

Dale Cassens Education Complex Student Handbook School Year 2022-2023

ATTENDANCE & TARDY POLICY

You are required by Florida State Law (F.S. 1003.24) to attend school every day. Your regular attendance plays a very important part in determining your success at school.

In order to transition from The Dale Cassens Education Complex and return to your zoned school one criteria is attendance. Students who miss school are likely to experience academic failure. Students must be on age and on grade level in order to attend zoned schools in St. Lucie County.

All absences should be excused and must have a signed and dated note from parent/guardian. Reason for absence must be included.

Approved Reasons for School Absences:

Student illness

Medical appointment

Death in the family

Observance of religious holiday

School-sponsored event

Court order appointment

Students returning from an absence must report to the office in the morning before 9:30 a.m. with a note signed by the parent or guardian with a telephone number to confirm the absence.

Make-up Work Policy:

Students who are absent when an assigned test is administered should be prepared to make up the test on the first day of their return to school. When tests are assigned during the absence, students will be allowed 2-days to prepare before being required to take the test.

Students in class refusing to complete assignments will be recommended to attend the After School Program to make up this work for FULL CREDIT. This work will NOT be provided by teachers during the day unless student is assigned to our behavior intervention classroom (BIC).

Early Dismissal Schedule The following listed day of each month has been designated as early dismissal for students to provide record keeping time and/or professional development for teachers. Early Dismissal will be at 2:00p.m.

August 31st

October 26th

December 16th

February 1st

March 10th

April 19th

May 31st

June 1st

REPORT CARDS & PROGRESS NOTICES

Report cards are issued after each quarter (45 days) of the year. Interim Progress notices are sent home at the mid-point of each nine weeks. Feel free to log onto the www.stlucieschools.org website to access Skyward for updates about class and school. There is also a Skyward family App!! Deficiency reports are mailed home if a student is deficient in specific courses. These notices are sent home for every course that the

student is in danger of failing. Point Sheets are signed by teachers daily. Please ask to see these sheets as indicators of your child’s behavior. Please encourage your child to show you their point sheet as this means that your child is ON TRACK for Transition.

If you need assistance with obtaining Skyward Family access, please contact Charlene Grady at 772-468-5197.

A	100 - 90	4
B	89 - 80	3
C	79 - 70	2
D	69 - 60	1
F	59 - 0	0
S	Satisfactory	
U	Unsatisfactory	

GRADING SCALE

BEHAVIOR & STUDENT CONDUCT

The primary purpose of any school is to offer the opportunity for all students to receive a well-rounded education. The opportunity cannot be interrupted by the inappropriate behavior of a few students who are not willing to follow guidelines which have been established for the good of the majority by the School Board of St. Lucie County. The Dale Cassens Education Complex (DCEC) offers each student the opportunity to attend classes and to move about in an atmosphere of safety. Those individuals who are unwilling to cooperate with the basic rules of appropriate behavior will be dealt with in a consistent and appropriate manner as outlined in school policy and the SLC Student Code of Conduct.

Closed circuit monitoring of campus grounds, buildings, entrances, exits, corridors, hallways, cafeteria, and classrooms is provided to increase our ability to provide a safe, orderly and positive learning environment for all. The campus is monitored 24 hours a day. **Tampering with any safety equipment is a serious offense that will result in suspension, charge of repair, report to law enforcement, and/or suspension/expulsion.*

SEARCHES

St. Lucie County Public School’s Code of Student Conduct allows for Alternative schools to conduct neutral administrative searches for the purpose of maintaining order and safety without reasonable suspicion. Such routine administrative

searches must be conducted in an even-handed, neutral manner and may consist of all or a portion of the student including, but not limited to, book bags, back packs, purses, coats, jackets.

EXPECTATIONS OF CONDUCT

It is our expectation that students enrolled at the The Dale Cassens Education Complex understand that they have chosen to attend our programs or have been given a second chance by the School Board of St. Lucie County to attend a public school in the district. Students will conduct themselves with appropriate behavior fitting a schoolhouse at all times. If there is a need to remove a student from class due to inappropriate behavior, that student will be given a chance to analyze his/her behavior and develop a plan to correct the behavior for future use. Families will be contacted when students are removed from class due to inappropriate behavior. **Repeated classroom removals will result in a mandatory family meeting. These meetings are Problem Solving Team meetings and are designed to analyze problem behavior and create a plan to correct it.**

ZERO TOLERANCE

All students and staff members deserve to work in a safe environment. The following are considered to be serious violations:

Weapons

Drugs—including over-the-counter and prescription

Alcohol

Gang Affiliations including hand gestures, displaying colors, drawings, etc.

Fighting or Battery—there is NO horseplay

Profanity

Bullying including name calling, taking belongings, etc.

Restroom Use: There are restrooms in most classrooms and in the cafeterias. Students may use the restroom during breakfast and lunch as needed. During class time, the program/house will provide a detailed procedure for usage. House Rules apply for students in classrooms—please ask your teachers and review CHAMPS and PBIS Please help keep the restrooms clean for the safety and welfare of everyone. Students will NOT be allowed to use the restrooms in the front office at the end of the day. Always wash your hands for 20 seconds with soap.

Student Expectations:

Change of Class– Hallways are all ONE Way with 3 feet apart and masks are optional.

Hallway expectations for students are to follow your class when moving from classroom to classroom. Always keep your hands, feet and other objects to yourself—

no horseplay. Go directly to class. OUT of Area will result in not earning points for level up.

Students are not permitted in the halls during class periods unless they are accompanied by an adult. It is important that students use the most direct routes to and from their destination.

Students must be in class by the tardy bell upon dismissal from the cafeteria. Students who repeatedly violate this policy will lose privileges and be escorted to/from all areas.

Smoke free campus:

DCEC is smoke free to ALL students, staff and families. Tobacco products and paraphernalia are prohibited and will be confiscated. Please read Code of Student Conduct section on contraband and tobacco products.

School Breakfast & Lunch

Meals: Meal application will need to be submitted to district.

<https://foodservice.stlucie.k12.fl.us/>

Closed Campus: When students arrive on campus they are to remain on campus. Crossing the street to private property or leaving campus before, during or during our after school program is not allowed. Failure to cooperate will result in disciplinary action.

Ask about PBIS driving privileges!

School Hours: 9:20 a.m. – 4:00 p.m.

After School Program: 4:00—6:00 p.m. M-TH

Dismissal:

Parent Pickups/Walkers will be dismissed at 3:50 p.m. Students must leave campus immediately.

Buses will be dismissed at 4:00 p.m. and will be called by bus wave by gate—students will need to KNOW their gate and bus number and listen to afternoon announcements.

Please do not drop your student off at school before 9:00 AM. There is no supervision for students before 9:00 AM or after 4:20 PM. Students may not arrive or be dropped off prior to 9:00 AM and must be picked up BEFORE 4:20 PM.

