



FORT PIERCE

WESTWOOD ACADEMY

THE WEST

PREP MAGNET

Student & Family Handbook

2022-2023 School Year

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***Fort Pierce Westwood
Academy:
The WEST Prep Magnet***

Administration

Principal

Dr. Megan Green

Assistant Principals

Ms. Alisha Kennedey (9th Grade)
Mrs. Brittany Rampone (10th Grade)
Dr. Eddie Robinson (11th Grade)
Ms. Nicole Smith (12th Grade)
Mr. R. Frederick Woltjen III (MOA)

St. Lucie County School Board

Dr. Donna Mills- Chairman
Mr. Troy Ingersoll- Vice Chairman
Mr. Jack Kelly
Mrs. Jennifer Richardson
Mrs. Debbie Hawley

Superintendent

Dr. Jonathan Prince

1801 Panther Lane
Fort Pierce, Florida 34947
Phone (772) 468-5400

Principal's Message

Greetings Panthers!

It is with great excitement that I welcome you to the 2022-2023 school year at Fort Pierce Westwood Academy – The W.E.S.T. Prep Magnet School. It is our mission to provide you with a one of a kind learning experience that will help you to become prepared for post-secondary success. High School is a challenging and pivotal time in your life, and we are honored to be a part of your journey. One of our top priorities is to ensure that the experience you have while a student at the W.E.S.T. Prep is a positive and memorable one. Courses that students are enrolled in are rigorous and personalized to meet the needs of all students. There are many opportunities for students to get involved in campus life through the many sports and clubs that are offered. Our school staff are hands-on and eager to get to know each and every one of you this year.

It is the goal of Fort Pierce Westwood Academy that all students are prepared to enter college or the workforce upon graduation. Our mottos are “Whatever it Takes and Be the One.” These phrases represent our mindset for all students, faculty, and staff each day, as we work to provide solutions and match resources for students and our community. If at any time throughout the school year you need additional assistance, please do not hesitate to ask.

One a Panther...Always a Panther! Have a happy and healthy 2022-2023 School Year!

Thank you,

Dr. Megan Green
Proud Principal



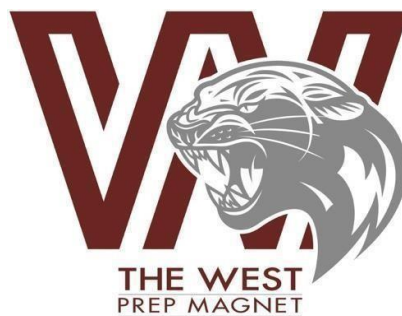
The WEST Prep Magnet is a Kids at Hope School. The Kids at Hope program inspires, empowers and transforms families, youth serving organization and entire communities to create an environment where all children experience success, NO EXCEPTIONS!

Kids at Hope Pledge

*I am a Kid at Hope.
I am talented, smart & capable of success.
I have dreams for the future, and I will climb to reach those goals & dreams every day.
All Children are Capable of Success, No Exceptions!*

Treasure Hunter's Pledge

*As an adult and a Treasure Hunter
I am committed to search for all the talents, skills and intelligence
that exist in all children and youth.
I believe all children are capable of success,
No Exceptions!*



Fort Pierce Westwood Academy: The WEST Prep Magnet

Mission

Fort Pierce Westwood Academy utilizes a holistic approach to meeting the individual needs of our students. This concept focuses on a student-centered approach to teaching and learning. We are rooted in standards-based instruction to promote a conducive environment that uses informed, decision-making processes coupled with student evidence to drive the instructional planning to increase student learning. We strive to equip our students with the skills and knowledge in becoming future contributing members of the community.

Vision

Fort Pierce Westwood Academy will become the Premier Educational Center in the county.

ST. LUCIE PUBLIC SCHOOLS

Mission, Beliefs, Vision

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

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

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

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

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

Quality schools are the responsibility of the entire community.

- Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute “the community”.
- The community works together to provide the political advocacy and support needed for student success.
- Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.
- The community is responsible for providing and supporting the facilities and infrastructure necessary to accommodate growth.
- All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.
- The school district has an obligation to achieve quality results for both the schools and the community.

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

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

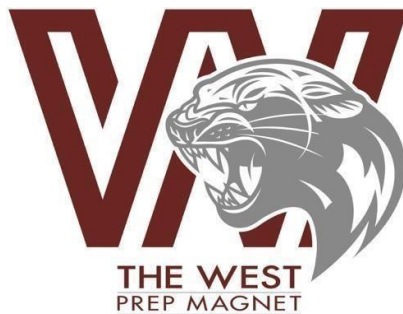
The district and its employees have mutual obligations for support and development toward continuous improvement.

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

- We are a “learning organization”, in which all roles serve the common purpose of pursuing continuous improvement in quality learning experiences for all.

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

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



Executive Secretary

Ms. Mayra Y. Ayala

School Counselors • 2022-2023

<i>Counselor</i>	<i>Last Names Served</i>
Ms. Keviette Stubbs	A-C
Mr. Tom Peters	D-H
Ms. Barbara Pierre	I-M
Ms. Monica Miller	N-R
Ms. Desiree Williams	S-Z
Ms. Mariann Davis	MOA A-Z
Ms. Megan Cantaline	Graduation Coach

Student Operation Procedures

Arrival

- Students will be released from buses in a staggered format and will report directly to the cafeteria or their first-block classrooms.
- Students will enter the building through a single entrance at the bus loop.

