvement is required at this point.)
- (c) If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. (Parent or legal guardian involvement is required at this point.)
- (d) The intervention team shall determine the appropriate intervention and assistance that may include the following:
  - (i) Counseling and support to address the needs of the victims of bullying or harassment, which may include referring the student for an initial evaluation if there is a reason to suspect that the student has a disability, or if the student has a disability, convening the Individualized Education

Program (“IEP”) team to determine whether the student’s needs have changed as the result of bullying;

(ii) Interventions to address the behavior of the students who bully and harass others (e.g., empathy training, anger management), which may include referring the student for an initial evaluation if there is reason to suspect that the student has a disability, or if the student has a disability, convening an IEP team meeting to determine if additional supports and services are needed to address the inappropriate behavior; and

(iii) Intervention which includes assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

(15) Procedure for including incidents of bullying or harassment in the school’s report of data concerning school safety and discipline data required under s. 1006.09(6).

(a) The report must include each incident of bullying or harassment and the resulting consequences, including discipline and referrals.

(b) The report must include, in a separate section, each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this section (reported as “unsubstantiated bullying” or “unsubstantiated harassment”) with recommendations regarding such incidents (cyberbullying incidents are to be included within the bullying incidents category).

(c) The School District will utilize Florida’s School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying and harassment as incident codes as well as bullying-related as a related element code. The SESIR definition of bullying is systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual’s school performance or participation. The SESIR definition of harassment is any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in a person and serves no legitimate purpose.

(d) If a bullying and/or harassment incident occurs then it will be reported in SESIR with either the bullying or harassment code. If the bullying or harassment results in any of the following SESIR

incidents, the incident will be coded appropriately using the relevant incident code AND the related element code entitled bullying-related. Those incidents are:

- Alcohol
- Arson
- Battery
- Breaking and Entering
- Disruption on Campus
- Drug Sale/Distribution Excluding Alcohol
- Drug Use/Possession Excluding Alcohol
- Fighting
- Homicide
- Kidnapping
- Larceny/Theft
- Robbery
- Sexual Battery
- Sexual Harassment
- Sexual Offenses
- Threat/Intimidation
- Trespassing
- Tobacco
- Vandalism
- Weapons Possession
- Other Major (other major incidents that do not fit within the other definitions).

(e)Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

(f)The District will provide bullying and harassment incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated harassment, sexual harassment, sexual harassment and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race or disability) noted in their student record.

(16)Procedure for providing instruction to students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying or harassment, including instruction or recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations.

(a) The District ensures that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying and harassment. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses other non-teaching staff (such as bus drivers, custodians, cafeteria workers, and/or school librarians), parents/legal guardians, and students.

(b) Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to identify and respond effectively to bullying and harassment in schools.

(c) The St. Lucie County School District provides the following list of authorized programs including but not limited to:

- PBS/PBIS (Positive Behavior Support/Positive Behavioral Interventions & Supports)
- Monique Burr Foundations for Children, Inc.'s Child Safety Matters
- Second Step
- Character Counts
- Youth Mental Health First Aid
- Too Good for Violence
- Too Good for Drugs
- Safer Smarter Kids

Decisions to include additional instructional programs or activities, not previously listed within this policy, will be made on a case-by-case basis and authorized by individual school principals.

(17) Procedure for regularly reporting to a victim's parents/legal guardians the actions taken to protect the victim. The principal or designee shall by telephone and in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

(18) Rights of each student of a public K-12 educational institution. The principal or designee shall assume administrative responsibility and instructional leadership under the supervision of the Superintendent, in

accordance with Rules and Regulations of the School Board, for operation of the school to which he/she is assigned. The faculty and staff shall assist in an orderly operation of the school and ensure the rights of students. Student rights are outlined in the Code of Student Conduct.

(19)Disciplinary sanctions and due process for students of a public K-12 educational institution. In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation. Disciplinary sanctions due process protections are outlined in the Code of Student Conduct.

(20)Procedure for publicizing the policy which must include its publication in the Code of Student Conduct required under Section 1006.07(2), Fla. Stat., and in all employee handbooks.

(a)At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

(b)Each District school shall provide notice to students and staff of this policy through appropriate references in the student code of conduct and employee handbooks, and/or through other reasonable means. The Superintendent shall also make all contractors contracting with the District aware of this policy.

(c)Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying and harassment prevention messages such as posters and signs will be displayed around each school and on the District school buses.

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

## Additional Electronic Resources:

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

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

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

## Student/Employee Calendar 25-26

<https://www.stlucie.k12.fl.us/pdf/School-Calendar-2025-2026.pdf>

## Code of Student Conduct

- [codeofconduct.pdf \(stlucie.k12.fl.us\)](#)
- Bullying Policy and Complaint Forms
- 

## Bullying Policy 3.43

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

## Bullying Complaint Forms

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

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

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

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## Attendance Policy

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

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

- ❖ [Notice of Procedural Safeguards for Parents of Students with Disabilities](#) (PDF)

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## **2025-2026 Cell Phone Policy General Guidelines:**

**Please see unauthorized items on p. 8**



**SCHOOL BOARD OF ST. LUCIE COUNTY  
NOTICE REGARDING CODE OF STUDENT CONDUCT  
FOR SCHOOL YEAR 2025-2026**

\_\_\_\_\_  
(Please Print)      Grade      \_\_\_\_\_ Student's Name

Schools will no longer distribute paper copies of the Code of Student Conduct. You can now locate an electronic copy of the Code of Student Conduct online at the District website at: <http://www.stlucie.k12.fl.us/pdf/CodeOfConductNotice.pdf>

If you require a paper copy of the Code of Student Conduct, please check the box where indicated below, sign and return this sheet, and one will be provided to your child. Paper copies are available at your school and at the District Administration Office located at 9461 Brandywine Lane, Port St. Lucie, Florida. District Administrative Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A paper copy of the Code of Student Conduct may be obtained free of charge at your school or at the District Administrative Office upon request.

This Code of Student Conduct has been adopted to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians are responsible for the actions of their children and should be actively involved in the education of their children. The school needs your help and cooperation. Please read and discuss the Code of Student Conduct with your son/daughter.

To request a printed copy of the Code of Student Conduct, please sign this sheet and return it to school. This form will be kept in your son's/daughter's cumulative folder.

**FAILURE TO READ THE CODE OF STUDENT CONDUCT WILL NOT RELIEVE STUDENTS AND/OR PARENT(S) FROM RESPONSIBILITY FOR KNOWLEDGE OF THE CONTENTS OF THE CODE OF STUDENT CONDUCT, AND WILL NOT EXCUSE THE STUDENT FROM COMPLIANCE WITH THE PROVISIONS OF THE CODE OF STUDENT CONDUCT.**

☐ Please check if you require a printed copy of the 2025-2026 Student Handbook.

☐ Please check if you require a printed copy of the 2025-2026 Code of Student Conduct.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

If due to a disability, you need special accommodations to receive School Board information or to participate in School Board functions, call 429-3600 and ask for the School Board Secretary.

Rev. 06/18



## Student Handbook School Year 2025-2026



*Please review with your child, sign and return to your child's teacher.*

I have reviewed and agree to the 2025-2026 Student Handbook in its entirety with a full understanding for the procedures, policies and expectations as outlined within its contents.

**Print Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



#### **BOARD MEMBERS**

Dr. Donna Mills  
Troy Ingersoll  
Debbie Hawley  
Terissa Aronson  
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](mailto: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](mailto: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](mailto:Adrian.Ocampo@stlucieschools.org)