Face Masks or Face Coverings

Masks are optional. Any masks worn should adhere to the guidelines established by the SLPS. The CDC recommends wearing a mask if you have not been vaccinated.

Student Arrival and Dismissal

When students are waiting for their bus or disembarking from the bus all students will stay three feet apart. Walkers, skateboarders and cyclists, student drivers must not linger and must leave immediately.

Students must keep moving and will be directed to an hand sanitizer before entering campus. Students move from the bus loop to designated assigned area for breakfast.

Parent Pick Up and Walkers

Parents will follow standard procedures for pick up: Masks are optional. Please practice social distancing while in the office—6 feet for adults. Have a PICTURE ID available as we must check you in through RAPTOR. Parent pick up students must stay socially distant (3 feet) while waiting for their rides in designated area.

Early Student Pick up

Early pick up or Tardy to school students must be checked in through the front office. Parent/Guardian must provide ID. Staff must verify through Skyward and RAPTOR. Once verified, students will be called from class. Please remember that loss of classroom academic time will effect both level up points and grades. Notes to excuse the tardy or absence may be emailed to: Charlene.Grady@stlucieschools.org

Bus Dismissal

Masks are optional. Dismissal will stagger so that all students may practice social distancing.

There are six unique programs designed specifically to meet the needs of our students.

Phoenix Academy Together We Rise!

Purpose: The purpose of Phoenix Academy is to provide a safe and caring educational setting for students that require a small setting with academic credit recovery and/or remedial needs.

We support students through counseling and differentiated instruction.

Students: We serve students in grades 6-12.

Hope House Having **Only Positive Expectations**

Purpose: The purpose of our HOPE House is to provide educational, behavioral, and social/emotional support for students with disabilities in the most restrictive environment in St. Lucie County.

Students: We serve students with individual education plans in grades K12.

Digital Learning Academy: (DLA) is designed for students who excel in a virtual learning arena. Students who enjoy working at their own pace and are self-motivated to graduate on time or early benefit from this method of learning. Digital Learning Academy uses computer assisted instruction supported by certified content teachers in English, Mathematics, Science and Social Studies. DLA uses technology-enhanced educational strategies from Edgenuity to enhance learning experiences.

MAPP—Multi-aged Accelerated Paced Program

Purpose:

Our purpose is to work with students who are one or more years over-age, behind their graduation cohort, to complete all missing classes and build skills so that our students graduate on time with their peers able to meet all standard diploma options.

Students:

Our students are in current grades 7-8. Our students must be able to meet the rigorous academic pace and content in order to be served in this program.

PRIDE—Positive Reinforcing, Inspiring & Determined Elementary Program

Purpose: Our purpose is to create a learning environment where students learn self-esteem, dignity, honor, self-respect, self-worth, and self-regard while engaged in rigorous academic work. This program includes small student to teacher ratios to increase academic learning time and support from a behavior analyst, school psychologist and behavior technicians.

Opportunity Academy—students are assigned to this program by the Director of Alternative Education, Dr. Sunny Booker. Students receive Online educational services with certified teachers and a Facilitator.

[Appropriate Communication](#)

Communication will be school appropriate at ALL TIMES.

Profanity and any type conversations regarding negative outside activities will NOT be tolerated.

ATTENDANCE IS KEY TO SUCCESS!

“When students improve their attendance rates, they improve their academic prospects and chances for graduating.”

—[Attendance Works](#)

Our School Mascot

The Phoenix was chosen as a sign of rebirth, a fresh start. A phoenix is a long-lived bird that is cyclically regenerated or reborn. Associated with the sun, a phoenix obtains new life by arising from the ashes of its predecessor. For

our students, a second chance, a fresh start are extremely important. Our children need to know that they have a future. We must help them set obtainable goals and show them how to achieve them. If they Believe, they will Achieve!

Our school colors are orange and blue. The color orange radiates warmth and happiness, combining the physical energy and stimulation of red with the cheerfulness of yellow. Orange offers emotional strength in difficult times. It helps us to bounce back from disappointments and despair, assisting in recovery from grief. The color orange relates to social communication, stimulating two way conversations. A warm and inviting color, it is both physically and mentally stimulating, so it gets people thinking and talking! The color blue is a calming color that shows creativity and intelligence. It is the color of loyalty, strength, wisdom and trust.

We believe that all children are capable of success, no exceptions! We are a **Kids At Hope** school. Our children are our treasure and it is all of our collective responsibilities as community members, parents, students and staff to ensure that all children graduate from safe and caring schools, equipped with the knowledge, skills and the desire to succeed.

Under the Kids At Hope umbrella, we follow the Positive Behavioral Interventions and Supports model. Our School-wide model is the symbol used to reinforce our expectations of all students:

- I am RESPECTFUL
- I am RESPONSIBLE
- I am SAFE
- I am ENGAGED

These are new expectations in all settings around school and the bus. Posted descriptions of our expectations are in the cafeteria, classrooms, office and hallways around campus. Students must be able to maintain adequate progress in academics, attendance and behavior in order to be considered for transition back to zoned schools. Transitions occur in December and May or through an Individualized Education Plan team meeting.

We are here to help you!
Please see the following staff for assistance:

Administration: 468-5199

Jerry Earley, Principal

Jaime Alberti, Assistant Principal

Kendra Ford, Assistant Principal

Kristin Landry, Assistant Principal

Felicia Graham, Executive Secretary

Guidance and Student Services: 468-5190

Larry Moore, School Counselor

Cheri Maxon, Graduation Coach

Anthony Coppola, Instructional Coach

Jeffrey Johnson, Assessment Specialist

Charlene Grady, Data Specialist 468-5197

Exceptional Student Education:

Holly Condra, ESE Specialist

Kuyona Sharp, DCEC Clerk

Sheryl Clemons, Pride Clerk

Conduct Counselors/Deans: 468-5190

George Wright—Dale Cassens Middle School

DeRhonda Jackson—Dale Cassens High School

Michael House—Dale Cassens Pride Academy

TBA Health Paraprofessional Main campus 468-5187

Keisha Holmes, Health Paraprofessional PRIDE campus 467-4001

After School: Deb Adamski 468-5190

Putting the Pieces Together to Build a Strong Foundation

We have a system for behavior management through Positive Behavior Interventions and Supports (PBIS) and Single School Culture. This system provides a description of what is expected in all settings around school and the bus. There are posters of what this looks like in the cafeteria, classrooms, office and hallways around campus.

Under the Kids At Hope umbrella, we follow the Positive Behavioral Interventions and Supports model. Our School-wide model is the symbol used to reinforce our expectations of all students:

**I AM RESPECTFUL
I AM RESPONSIBLE
I AM SAFE
I AM ENGAGED**

All students are held to a high standard of behavior at DCEC. Our students are responsible, respectful, stay in dress code, have great attendance and are overall model students and represent Dale Cassens as well as the district of St. Lucie County.