Breakfast

- Breakfast will be run as a “grab-and-go” format.
- Students will enter the cafeteria through the main hallway doors (one way traffic only) across from the administrative offices.
- Students will grab a bagged breakfast and will report directly to their 1st block classrooms; sitting and eating outside of 1st block classrooms will not be permitted.
- Students may not loiter; they must continue moving through the hallways and must be headed in the direction of their 1st block classrooms.
- Students will be permitted to use their cell phones while eating in the classrooms during breakfast. Cell phones are to be put away after the start of 1st block.
- Teachers maintain authority of their classrooms during breakfast time and may institute other rules to maintain a safe environment.

Restrooms

- Only one student is allowed to leave a classroom at a time for any reason. If another student is out of the room for any reason, no other students can leave until that student returns.
- Bathroom monitors will be placed outside each restroom to monitor transitions.
- Bathroom monitors will ensure that the number of students in each restroom at one time will be no more than the number of restroom stalls.
- Bathroom monitors will monitor to make sure that social distancing is followed while waiting to enter the restroom.
- The 500 restrooms will be closed for the school year; the 400 restrooms and 600 restrooms will be open for students. Lunch restroom procedures are outlined in the “Lunch” section.

Classroom Expectations

- Students are expected to sit in assigned seats; seats are determined and assigned by the classroom teacher.
- All desks should be spaced out as much as possible.
- Only one student should be away from their desk at a time; only one student should be up and walking around other than the teacher.
- Surfaces should be disinfected after use; individual items should be disinfected after use.
- When possible, work should be submitted online

Hallway Transitions

- Students will follow a one-way traffic pattern, designated by arrows posted on the hallway walls.
- Students should maintain social distancing while transitioning from location to location if possible.
- Students must continuously walk while in the hallways; walk and talk.

Lunch

- Students will enter the cafeteria through two points of entry: (1) the cafeteria door directly across from the administrative offices and (2) the cafeteria door closest to the rear maintenance outside gate.
- Students will enter the lunch line by walking down the center of the cafeteria into three open points of sales, as directed by the cafeteria staff.
- There will be two additional points of sale: (1) in front of the auditorium and (2) in front of the gymnasium.
- After picking up lunch, students will be required to eat in the location where they received their lunch (cafeteria, patio, or auditorium). Once seated in one of these three locations, students will not be permitted to move to a different location. In other words, there will be no movement between the three locations. Students will remain in their desired location during the entire lunch period.
- Students may use the Learning Commons during lunch; however, food is not permitted in the Learning Commons

Dismissal

- Last block teachers will review dismissal procedures with students. Students are responsible for following dismissal procedures.
- All students will exit the building through the closest exterior door and report to the bus loop or parent pick up. Students will not be permitted to enter interior hallways at dismissal.

Masks Are Optional

Extracurricular Activities

- After being dismissed, students will exit through the exterior building doors and enter the patio gate to wait for the club sponsor/coach.

Front Office

- Only one family (student and one parent/guardian) is permitted in the front office at one time.
- Families must wait outside until invited into the school building.

Activities & Clubs

CURRICULAR CLUBS/ACTIVITIES	Sponsor
Band	Mr. Auguste
Chorus	Mr. Meely
Color Guard	Mr. Auguste
Future Farmers of America (FFA)	Mrs. Blankenbaker
Health Occupations Students of America (HOSA)	TBA
Junior Reserve Officer's Training Corps (JROTC)	Maj. Godfrey
Robotics	TBA
EXTRACURRICULAR CLUBS/ACTIVITIES	
Academic A-Team	Dr. Ruppert
Cheerleading	Mrs. Monds
Key Club	Mrs. Hoffman
Ocean Bowl	Dr. Ruppert
National Honor Society (NHS)	Mrs. Killion
Rough Draft Poets	Mr. Wilks
Student Government Association (SGA)	Mr. Wilks
Gay/Straight Alliance (GSA)	TBA
eSports	TBA

First Priority Christian Club	Ms. Brown & Ms. Pressley
Leader-In-Me/Light House Team	TBA
MOA Leadership	Dr. Ruppert
Odyssey of the Mind	Dr. Ruppert
STEAM	Mrs. Rampone
9 th Grade- Freshman Class	Ms. Pressley
10 th Grade- Sophomore Class	TBA
11 th Grade- Junior Class	TBA
12 th Grade- Senior Class	Mrs. Cantaline
Young Floridians	Mr. Wilks & Ms. Brosseau

**If you are interested in joining a club or starting a new club,
please see your grade-level Assistant Principal.**

School Colors

SOLID MAROON, BLACK, and GRAY

Class Colors

12th – BLACK

11th – MAROON

10th – GRAY

9th – WHITE

Athletics & Coaches

Fall Head Coaches:

Football	Christopher Kokell	christopher.kokell@stlucieschools.org
Volleyball	Deborah Cuevas	deborah.cuevas@stlucieschools.org
Swimming	Jonathan Sinski	jfsinski@gmail.com
Bowling	Linda Coddington	linda.coddington@stlucieschools.org
Golf	Rob Ayres	robert.ayres@stlucieschools.org
Girls Golf	Heather McCall	heather.mccall@stlucieschools.org
Cross Country	Evan Szymanski	evan.szymanski@stlucieschools.org

Winter Head Coaches:

Boys Basketball	Bakari Williams	bakari.williams2@stlucieschools.org
Girls Basketball	Abdias Joseph	abdias.joseph@stlucieschools.org
Boys Soccer	Kristina Foderaro	Kristina.Foderaro@stlucieschools.org
Girls Soccer	Rob Ayres	robert.ayres@stlucieschools.org

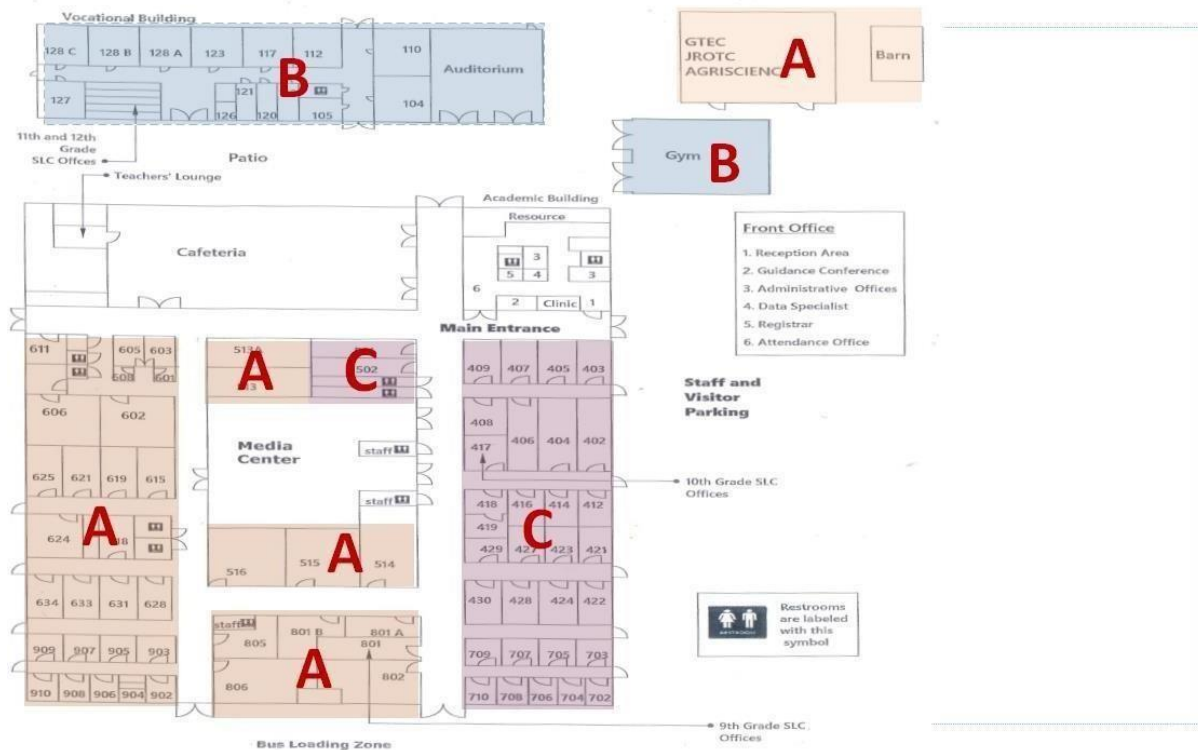
Girls Weightlifting Kerry Parks Kerry.Parks@stlucieschools.org
 Boys Wrestling Quincy Arceneaux quincy.arceneaux@stlucieschools.org
 Girls Wrestling Rasheena Williams rasheena.williams@stlucieschools.org
 Cheer Lorine Monds lorine.monds@stlucieschools.org

Spring Head Coaches:

Baseball Christopher Hixon christopher.hixon@stlucieschools.org
 Softball Ursula Johnson ursula.johnson-braswell@stlucieschools.org
 Track Anthony Prince anthonyprince0901@gmail.com
 Tennis Mimi Hoffman mary.hoffman@stlucieschools.org
 Girls Flag Football Michael Harrelson michael.harrelson@stlucieschools.org

Athletic Director James Gardner james.gardner@stlucieschools.org

Lunch Map



Bell Schedules

Regular Bell Schedule

Description	Periods	Time	Minutes
1 st Block	1 st or 2 nd	7:31-9:03	92
2 nd Block	3 rd	9:08-9:53 <i>Homeroom*</i>	45
3 rd Block "A"	4 th or 5 th	A - Lunch (9:58-10:28)	30
		10:32-12:02	90
3 rd Block "C"	4 th or 5 th	9:58-11:28	90
		C - Lunch (11:32-12:02)	30
4 th Block	6 th or 7 th	12:07-1:41	94

The routine business of the day will be handled during the Homeroom period, which is attached to 3rd period.

FREEZE TIMES

**STUDENTS ARE NOT PERMITTED IN THE HALLWAYS
THE FIRST AND LAST FIVE MINUTES OF EACH PERIOD.**

Early Release Bell Schedule

Description	Periods	Time	Minutes
1 st Block	1 st or 2 nd	7:31-8:13	42
2 nd Block	3rd	8:18-8:56	38
3 rd Block "A"		A - Lunch (9:01-9:31)	30
		Class 9:36-10:53	77
3 rd Block "C"	4 th or 5 th	Class 9:01-10:21	80
		C - Lunch (10:23-10:53)	30
4 th Block	6 th or 7 th	10:58-11:41	36

The routine business of the day will be handled during the Homeroom period, which is attached to 3rd period.