BASIC RIGHTS FOR ALL:

Each student has the right to learn in a safe environment

Each teacher has the right to teach

Each parent, student and teacher has the right and responsibility to support each other and to expect a positive learning environment.

Everyone will be courteous and demonstrate respect for others.

Learning and teaching will not be interrupted by anyone.

Everyone will respect the personal property of others and the property of the school.

Everyone must be on time, ready to work, and stay on task.

Everyone must use safe and appropriate conduct at all times.

Transition Criteria:

The minimum requirements for transition from The Dale Cassens Education Complex are:

Students must complete the requirements on the Stipulated Order, District Contract or voluntary contract (if applicable).

Students must be passing all courses on their daily schedule and on track with their peer group—graduate on time.

Students must maintain good attendance as defined by the St. Lucie County Student Progression Plan. All absences must be excused and verified in writing.

Behavior—students must demonstrate a change in behavior for the time period while attending DCEC/Pride.

Student's discipline record will be a point of discussion before transition will be approved. Referrals of levels 3 and 4 may be grounds for denying transition to zoned schools.

Student's parents/guardians will attend conferences and IEP meetings as permitted by Covid Safety and may include phone conferences, TEAMS or Zoom.

Students are assigned or volunteer to our programs by the following methods: Placement Review Committee from Schools, Out of County Transfers, through Individual Education Plans where Dale Cassens Team and Zoned School Team work together to meet individual student needs based on data and voluntary placements.

**Dale Cassens Education Complex
TRANSITION PLAN**

“Children are apt to live up to what you believe of them.”

– Lady Bird Johnson

St. Lucie Public Schools

Meal Charging Policy/Procedure

All St. Lucie Public Schools must adhere to the Meal Charging Policy set forth by USDA.

All students who qualify for a free meal benefit **will not be denied a meal** even if there are meal charges on the account. Students accounts can accrue up to \$10.00 of charges for reimbursable meals only. No ala carte items are permitted to charge. No adults are permitted to charge.

Students are allowed to charge up to \$10.00 for receiving a reimbursable meal. The student will be given the same school lunch that other students are receiving.

Students that have accrued a negative balance will receive notification of charges through the district communication system, written notification and/or a phone call from the school. Parents will be encouraged to make a payment through either our online prepayment system or through the cafeteria.

Households will continue to receive notification of charges until charges are paid in full. Notifications through the district communication system will occur twice a week.

Up to three courtesy **meal will be offered to students who have maximized their charge limit.** **A courtesy meal** consists of a **cheese sandwich, vegetable, fruit and low-fat white milk.** **The school meals program** will maintain a list of students receiving or refusing a courtesy meal.

If a pattern of receiving a courtesy meals is evident, attempts will be made by the Child Nutrition Services Department to discuss the issue with the parent, and encourage them to complete a free and reduced meal application. If the practice continues and the parents are unresponsive, the Child Nutrition Services Department will initiate a plan for Student Services to contact the household to complete meal application for the student and determine if the student is known to be needy.

Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing A la carte items.

Any unpaid balance on a student's account will be carried over from year to year.

The parent is responsible for the uncollected balance.

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

* * *

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

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

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

* * *

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 501 N.W. University Drive Port St. Lucie, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

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

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

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education ("ED") –

Political affiliations or beliefs of the student or student's parent;

Mental or psychological problems of the student or student's family;

Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of others with whom respondents have close family relationships;

Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

Religious practices, affiliations, or beliefs of the student or parents; or
Income, other than as required by law to determine program eligibility.

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

Any other protected information survey, regardless of funding;

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

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 –*

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

Instructional material used as part of the educational curriculum.

School Supply list

There will not be any sharing of supplies due to Covid-19 guidelines.

PRIDE Academy

Students in Elementary School will need the following supplies:

Ear buds

Pens

Pencils

Pencil case

Five composition books

Colored pencils

Glue sticks

Ruler

Box of tissues

Hand sanitizer

DCEC Middle and High School students will need the following supplies:

Ear buds
Pens (blue or black only)
Pencils
Five composition books
Calculator

Digital Citizenship

THE SCHOOL BOARD OF ST. LUCIE COUNTY'S CODE OF CONDUCT REGARDING STUDENT RESPONSIBLE COMPUTER, NETWORK AND INTERNET USE POLICY

Digital Citizen

Student users of the School District's computer, network, and internet resources shall use information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. **Respects One's Self:** Users will select online names that are appropriate and will consider the information and images that are posted online.
2. **Respects Others:** Users will refrain from using technologies to bully, tease or harass other people.
3. **Protects One's Self and Others:** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
4. **Respects Intellectual Property:** Users will cite any and all use of websites, books, media, etc.
5. **Protects Intellectual Property:** Users will request to use the software and media others produce.

Expectations

1. Use of electronic devices should be consistent with the School District's educational objectives, mission and curriculum.
2. Inappropriate use includes, but is not limited to: (1) activation, display, use, manipulation, or

inappropriate storage during prohibited times; (2) texting, phoning, or web browsing during prohibited times; (3) taping conversations, music, or other audio at any time; (4) photography or videography of any kind; and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers, and staff members.

3. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material and threatening or obscene material.

4. Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.

5. Software or services may not be installed or downloaded on school devices without prior approval of the School District.

6. Any malicious attempt to harm or destroy data of another user, the internet or other networks, is strictly prohibited. This includes, but is not limited to, creating or uploading computer viruses.

7. Unauthorized access to information by unauthorized recipients or “hacking” is strictly prohibited. This would include intentionally bypassing any internet filtering devices.

8. Use of electronic devices to bully or harass is strictly prohibited.

9. Student internet interpersonal communications (e.g., chat room, instant messaging, blogging, Wiki) requires authorization of a teacher or school administrator.

10. Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware or unauthorized costs incurred.

11. Files stored on School District-managed networks are the property of the School District and, as such, may be inspected at any time and should not be considered private.

12. Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

13. Users who accidentally access inappropriate materials or witness another user accessing inappropriate materials, shall immediately notify their teacher or school administrator.

“Coming together is a beginning; keeping together is progress; working together is success.”

Henry Ford

Please contact Charlene Grady at 468-5197 or Charlene.Gradv@stlucieschools.org

Student Handbook—This information will be updated as needed.

Safety is Our Priority

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

Who Wears a Mask?

Masks are optional. Any masks worn should adhere to the guidelines established by the SLPS. The CDC recommends wearing a mask if you have not been vaccinated.

Guidelines

Personal face masks must adhere to the following guidelines:

Must cover the nose and mouth to maintain effectiveness.

Must be secured to minimize the need to adjust frequently.

Face coverings shall not contain any offensive words or graphics. This includes, but is not limited to, words or graphics that promote violence, drugs, alcohol, sex, or other offensive or objectionable behavior or could be disruptive to the school or school facility.

Do not need to be medical grade.

Should be worn prior to entering a building and in shared areas of the building when social distancing is not possible.

Cloth face coverings should not be worn if they are wet.

Have a plastic bag to store the mask in when not wearing it. Do not leave the mask lying around.

Never swap face coverings with someone else. Consider writing initials on masks to identify them.

Commercially produced or home-made face coverings are acceptable for compliance. Face coverings should be made of a solid cloth material or other suitable solid material. It may not be made of lace, mesh or other largely porous material. It may not have a vent. The principal shall have final authority to determine the suitability of any face covering.

Must be disposed of in waste containers only.

Students should not wear "Gaiters" as new research demonstrates they offer no protection.

How to Remove a Mask or Face Coverings

Clean your hands with soap and water or hand sanitizer before touching the mask.

Avoid touching the front of the mask. Touch only the ear loops. The front of the mask is contaminated.

Hold both ear loops and gently lift and remove the mask.

Who Wears a Mask or Face Covering?

Wearing a facemask is optional on all buses and classrooms and on school grounds. All students, staff, visitors and vendors may choose to wear a mask or face covering. If you are vaccinated, you do not have to wear a mask per the CDC.

Am I Allowed to Wear a Face Shield?

Masks are optional. Any masks worn should adhere to the guidelines established by the SLPS. The CDC recommends wearing a mask if you have not been vaccinated.

Hand Sanitizer

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

Classroom or Computer Lab Cleaning

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

Social Distancing

All school buildings will implement social distancing protocols, where feasible. Individuals will keep a minimum 3-foot distance. All students will be trained in this protocol. Adults will need to main the 6-foot social distancing recommendation provided by the CDC.

Water Fountains

Water Fountains will be available.

Breakfast and Lunch

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

Dismissal

Students must leave campus per the staff directions. Walkers and bikers must leave immediately. Parent pick-up students must stay in designated area a minimum of three feet apart while waiting for their rides.

Please contact Felicia Graham at DCEC Main 468-5199 and Keisha Holmes at PRIDE 467-4001
Please contact Charlene Grady for all changes to your email, address or phone number.
(772) 468-5197. Documentation is required for address changes as well as ID.

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

Dale Cassens /Pride Academy Dress

Code

In order to promote a positive learning environment, the students of Dale Cassens Educational Complex are required to adhere to the dress code below. The Admin team will make the final decision with questions regarding dress code.

All Students Must:

Be covered from shoulders to knees in “school appropriate” clothing. Holes or tears above the knee must be covered by fabric (sewn-in material or tights underneath).

The following MAY NOT BE WORN:

1. No hooded attire- jackets, sweatshirts, or shirts.
2. Head covering of any kind; including but not limited to, hats, caps/shower caps, bandanas, du rags, beanies, handkerchiefs.
3. Sleeveless shirts, tanks, or camisole tops or shirts that expose the midriff or cleavage (crop tops), or shirts with cutouts.
4. Tights, leggings, pajama pants/onesies, or yoga pants.
5. Clothing, jewelry and/or accessories that display tobacco, alcohol and/or drug advertisements (including lighter leashes).
6. Any writing/logos, language, phrases, symbols, pictures, and/or insignias that are obscene, gang related, or deemed inappropriate/derogatory/distracting by the administration, or their designee.
7. Any article of clothing, jewelry or accessories deemed inappropriate and/or a safety hazard by the administration/designee including sunglasses, bandanas, belts, bracelets, and collars with spikes, dog collars, chains, etc.
8. Backless shoes, bedroom slippers, slides, flip flops, and beach shoes. Crocs must be worn with back strap around the heel.
9. No sheer/see-through low-cut shirts, blouses, dresses, or clothing of any kind.
10. Dresses or skirts with slits above the knee.

11. Any item at all that is deemed inappropriate for the school setting by the administration/designee.

Dale Cassens is a bag free campus (No bookbags, purses, gym bags, etc).

Dress Code Violation Consequences per semester (counts go back to zero at the start of each semester):

1st and 2nd OFFENSE: Warning only, if corrected.

3rd and 5th OFFENSE: Lunch Detention and parent contact.

5th OFFENSE: Full day BIC

6th OFFENSE: Mandatory parent conference. More severe disciplinary consequences may apply to students that continuously violate the dress code.

Cell Phone Expectations:

Students that have earned a level four status will be allowed to have a cell phone off and out of sight while on campus. Students on level four will be allowed to have their phone out at lunch. Students on levels 1-3 are not permitted to have a cell phone on campus. Phones, if brought to school, will be collected and safely stored until the end of the day, where the cell phones will be returned. Cell phone usage is a privilege and can be taken away if rules are violated.

Cell Phone School Contract

Cell phones are prohibited on school grounds. By signing this contract, student and parent(s)/guardians acknowledge the following rules. This policy will be enforced, regardless of whether you sign the contract or not.

1st Offense: Cell phone will be confiscated and only released to a parent/guardian at the end of the school day.

2nd Offense: Cell phone will be confiscated and only released to a parent/guardian at the end of

the school day. BIC Lunch.

3rd Offense: Cell phone will be confiscated and only released to a parent/guardian at the end of the school day. BIC Lunch and Parent Conference

4th Offense: Cell phone will be confiscated and only released to a parent/guardian at the end of the school day. Parent/Guardian Conference required. Level 3 offense for Gross Insubordination and Out of School Suspension.

***Refusal to give up the cell phone, regardless of offense count, will automatically result in the student being written up for gross insubordination. This is a level 3 offense and will prevent your student from being able to transition to a zone school from Dale Cassens.

I have reviewed the above information and agree to follow the rules for cell phone usage for Dale Cassens. I understand that if I fail to follow the above rules, I will receive the consequences listed above.

(Student's printed name)
Signature)

(Student's

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

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

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (“ED”) –

- (a) Political affiliations or beliefs of the student or student’s parent;
- (b) Mental or psychological problems of the student or student’s family;
- (c) Sex behavior or attitudes;
- (d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (e) Critical appraisals of others with whom respondents have close family relationships;
- (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- (g) Religious practices, affiliations, or beliefs of the student or parents; or
- (h) Income, other than as required by law to determine program eligibility.

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C, 20202-5901

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 501 N.W. University Drive Port St. Lucie, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

Book

St. Lucie County School Board Policy Manual

Section

Chapter 2: School Board Governance and Organization

Title

Title IX Sexual Harassment Complaint and Investigation Procedures

Code

2.701

Status

Active

1. Definitions.

For the purposes of this policy, the following definitions shall apply:

- a. School District means the St. Lucie County School District.