FREEZE TIMES
**STUDENTS ARE NOT PERMITTED IN THE HALLWAYS
 THE FIRST AND LAST FIVE MINUTES OF EACH PERIOD**

Activity Bell Schedule

Description	Periods	Time	Minutes
1 st Block	1 st or 2 nd	7:31 – 8:32	61
2 nd Block	3 rd	8:37 – 9:22	45
3 rd Block "A"	4 th or 5 th	A - Lunch (9:27-9:57)	30
		Class 10:02-11:28	86
3 rd Block "C"		Class 9:27 – 10:55	90
		C - Lunch (10:58 – 11:28)	30
4 th Block	6 th or 7 th	11:33 - 12:35	62
<i>staggered dismissal by intercom only</i>		12:35 – 12:40	5
ACTIVITY	-A-	12:40 – 1:41	61

The routine business of the day will be handled during the Homeroom period, which is attached to 3rd period.

FREEZE TIMES
**STUDENTS ARE NOT PERMITTED IN THE HALLWAYS
 THE FIRST AND LAST FIVE MINUTES OF EACH PERIOD.**

M.O.A. Bell Schedules

The routine business of the day will be handled during the **Homeroom** period, which is attached to **5th period**.

MOA Regular Schedule		Start Time	End Time
Block 1	Period 1/Period 2	7:33 AM	9:05 AM
Block 2 (Skinny)	Period 3	9:05 AM	9:50 AM
Block 3	Period 4/5	9:50 AM	11:20 AM
LUNCH		11:20 AM	11:51 AM
Block 4	Period 6/Period 7	11:51 AM	1:22 PM

MOA Early Release			
		Start Time	End Time
Block 1	Period 1/Period 2	7:33 AM	8:25 AM
Block 2 (Skinny)	Period 3 (Everyday)	8:25 AM	9:05 AM
Block 3	Period 5/ Period 6	9:05 AM	9:57 AM
LUNCH		9:57 AM	10:27 AM
Block 4	Period 6/Period 7	10:29 AM	11:21 AM

**Administration will advise when to follow this modified schedule due to HBOI Lab calendar/schedule.*

Report Card/Progress Report Schedule

*****Progress Reports and Report Cards will be distributed through Homeroom: 3rd period *****

2022-2023 REPORT CARD GRADING TIMELINE

DATES ARE SUBJECT TO CHANGE

GRADING PERIOD	INTERIM REPORTS	END OF GRADING PERIOD	GRADING WINDOW OPENS	GRADING WINDOW CLOSSES	REPORT CARD DAY
1 ST QUARTER	Wednesday 9/7/22	Friday 10/7/22	Monday 8/10/22	Tuesday 10/7/22	Monday 10/24/22
2 ND QUARTER	Wednesday 11/8/22	Friday 12/14/22	Monday 10/11/22	Friday 12/16/22	Wednesday 1/17/23
3 RD QUARTER	Friday 2/3/23	Friday 3/10/23	Monday 1/3/23	Thursday 3/10/23	Wednesday 4/3/23
4 TH QUARTER	Thursday 4/25/23	Friday 6/1/23	Tuesday 3/21/23	Thursday 6/1/23	Pending receipt of Test Scores

NOTE: SENIOR TIMELINE will depend on graduation dates, you will receive an updated timeline in the Spring (2nd Semester).

Saint Lucie Public Schools

Meal Charging Policy/Procedure

All Saint Lucie Public Schools must adhere to the Meal Charging Policy set forth by the USDA. No student who qualifies for a free meal benefit will be denied a meal even if there are meal charges on the account. Students 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.

1. Students are allowed to charge up to \$10.00 for receiving a reimbursable meal. The student will be provided with the same school lunch that other students are receiving.
2. Students that have accrued a negative balance will receive notification of charges through the district communication system, written notification and/or a phone call from the school. Parents will be encouraged to make a payment through either our online prepayment system or through the cafeteria.
3. Households will continue to receive notification of charges until charges are paid in full. Notifications through the district communication system will occur twice a week.
4. Up to three days of replacement meals, including both breakfast and lunch, will be offered to students who have maximized their charge limit. A replacement meal for lunch consists of a cheese sandwich, vegetable, fruit and low-fat white milk which represents a regular reimbursable meal. A replacement meal for breakfast includes cereal, fruit, and white milk, which represents a reimbursable meal. The school meals program will maintain a list of students receiving or refusing a courtesy meal.
5. If a pattern of receiving replacement 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.
6. Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing A la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.

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.

Protection of Pupil Rights Amendment

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

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (“ED”) –
 - (a) Political affiliations or beliefs of the student or student’s parent;
 - (b) Mental or psychological problems of the student or student’s family;
 - (c) Sex behavior or attitudes;
 - (d) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (e) Critical appraisals of others with whom respondents have close family relationships;
 - (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - (g) Religious practices, affiliations, or beliefs of the student or parents; or
 - (h) Income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of* –
 - (a) Any other protected information survey, regardless of funding;
 - (b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and
 - (c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use –

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

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

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

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

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

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

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

Student Procedures

Registration and Student Enrollment at The WEST Prep Magnet:

Student enrollment and registration will occur throughout the 2021-2022 school year. Nevertheless, all prospective St. Lucie Public Schools (SLPS) students must report to Student Assignment located at the district office to be assigned to one of SLPS' schools. After being assigned to The WEST Prep Magnet, students must report to the Registrar's office to be registered at The WEST Prep Magnet and then meet with a School Counselor to complete their new student registration.

A parent or legal guardian should accompany students enrolling in school. Proof of address will be required to complete application. The following will be accepted as proof of address:

- Electric, Water, or Land Line Telephone Bill
- Current Mortgage Deed
- Signed Lease Agreement
- Mortgage Payment Coupon
- Official Rent Receipt
- Sales/Builder's Contract

Parents are requested to provide a report card, transcript, or withdrawal forms from the last school attended. It is also very important that any medical, academic, social, or emotional concerns are mentioned to the Registrar and that any emergency phone numbers are provided.

The WEST Prep Magnet serves students residing in the Green Zone and any zone for students attending The WEST Prep Magnet for the Marine and Oceanographic Academy (MOA), veterinary, agriculture, robotics, computer science, and pharmacy technician programs. Unless a student attends The WEST Prep Magnet as a magnet student from an outside zone, only students residing in this attendance zone are permitted to attend The WEST Prep Magnet. Any student whose legal residence changes from The WEST Prep Magnet's attendance zone to that of another school zone during the school year must contact the office of the Registrar.

Immunizations:

Each student entering school must secure a Florida Certificate of Immunization Form 680 from the St. Lucie County Health Department/a physician. Parents whose religious beliefs do not permit them to have their children immunized must obtain a Certificate of Exemption from the St. Lucie County Health Department and present it to the school when enrolling.

Physical Examinations:

All students, regardless of age, entering a Florida public school for the first time must provide a copy of the results of a physical examination taken within the last twelve months.

Address or Contact Phone Number Changes:

It is the family's responsibility to provide proof of address and/or contact phone number changes. Complete the appropriate forms with the Data Specialist to indicate to the school that a student has changed her/his residence and/or contact information.

Class / Schedule Changes: DROP / ADD Procedures:

Class and/or schedule changes during the 2022-2023 school year may be initiated August 16th through the 20th. Any class and/or schedule changes that need to take place after August 20, 2021 will require administrative approval.

Student Contact Information Changes/Additions:

Parents and students that are in need of adding and/or changing student contact information on the Emergency Contact Information Card (ECIC) shall come to The WEST Prep Magnet's front desk office and add new information or complete a new ECIC with the Data Specialist.

Students Withdrawals:

The procedures for student withdrawals are as follows:

1. Parents/Guardians must be arrange a meeting with the counselor for the approval to withdraw students.
2. Parents and students wishing to withdraw will arrange a meeting with their school counselor and then to the registrar/data specialist.

3. All textbooks, library books, and laptops with chargers must be returned to the media center prior to withdrawing. All financial or other obligations must be cleared.
4. Parents and students withdrawing from The WEST Prep Magnet arrange a meeting with their school counselor to complete an *exit interview*.

School Obligations—Textbooks and other Obligations:

Students that lose school property(*ies*) such as library books, library instructional audios and/or textbooks shall pay the full sum of such school property prior to graduation. The principal of the school shall make every reasonable effort to collect such sum from students that have lost school property. Further, as per school board policy, “The failure to collect such sum upon reasonable effort by the school principal shall result in (a) the suspension of the student from participation in extracurricular activities, the suspension of student parking privileges, and the exclusion of the student from participation in school activities such as prom and graduation ceremonies, or (b) the satisfaction of the debt by the student through community service activities at the school site as determined by the school principal.”

Students are responsible for checking their school emails monthly for any obligation notifications.

Advanced Courses, Exams, and Expectations

The WEST Prep Magnet believes in providing students with every opportunity to participate in challenging and rigorous coursework so our graduates are ‘College and Career Ready’. It is the expectation for students enrolled in Advanced Placement (AP) level course(s) and/or Cambridge International Education (AICE) level course(s) to take the end-of-course exams associated with said courses in efforts to earn college credit with passing scores. Students are also expected to take state assessments (FSA/EOC) associated with said courses to qualify for scholarships, meet graduation requirements and/or satisfy other criteria eligibility. The WEST Prep Magnet may choose to pay for a Student’s ACT/SAT registration fee with the expectation that the student takes the exam for which they are registered. Students who are absent for their AP, AICE, ACT, or SAT exams may be subject to having the cost of the exam(s) placed as a student obligation owed to The WEST Prep Magnet upon graduating or withdrawing; whichever comes first.

Lost and Found

The school assumes no responsibility for lost personal articles belonging to students or staff. When a student has lost an article, he/she should inquire at the Main Office. Articles that are found and turned in will be kept until the end of the semester. Textbooks that are found will be returned to the teacher or respective Department Chairperson and from there returned to the student.

Guidance and Counseling

Counseling services are provided through School Counselors in a strictly confidential manner. This service is provided upon request or need for both individuals and groups. A student may request a conference with a counselor by filling out a request form which can be obtained from the guidance office located in the Front Office during class changes, lunch, before/after school.