- b. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
 - i. A School District employee conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
 - ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
 - iii. Sexual assault as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- c. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- d. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- e. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the school's educational environment, or deter sexual harassment. Schools must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the supportive measures. The school-based Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Remedies are designed to restore or preserve equal access to the school's education program or activity. Remedies may be issued at the conclusion of the grievance process.
- f. Formal complaint refers to a document filed by a complainant or signed by the school-based Title IX Coordinator alleging sexual harassment against a respondent and requesting investigation of the allegation. The formal complaint may be filed in person, by mail, or by electronic mail.
- g. The District Title IX Coordinator ("District Coordinator") is responsible for coordinating School District compliance with Title IX of the Education Amendments of 1972 ("Title IX") regulations.
- h. The school-based Title IX Coordinator ("school-based Coordinator") is responsible for coordinating Title IX compliance at an assigned school.

- i. The Title IX investigator (“investigator”) is responsible for conducting the investigation as required by Title IX and preparing the investigative report.
 - j. The Title IX decision-maker (“decision maker”) reviews the evidence, determines responsibility for all formal complaints, and provides a written determination to the parties. The decision-maker cannot be the same person as the school-based Title IX Coordinator or the investigator.
 - k. The Title IX appeals decision-maker (“appeals decision maker”) is responsible for reviewing the written determination and issuing a written decision describing the result and rationale for the appeal.
 - l. Notice. Whenever notice is required in this policy, notice shall be sent to the parent as defined in CFR 99.3 or to the eligible student as defined in CFR 99.3.
- 2. Scope of Title IX. This policy applies to allegations that meet the definition of sexual harassment as defined in section (1)(b) of this policy, conduct that occurred in a School District education program or activity, and allegations against a person in the United States.
 - a. “Education program or activity” includes locations, events, or circumstances over which the School District exercised substantial control over both the respondent and the context in which the sexual harassment occurred.
 - b. Reporting Sexual Harassment. Any person may report sexual harassment, regardless of whether the reporting person is the alleged victim of the conduct. A report can be made in person, by mail, by telephone, or by electronic mail, using the contact information for the District Coordinator or school-based Coordinator. Reports may be made at any time, including during non-business hours. Any person with knowledge of sexual harassment is strongly encouraged to report the incident. Reports should be made as soon as possible after the alleged incident. A formal complaint must be filed within ten (10) school days after the alleged incident. Failure on the part of the complainant to initiate or follow up on the complaint within this period may result in the complaint being deemed abandoned.
 - i. The School District is responsible for responding to complaints of which it has notice even if notice is not received within the aforementioned time frame.
 - c. All School District employees are required to, and must, report, in writing, any allegations of sexual harassment or violations of this policy to the District Coordinator, school-based Coordinator, or appropriate administrator.
- 3. The Superintendent may identify, upon request of a complainant or respondent, a designee for the District Coordinator when, in the Superintendent’s judgment, it is warranted. Should an alternate be designated to investigate a complaint, the complainant may request a review by the Superintendent.

4. Knowledge of Sexual Harassment. When a school-based employee assigned to an elementary or secondary school has knowledge of sexual harassment or allegations of sexual harassment, the School District is obligated to respond.
5. Response to Knowledge of Sexual Harassment. A school must respond to knowledge of sexual harassment in the school's education program or activity against a person in the United States within twenty-four (24) hours or no more than two (2) school days.
 - a. If the alleged sexual harassment might constitute a crime the matter shall immediately be reported to the School Resource Officer ("SRO") or the appropriate law enforcement agency. Any uncertainty regarding whether the alleged sexual harassment might constitute a crime must be resolved in favor of reporting the incident to law enforcement.
 - b. If the alleged sexual harassment might constitute child abuse the matter shall immediately be reported to the Florida Department of Children and Families ("DCF"). Any uncertainty regarding whether the alleged sexual harassment might constitute child abuse must be resolved in favor of reporting the incident.
 - c. When a School District employee is the respondent, the school-based Coordinator or school administrator shall immediately notify the Director of Employee Relations. If the respondent is a School District employee, discipline may be taken, consistent with any applicable collective bargaining agreement provisions or statutory provisions to resolve a complaint of sexual harassment. Upon knowledge of alleged sexual harassment, the school-based Coordinator must:
 - i. Contact the complainant to discuss the availability of supportive measures;
 - ii. Consider the complainant's wishes with respect to supportive measures;
 - iii. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
 - iv. Explain to the complainant the process for filing a formal complaint.
6. Filing of Formal Complaint. The formal complaint may be filed by a complainant, parent or legal guardian, or signed by the school-based Coordinator. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the school's education program or activity.
7. Response to Filing of Formal Complaint.
 - a. When a formal complaint has been filed, the school must immediately determine if:
 - i. The allegations meet the definition of sexual harassment even if proved, as defined in section (1)(b) of this policy;
 - ii. The conduct occurred in a School District education program or activity; and

- iii. The allegations occurred against a person in the United States.
 - b. If the school determines these requirements are met, the school must follow the grievance process outlined in section (12) of this policy. If the school determines any of these requirements are not met, the school must dismiss the formal complaint. Written Notice of dismissal must be sent.
- 8. Consolidation of Formal Complaints. Formal complaints involving allegations of sexual harassment arising from the same facts or circumstances may be consolidated against more than one (1) respondent, if multiple complainants file a complaint against multiple respondents, or if one (1) party files a complaint against the other party.
- 9. Dismissal of Formal Complaints. Schools shall investigate allegations in a formal complaint and determine whether dismissal is required or permitted.
 - a. Required Dismissal.
 - i. The School District must dismiss a formal complaint if the alleged conduct: does not constitute sexual harassment even if proved as defined in section (1)(b) of this policy; or
 - ii. Did not occur in a school's education program or activity; or
 - iii. Did not occur against a person in the United States.
 - iv. The School District may take action under another provision of the Code of Student Conduct in the event dismissal is required.
 - b. Permitted Dismissal. Schools may dismiss a formal complaint or any allegations during the investigation or hearing if:
 - i. The complainant provides written notice to the school-based Coordinator of their intent to withdraw the formal complaint or any allegations; or
 - ii. The respondent is no longer enrolled or employed by the School District; or
 - iii. Specific circumstances prevent the school from gathering evidence sufficient to reach a determination.
 - c. Written Notice of Dismissal. Upon a required or permitted dismissal, schools must send written notice of the dismissal and reasons for the dismissal simultaneously to parties within twenty-four (24) hours or no more than two (2) school days.
 - d. Appeal of Dismissal. Parties may request an appeal from a dismissal within two (2) school days of issuance of the dismissal. Requests for an appeal should be sent to the decision-maker, as outlined in section (14) of this policy.
- 10. Emergency Removal. The School District may remove a respondent from a school's education program or activity on an emergency basis, only after undertaking an

individualized safety and risk analysis, and determining if an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and providing the respondent with notice and an opportunity to challenge the decision within two (2) school days following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