Our goal is to ensure that each student is appropriately scheduled for classes she/he needs in order to meet all the requirements for graduation. Student schedules will only be changed if a teacher makes a recommendation for an ability level change in class placement or if a parent makes an request for a change and the requested change meets all criteria. Schedule changes cannot be made to accommodate requests for specific teachers or for students to be with friends. Counselors must adhere to SLPS's Student Progression Plan when scheduling students.

Make-Up Credits via Credit Recovery:

There are options available to students for credit recovery. A credit recovery contract must be signed for students enrolled in any CR course and a course completion timeline is expected for courses taken within each semester to remain active in the CR course. Parents are expected to monitor their students' progress in CR courses.

Counselors are available to review options to make up credits using:

- Edgenuity, computer-based, teacher-led credit recovery program, scheduled period
- Mosaic Digital Academy, SLPS' districtwide online credit recovery program
- Florida Virtual School (FLVS)
- Live class enrollment* (*only if space available*)
- 8th Period Credit Recovery Program (afterschool program; **must complete application**)

School Counselors will be able to review upper level course options and help facilitate enrollment in Dual Enrollment classes at IRSC. If a student attempts a class at IRSC for Dual Enrollment and does not pass, it will be at the student's expense to make up the class prior to being approved for any other Dual Enrollment class. Refer to SLPS' Student Progression Plan for more details, available on the district website: <http://www.stlucie.k12.fl.us/>

Grading Procedures

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

Grade	Percent	Grade Point	Average Definition
A	90-100	4	Outstanding progress
B	80-89	3	Above average progress
C	70-79	2	Average progress
D	60-69	1	Lowest acceptable progress
F	0-59	0	Failure (<i>no credit is awarded</i>)
I	0	0	Incomplete*
W	N/A	N/A	Withdrawn, applies to Dual Enrollment courses

*A student who receives an incomplete [I] has to complete the work within the guidelines of the make-up work policy. (See SLPS' Student Code of Conduct and SLPS Student Progression Plan).

If the student does not make-up all work by the designated period of time, then for any missing work a grade of Zero will be entered by the teacher and the final grade will be calculated.

At The WEST Prep Magnet, before a student receives an incomplete [I], it must be approved by Administration.

NOTE: the [I] will calculate as a Zero on the report card until the [I] is replaced with a grade.

At that time an adjusted GPA will be calculated for the student.

Calculation of Middle & High School Grades

- Full Year Course = 1.0 credit earned (0.5 credit per semester)
 - 1st 9 weeks = 35%
 - 2nd 9 weeks = 35%
 - Semester exam = 30% or End of Course Exam
 - 3rd 9 weeks = 35%
 - 4th 9 weeks = 35%
 - Semester exam = 30% or End of Course Exam
- Semester 1 or 2 Only = 0.5 credit earned
 - 1st 9 weeks = 35%
 - 2nd 9 weeks = 35%
 - Semester exam = 30%

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

School Day

The regular school day is from 7:31 a.m. until 1:41 p.m. Students may NOT be dropped off or park on campus before 7:00 a.m., as there will be no supervision until this time. All students must be picked-up or leave the premises by 1:50pm, unless participating in a supervised activity.

After School Activities

If a student is not involved in an approved after-school activity, he/she must not stay on campus and must be off-campus by 1:50pm. Any student on campus after school without permission will be subject to disciplinary actions and possible arrest for trespassing. Students are to remain with their club-sponsors or coaches at all times. They may not roam the campus unsupervised, they must stay with the staff member until the time they are dismissed for the activity bus or picked up by a parent. Failure to do so may result in removal from club, activity, or team. In addition, only students involved in an approved after-school activity will be permitted to ride the activity bus. Bus drivers will have a roster of approved students.

Closed Circuit

*Closed circuit monitoring of campus grounds, buildings, courtyards, entrances, exits, corridors, and hallways is provided to increase our ability to provide a safe, orderly and positive learning environment for teachers, staff, students and visitors. (The campus is monitored 24 hours a day and tampering with any security camera is a serious offense that will result in suspension, charge of repair, arrest, and/or expulsion)

CLINIC

For your safety, students who become ill during the school day should secure an official hall pass from their teacher to report to the clinic. Students are not to call parents from the classroom. The clinic is for first aid and emergencies only. The health paraprofessional is authorized to administer

prescribed medications to students (excluding injections) during school hours in strict compliance with School Board policy and Florida Statutes. Students taking medications must give all medicines to the health paraprofessional for safekeeping and dispensing. Students may NOT carry medications on their person during the school day.

*EMERGENCY CARDS: Each student will be given an emergency card to be completed and returned to the clinic for school use. It is very important that the school has accurate parent contact information on file. It is the parent's responsibility to provide updates to the school whenever changes occur. Access to students or student information will be denied to any person not authorized by the parent on the contact card. Please also provide an email address, if applicable.

Bus Transportation

Riding the bus is a privilege. In order to ensure the safety of all students on the bus, the school and the bus driver establish the rules of conduct. Students are expected to follow the rules of conduct and the directions of the bus driver at all times. Any objects or items that may affect the safety of bus riders are not permitted. Those items include but are not limited to skateboards, balloons, etc. Student misconduct may result in the suspension of bus riding privileges and/or loss of bus riding privileges for the remainder of the year. Students must wait for their bus; and get on and off their bus at their assigned bus stop. Students must also ride the bus to which they are assigned by district transportation department. School site personnel and school site administration will not approve or allow students to ride another bus to go home with friends. Parents that would like to request permission for their student to ride another bus or an unassigned bus to go home with friends must contact transportation at (772) 340-7120 or visit their website at: <http://www.stlucie.k12.fl.us/includes/Transportation/Trans.aspx>

Attendance and Discipline Plan

The administration and faculty of The WEST Prep Magnet fully support the discipline policies and procedures outlined in the Code of Student Conduct published by Saint Lucie Public Schools (SLPS). Therefore, The WEST Prep Magnet Student Handbook and Discipline Plan will encompass policies and procedures that ensure the safety, academic and behavioral success of every student, every day. Further, The WEST Prep Magnet faculty and staff hold the belief that the policies and procedures set forth will provide support for effective and adequate instruction and learning, will provide support for increased student improvement in the core academic contents and increased appropriate behavior, as well as provide support for a safe and structured learning environment for our students, faculty and staff. It is therefore every student's right to learn, every teacher's right to instruct and no student's right, nor any personnel's right to interfere with any student's or any teacher's academic success. Therefore, consistent with the mission of Saint Lucie Public Schools that *every child, every day* will be engaged in meaningful work. The WEST Prep Magnet will require students to be responsible for their actions and abide by SLPS Code of Student Conduct and The WEST Prep Magnet Student Handbook: Discipline Plan. Failure to comply will result in administrative and possible police action. Lastly, The WEST Prep Magnet recognizes and accepts that during school hours it is our responsibility to prevent students from causing harm to themselves as well as from causing harm to others.

ATTENDANCE RULES / REGULATIONS:

First and Foremost:

To further attain more information on attendance, please refer to the Student Progression Plan (SPP) and to the specific titles and pages listed below at: <http://www.stlucie.k12.fl.us>

Specific Titles within the Student Progression Plan Concerning Student Attendance

ATTENDANCE POLICIES

Compulsory School Attendance & Declaration of Intent

Official Attendance

Parent/Guardian Responsibility

Enforcement of Attendance

Project Rock

Attendance codes, Excused & Unexcused absences, Reporting

Attendance Cases to PST Committee & Truancy Petition

Habitual Truants

Homebound/Hospitalization Program

Procedures for Determining Eligibility Full Time

Procedures for Determining Eligibility Intermittent

Attendance Policies for Homebound/Hospitalized

General Responsibilities for Homebound/Hospitalized Program

Physician Authorization Requirement

Use of Withdrawal Codes

Non-Enrollment

Tardy

Early Pick-up

Students with documented Chronic/Serious Medical Conditions

Students covered under the Rilya Wilson Act

Student Withdrawal Prior to the End of the Year

Compulsory Attendance and Home Education Programs

Perfect/Commendable Attendance Recognition

There is also some general attendance information provided below. NOTE: The information provided in the Student Progression Plan (SPP) takes precedence over the student handbook. This is also true for the information on discipline that is provided and outlined in the School Board of St Lucie County's Code of Student Conduct which can be found directly at: <http://www.stlucie.k12.fl.us>

Absences:

The parent or guardian is required to send a written explanation of the reason the student is absent to the school within three (3) days of the student's return to school. The written explanation must go to the attendance office and must include the following information:

- Dates of absences, Specific reason for the absence, student first and last name

- Parents/Guardians' name and signature, Daytime telephone number

NOTE: Parent(s)/Guardian(s), can attach any documentation that supports the written explanation of the reason for absence, including any physician explanation, should be attached (physician's note / explanation refers to those licensed under FL Statutes Chapters 458-MD, 459-OD, 460-Chiropractor, 461-Podiatrist). NOTE: The above must be completed within three days of the absence or the absence will remain unexcused. Students returning from an absence must report to the attendance office before/after school or during lunch.

TARDY POLICY

It is imperative that teachers enforce the tardy policy described in the Faculty Handbook and in the Student Handbook. It is also imperative that teachers address tardiness within their classrooms, make contact with parents and report students that demonstrate habitual tardiness. Arriving to class on time is critical to the education of our students, and to maintain an orderly and non-disruptive learning environment. Punctuality is a trait necessary for success in our school, on the job and in life. Tardies are considered a discipline issue at The WEST Prep Magnet. Tardies will be recorded each class period. If a student is not in his/her classroom when the tardy bell rings, he/she will be considered tardy. A tardy of more than 10 minutes will be considered skipping class without proper documentation (eHallpass).

TARDY POLICY - Arriving Late to School:

Any student that arrives on campus after 7:31am MUST report to the attendance office for an admit pass. Students that DO NOT sign-in with attendance will be considered as unexcused and will be counted as an unexcused absence for the class (es) missed. Excused tardy (ies) follow the same criteria as an excused absence. Notes must accompany the student when they sign in.

If a student is not in his/her classroom when the bell rings, he/she will be considered tardy. Tardy (ies) will be recorded on Skyward each class period by the student's respective teacher. School begins at 7:28 a.m. and the late bell rings at 7:31 a.m. Prompt arrival to school is the responsibility of the student and parents. Late arriving students transported by parents are considered tardy.

- All deans and administrators will assist with getting students to class on time as the bell rings for class changes throughout the school day. Students that are still in the hallway(s) after the bell rings for class changes will be issued a tardy slip by a dean, administrator or staff supervising in the hall. Once the student receives the tardy slip, they will report to class and the teacher will input it into Skyward as a tardy.