- a. Grievance Process for Formal Complaints of Sexual Harassment. In response to a formal complaint, schools must provide written notice to all known parties and follow a specified grievance process before the imposition of any disciplinary sanctions against the respondent. A school must provide written notice of allegations within two (2) school days of the allegations to all known parties upon receipt of a formal complaint.
 - i. Written notice must include:
 1. The identities of the parties involved in the incident, if known;
 2. The conduct allegedly constituting sexual harassment;
 3. The date and location of the alleged incident, if known;
 4. A statement that the respondent is presumed not responsible for the alleged conduct;
 5. The school's grievance process;
 6. A statement that a determination regarding responsibility is made at the conclusion of the grievance process;
 7. A statement informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
 8. A statement advising parties that they may inspect and review evidence, as outlined in section (11)(f)(i); and
 9. A statement informing the parties of any provision in the school's Code of Student Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
 - ii. If during the course of an investigation the school decides to investigate allegations about the complainant or respondent that are not included in the original notice, the school must provide written notice of the additional allegations to the known parties within two (2) school days, pursuant to the requirements of written notice in this policy.

- b. Response to Complaint. Parties shall be afforded the opportunity to prepare a response regarding the complaint and provide that response during the initial interview. Parties shall have no less than two (2) school days from the date of the written notice to prepare a response. The school-based Coordinator shall conduct the initial interviews with both the complainant and the respondent within five (5) school days. Each individual shall be interviewed separately and at no time will the complainant and respondent be interviewed together. This time frame may be modified for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- c. Basic Requirements for Grievance Process. A school's grievance process must:
 - i. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility has been made against the respondent;
 - ii. Require an objective evaluation of all relevant evidence;
 - iii. Include a presumption that the respondent is not responsible for the alleged conduct until the written determination is made at the end of the grievance process;
 - iv. Ensure the school-based Coordinator, investigator, decision-maker, and appeals decision-maker are free from any conflicts of interest or bias for or against any complainants or respondents;
 - v. Include reasonably prompt time frames for the conclusion of the grievance process;
 - vi. Include reasonably prompt time frames for filing and resolving appeals;
 - vii. Allow for the temporary delay of the grievance process or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action;
 - viii. List the range of possible disciplinary sanctions and remedies that may be implemented;
 - ix. Include the procedures and grounds for appeal;
 - x. Describe the range of supportive measures available to parties;
 - xi. Not allow, require, rely upon, or otherwise use questions or evidence that seek disclosure of protected information under a legally recognized privilege, unless the person holding such privilege waives the privilege; and
 - xii. Notify parties that the preponderance of the evidence standard will be used to determine responsibility.

11. Procedures for Investigation of a Formal Complaint. The investigation must be completed and evidence provided to the respondent and complainant within five (5) school days of the initial interviews with the complainant and respondent, whichever interview is later. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
 - a. The School District must ensure that the burden of proof and the burden of gathering evidence rests on the school.
 - b. Confidentiality of Medical Records. The School District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the school obtains that party's voluntary, written consent to do so for a grievance process under this section. If a party is not an "eligible student," as defined in 34 CFR 99.3, then the school must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3;
 - c. Schools shall not restrict the ability of either party to discuss the allegations under investigation.
 - d. Written Notice of Grievance Proceedings. Notice for any investigative interviews, or meetings must be sent at least two (2) school days prior to the interview or meeting. Notice for any hearings must be sent at least ten (10) school days prior to the hearing. Notice must include the date, time, location, participants, and purpose of meeting to all parties whose participation is expected or invited.
 - e. Grievance Proceedings. Both parties must be given an equal opportunity to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding with an advisor of their choice.
 - f. Evidence
 - (i) Inspection and Review of Evidence. Both parties must be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility. OTC must make all evidence subject to the parties' inspection and review available at any hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (ii) Prior to completion of the investigative report, schools shall send to each party and their advisor, if any, the evidence subject to inspection and review in

an electronic format or a hard copy. Parties have ten (10) school days to submit a written response to all evidence, for the investigator to consider before concluding the investigative report. If a response is not received within ten (10) school days, the investigator will deem the non-response as a waiver and continue with the investigative report.

(iii) Gathering and Presentation of Evidence. Schools may not restrict the ability of either party to gather and present relevant evidence.

9. Presenting Witnesses. Both parties shall be given the equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
 - h. The Investigative Report. The investigator shall create an investigative report that fairly summarizes all relevant evidence presented. The investigator must send the report in an electronic form or a hard copy to all parties and all advisors ten (10) days prior to a hearing for their review and written response, if a hearing is required. If a hearing is not required, schools must send the report to all parties and all advisors for their review and written response ten (10) days prior to any written determination. Parties will have ten (10) days from receipt of the investigative report to provide a written response to the investigative report.
 - i. K-12 Questions. After the investigative report has been sent to all parties and before a determination regarding responsibility is made, each party shall be given two (2) school days to submit written, relevant questions to be asked of any party or witness and provide each party with answers within two (2) school days. Parties shall then be allowed two (2) school days to provide no more than five (5) follow-up questions in total from all parties and witnesses. Parties and witnesses have two (2) school days to respond to any follow-up questions.
 - j. After parties submit written questions, the decision-maker must:
 - (i) Determine whether a question is relevant; and
 - (ii) Explain to the proposing party any decision to exclude a question as not relevant;
 - (iii) Questions and evidence regarding a complainant's sexual predisposition or prior sexual behavior are only relevant if offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
12. Advisors. Parties may have at least one (1) advisor of their choosing.
- a. The following restrictions will be placed on advisors for both parties:

- i. Advisors may attend interviews with their party only at their party's request, unless the advisor is a parent or legal guardian;
 - ii. Advisors shall not restrict access to their party;
 - iii. Advisors are only permitted to use the investigative report and evidence received for inspection and review for purposes of the grievance process;
 - iv. Advisors will be required to abide by a non-disclosure agreement that complies with both Title IX and FERPA; and
 - v. Advisors may not request education records that are protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA").
- 13. Procedures for Written Determination. At the conclusion of the grievance process, the decision-maker must apply the preponderance of the evidence standard to reach a determination and then issue a written determination to the parties simultaneously within three (3) school days. The school-based Coordinator is responsible for implementing remedies stated in the written determination.
 - a. The written determination must include:
 - i. Identification of the allegations potentially constituting sexual harassment, pursuant to the definition in this policy;
 - ii. A description of the procedural steps taken from the receipt of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings;
 - iii. Findings of fact supporting the determination;
 - iv. Conclusions regarding application of the Code of Student Conduct to the facts;
 - v. The result and rationale as to each allegation;
 - vi. A determination regarding responsibility as to each allegation;
 - vii. Any disciplinary sanctions imposed on the respondent by the school;
 - viii. Whether remedies will be provided by the school to the complainant; and
 - ix. Permissible procedures and grounds for the complainant and respondent to appeal.
- 14. Appeals. Each party has the opportunity to appeal from both a written determination, and a dismissal of a formal complaint or any allegations. A request for an appeal from a dismissal must be made within two (2) school days of issuance of the dismissal. A request for an appeal from a written determination must be made within two (2) school days of

issuance of the written determination. Requests for an appeal should be sent to the decision-maker.

- a. If an appeal is not filed, the determination regarding responsibility becomes final on the date after the two (2) school days to file an appeal has passed. If an appeal is filed, the determination regarding responsibility becomes final on the date the school provides the written appeals decision.
 - b. Grounds for Appeal. Appeals may take place for the following reasons:
 - i. Procedural issues affected the outcome;
 - ii. New evidence that was not reasonably available at the time the written determination or dismissal was made becomes available that could affect the outcome; or
 - iii. There was a conflict of interest or bias by the school-based Coordinator, investigator, or decision-maker, against any complainant or respondent that affected the outcome.
 - c. Notification of Appeal. Schools must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Parties must be given three (3) school days to submit a written statement in support of, or challenging, the outcome of the written determination. If a written statement is not received within three (3) school days, the appeals decision-maker will deem the non-response as a waiver and continue with the appeals process.
 - d. Appeals Decision-Maker. The appeals decision-maker may not be the same person as the investigator, school-based Coordinator, or decision-maker who reached the initial determination of responsibility or dismissal. The appeals decision-maker must not have a conflict of interest or bias for or against any complainant or any respondent.
 - e. Written Appeals Determination. The written appeals determination describing the result and rationale for the decision must be provided simultaneously to both parties within five (5) school days.
15. Retaliation. No school or other person may intimidate, threaten, coerce, or discriminate against any individual for the purposes of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.
- a. Definition of Retaliation.
 - i. Intimidation, threats, coercion, or discrimination, including against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or

circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

- ii. The exercise of rights protected under the First Amendment does not constitute retaliation.
 - iii. A Code of Student Conduct violation for making a materially false statement in bad faith during the course of the grievance process does not constitute retaliation. A determination regarding responsibility alone is insufficient to conclude that any party made a materially false statement in bad faith.
- b. Confidentiality of Parties. Schools must keep confidential the identity of the following individuals:
- i. Any individual who has made a report or complaint of sex discrimination;
 - ii. Any individual who has made a report or filed a formal complaint of sexual harassment;
 - iii. Any complainant;
 - iv. Any individual reported to be the perpetrator of sex discrimination;
 - v. Any respondent; and
 - vi. Any witness.
- c. Exceptions to Confidentiality. The School District may release confidential information as permitted by FERPA, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
- d. Filing of Retaliation Complaints. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination as outlined in section (6) of this policy.
16. Training. All materials used to train school-based Coordinators, investigators, decision-makers, and appeals decision-makers must not rely on sex stereotypes and must promote impartial investigations and adjudications.
- a. School-based Coordinators, investigators, decision-makers, hearing officers, and appeals decision-makers must receive training on:
 - i. The definition of sexual harassment as defined in (1)(b);
 - ii. The scope of the school's education program or activity;

- iii. How to conduct an investigation and grievance process, including appeals; and
 - iv. How to serve impartially by avoiding prejudgment of the facts, conflicts of interest, and bias.
- b. Decision-makers must receive training on:
- i. Any technology used to conduct investigations; and
 - ii. Relevance of questions and evidence, including the relevance of the complainant's sexual predisposition or prior sexual behavior as set forth in section (11)(j)(iii) of this policy.
- c. Investigators must receive training on:
- i. Issues of relevance to create an investigative report that fairly summarizes relevant evidence; and
 - ii. Sending the investigative report, in an electronic or hard copy, to each party and their advisor for their review and written response.

17. Recordkeeping.

- a. Required Recordkeeping. Schools must create records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. If supportive measures are not provided, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
- b. Maintaining Records. Schools must maintain records related to any sexual harassment investigation for seven (7) years, including records of:
- i. Any actions taken in response to a report of sexual harassment;
 - ii. Any actions taken in response to a formal complaint of sexual harassment;
 - iii. Any supportive measures provided;
 - iv. Each sexual harassment investigation;
 - v. Any determination regarding responsibility;
 - vi. Any audio or audiovisual recording or transcript;
 - vii. Any disciplinary sanctions imposed on the respondent;
 - viii. Any remedies provided to the complainant;
 - ix. Any appeal and written appeal decision; and

- x. All materials used to train school-based Coordinators, investigators, decision-makers, hearing officers and appeals decision-makers.

18. Dissemination of Policy.

- a. Notification of Title IX Coordinator. The School District must notify students, parents or legal guardians of elementary and secondary school students, employees, applicants for admission and employment, and all unions or professional organizations the School District holds collective bargaining or professional agreements with, of the name, office address, electronic mail address, and telephone number of the District Coordinator.
- b. Notification of Policy. The School District must notify students, parents or legal guardians of elementary and secondary school students, employees, applicants for admission and employment, and all unions or professional organizations the School District holds collective bargaining or professional agreements with, that:
 - i. The School District does not discriminate on the basis of sex in any education program or activity;
 - ii. The School District is required by Title IX not to discriminate on the basis of sex;
 - iii. The requirement to not discriminate on the basis on sex extends to admission and employment; and
 - iv. Inquiries about Title IX are referred to the District Coordinator.

19. Publication. Schools must not use or distribute a publication that states the School District treats applicants, students, or employees differently on the basis of sex, except as permitted by Title IX.

- a. Website Publication. The School District must prominently display the name, office address, electronic mail address and telephone number of the District Coordinator on the School District's website.
- b. Handbook Publication. The School District must prominently display the name, office address, electronic mail address and telephone number of the District Coordinator in each handbook or catalog made available to students, parents or legal guardians of elementary and secondary school students, employees, applicants for admission and employment, and all unions or professional organizations who hold collective bargaining or professional agreements with the School District.
- c. Training Materials Publication. The School District must make all training materials publicly available on the School District's website.

20. FERPA. The School District shall, to the extent possible, interpret Title IX and FERPA in a manner to avoid any conflicts. Where a true conflict exists, the

obligation to comply with Title IX is not obviated or alleviated by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99.

SPECIFIC AUTHORITY: Sections 760.01; 794.022; 1000.05; 1001.41; 1001.43; 1006.07; 1006.09 and 1012.23, Florida Statutes

STATUTORY AUTHORITY: [1001.41](#), [1001.42](#), F.S.
LAWS IMPLEMENTED: _____, _____, F.S.

History: New
ADOPTED: 03/09/2021
Revision Date(s): _____
Formerly:

**St. Lucie Public Schools
Title IX Formal Complaint**

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

School Name

_____ sexually harassed me on or about _____ at _____

Name

Date/Time

Location

Please explain the incident below:

I am requesting that _____ investigate these allegations.

Title IX Coordinator's Name

Name: _____

Signature: _____

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

Book

St. Lucie County School Board Policy Manual

Section

Chapter 2: School Board Governance and Organization

Title

Prohibiting Discrimination, Including Sexual and Other Forms of Harassment

Code

2.70

Status

Active

A. Policy Against Discrimination

(1) 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.

(2) The School Board shall comply with all state and federal laws which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

(3) Except as otherwise required by law, School Board shall admit students to District Schools, identified programs and classes without regard to 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, or sexual orientation.

(4) Employees shall also refer to Human Resources Policy 6.304.

B. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

(1) The School Board desires to maintain an academic and work environment in which all employees, volunteers, students, and visitors are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law, including but not limited to harassment based on any of the factors or classifications specified in subsection A.(1) of this policy. As used in this policy, the term "harassment" includes but is not limited to any conduct or behavior that demeans, degrades, antagonizes, or humiliates a person or group of persons, or interferes with a person's work or school performance or participation. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment, by any of its employees, students, volunteers or agents.

(2) The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities and to all vendors or service providers who have access to School Board facilities.

(3) This policy against discrimination prohibits and deems unacceptable and intolerable all forms of sexual harassment or intimidation, including:

(a) Any unwelcome staff to staff, third party to staff, student to student, or student to staff verbal or sexual

advance, request for sexual favor, or other inappropriate statement, communication, or physical conduct of a sexual nature.

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

(c) Any verbal or physical act or conduct of a sexual nature that has the effect of unreasonably interfering with an individual's work or learning performance or that creates an intimidating, hostile, or offensive work or learning environment.

C. Retaliation and Coercion Prohibited

(1) No person shall be discriminated against because such person has opposed any act or practice prohibited by this policy or Policy 3.43, Bullying and Harassment, or because such person made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing concerning such an act or practice.

(2) No person shall be coerced, intimidated, threatened, or interfered with in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right recognized or protected by this policy or Policy 3.43, Bullying and Harassment.

D. Violations

(1) Any student who violates this policy will be subject to appropriate disciplinary action as provided in the Code of Student Conduct adopted in accordance with Policy 5.30.

(2) Any employee who violates this policy shall be subject to appropriate disciplinary action as provided in the prohibition against violation of policy and laws set forth in new Policy 6.30 and the employee standards of conduct set forth in Policy 6.301.

E. Protections for Persons with Disabilities

This policy is intended to incorporate and extend the protections afforded by the Americans with Disabilities Act. This policy is also intended to ensure that students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

F. Reporting

(1) Any act of sexual harassment of a student that may involve harm, or the threat of harm, to the physical or mental health of the student may constitute an act of child abuse or neglect.

(2) Any School Board employee who knows or has reasonable cause to suspect that an act of child abuse or neglect has occurred shall report such knowledge or suspicion to the Child Abuse Registry, the school principal, and the appropriate law enforcement agency in accordance with Ch. 39, Fla. Stat., and Policy 5.37(8).

G. Procedures

Procedures for registering, investigating, and determining any complaint alleging a violation of this policy of educational equity are set forth in Policy 5.71 (as to students and applicants for admission to school), Policy 2.71 (as to applicants for employment with the Board and other non-students and non-employees) and Policy 6.35 (as to employees and non-employee volunteers). Complaints regarding identification, evaluation, or educational placement under Section 504 should be filed under the procedures set forth in the Section 504 Manual. For complaints of bullying and harassment, the District shall follow the procedures in Policy 3.43, Bullying and Harassment

STATUTORY AUTHORITY: [120.54](#), [1001.41](#), [1001.42](#), [1012.23](#), F.S.

LAWS IMPLEMENTED: [112.51](#), [119.07](#), [760.01](#), et. seq., [1000.05](#), [1000.21](#), [1001.43](#), [1012.22](#), F.S.,
[34 CFR](#), Parts [100](#), [104](#), and [106](#).

STATE BOARD OF EDUCATION RULE: [6A-19.001 et seq.](#)

History:

ADOPTED: 03/30/2004

Revision Date(s): 09/13/2011, 07/29/2014, 12/08/2015 Formerly: 2.09, 3.01

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

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

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

(3) Procedure

(a) Any student or applicant for admission who believes he or she has an equity grievance should first discuss the grievance with the principal of the school involved. If the grievant is not satisfied with the outcome of such discussion, or if the school principal is involved in the alleged incident, the grievant should communicate the grievance and the specific relief requested in writing to the Coordinator within sixty (60) calendar days of the alleged incident.

(b) The Coordinator, after receiving the grievance shall notify the school principal of the filing of the grievance within fifteen (15) working days of the filing of the complaint.

(c) If the Coordinator determines that the grievance alleges a potential violation, that there is probable cause that such a violation has occurred, and that the School Board is able to provide the specific relief requested, the Coordinator shall set a date for an informal hearing and include any essential personnel germane to the case. If the Coordinator determines that the grievance is insufficient, that there is no probable cause to proceed, or that the School Board is not able to provide the specific relief requested the Coordinator shall so notify the grievant in writing. A determination of insufficiency, of no probable cause, or of unavailable relief shall be subject to appeal as provided in subsections (3)(g) and (h) of this policy.

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

(e) Notwithstanding any other provision of this policy, the grievant shall not be required to confront the person against whom the grievance has been lodged, particularly in instances in which the grievant has alleged acts or practices of discrimination, including but not limited to harassment, retaliation, or coercion. At the informal hearing, both the grievant and the person against whom the grievance has been lodged shall be afforded an opportunity to present witnesses and other evidence in support or defense of the grievance.

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

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

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

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

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

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

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

STATUTORY AUTHORITY: [1001.41](#), [1001.42](#), F. S.

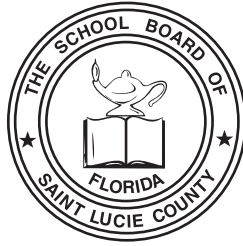
LAWS IMPLEMENTED: [1000.05](#), F.S.

History:

Adopted: 03/30/2004

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

Formerly: 5.65



BOARD MEMBERS

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

SUPERINTENDENT

Dr. Jon R. Prince

NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE

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

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

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

Heather Roland, Executive Director of Student Services

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

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

Rafael Sanchez, Executive Director of Human Resources

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

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

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

Dr. Adrian Ocampo, Executive Director of Assessment and Accountability

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