Make Up Work

Please refer to the SLPS High School Student Progression Plan (SPP). The Student Progression Plan can be found on our district homepage at <http://www.stlucie.k12.fl.us>

Habitual Truants/ Skipping Class

(f.) Habitual Truants (F.S. 1003.27)

A student ages 14 – 18 who has 15 or more unexcused absences within 90-calendar days with or without the knowledge or consent of the student's parent or guardian, and is subject to compulsory school attendance, shall be classified as a habitual truant. The Department of Highway Safety and Motor Vehicles; Department of Children and Families; Department of Juvenile Justice; State Attorney's Office; Circuit Court will be notified of cases of habitual truancy as prescribed by law. Truancy cases will also be reported to agencies contracted by the School Board to provide truancy services pre and post the student meeting the habitual truancy definition.

eHall Passes

- Students that leave a classroom for any reason, including restroom, guidance, attendance, deans, administration, or another teacher's classroom, are required to be issued an "eHall Pass" by the teacher. Students in the hallway, even with a pass, will be escorted back to class by campus staff.
- No Passes shall be provided to students to use the vending machines during class / instructional time.

FREEZE-TIMES:

1. **NO PASSES SHALL BE ISSUED TO STUDENTS DURING THIRD PERIOD —I.E., THE SKINNY BLOCK / 45-48 MINUTE CLASS (ES); and/or during the LUNCHESES (A,B,C).**
2. **NO PASSES SHALL BE ISSUED TO STUDENTS DURING THE FIRST AND LAST 5 MINUTES OF CLASS.**

Closed campus:

We have a closed campus for students. Students are to remain in school during school hours, including lunch periods. Students leaving school without permission will be subject to disciplinary action.

*Parent Approved Early Dismissal for Students who drive to school and have an official parking decal/permit

* Senior Privilege is limited to those students that have successfully completed at least one college level acceleration course (previously earned a 3 or better on an advanced placement exam or, earned a "C" or better in a dual enrollment course, or passed an industry certification exam). Student must be on track with required credits/courses needed for graduation.

The student must report to the attendance office before the end of 1st hour to complete the early dismissal procedures which are as follows:

- The student must have a note from their parent/guardian detailing the reason for early dismissal along with a parent/guardian phone number for confirmation.
- ALL students regardless of age must have a note from their parent/guardian to leave campus.

- Students WILL NOT be released from campus by call-ins unless administration deems this practice as necessary.
- Students are not permitted to leave campus with other students.

POLICIES AND PROCEDURES FOR:

Parents Signing Students Out of School before 1:20 PM

Parents who want to take their children out of school during regular school hours before 1:20 PM should report to the main office. For the safety of all children, students will only be released to the adults with proper identification that are listed on their child's emergency contact information card or list. Parents cannot sign students out of school after 1:20p.m., they must wait till the end of school.

POLICIES AND PROCEDURES FOR:

Early Pick-Up/Dismissal

Each request for early release from school during the same grading period must be accompanied by written explanation specifying the reason for the request. The student shall be excused for the class (es) so long as the reason stated is one of the criteria set forth in the section titled, "Excused Absences". The school principal or designee can approve an early release beyond these limits after taking into consideration the reason as well as the student's attendance history, both by-period and daily, and also according to the recoded number of early releases that the student has used. If there is no documentation as to the reason and the principal or designee has not approved the release, the class (es) that the student missed or misses, in whole or in-part, will be unexcused. NOTE: Students sent home due to illness will have the absence for missed classes excused.

Once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent absences to be excused.

POLICIES AND PROCEDURES FOR:

School Activity Dismissal:

During school activities and events, student notes must be turned in to the attendance office by the end of first (1st) hour on the day of the activity. Students will not be released by phone or last-minute notes. There will be no early dismissals granted after 1:20 pm.

Lunches

Students are permitted to bring their lunches but must eat in designated areas. For the safety of all of our students, students are NOT allowed to leave the school grounds for lunch. It is the duty of everyone to keep the cafeteria in good order, students and teachers alike. Students are

encouraged to be good citizens by being the excellent students that they are and by helping keep their school campus clean. Students are NOT allowed to have lunch delivered to the school. . All unauthorized orders will be turned away.

Discipline Plan

The WEST Prep Magnet adheres to the SLPS guidelines and procedures outlined in the Code of Student Conduct. You are encouraged to visit our district website for additional information at: <http://www.stlucie.k12.fl.us>

Student Dress Code Policy

In order to promote a positive learning environment, the students of Fort Pierce Westwood Academy, The WEST Prep Magnet are required to adhere to the dress code below. Students violating our dress code will be given an opportunity to correct their dress code violation. For those students unable, or unwilling, to correct the dress code violation, the administration/designee may provide sanctions until the violation is corrected.

PLEASE NOTE: School administration OR Designee will be the final judge regarding apparel and accessories. School dress should not distract from the learning environment.

The following MAY BE WORN on school campus:

1. ANY unaltered t-shirts with sleeves.
2. ALL approved Westwood logo athletic wear.
3. Collared shirts/blouses, with sleeves.
4. Pants or shorts with rips above the knee must not show any exposed skin and must have non-sheer material sewn or worn under the rips.
5. Shorts, skirts and dresses which MUST be at least knee length.
6. Shoes, slides, sandals, and tennis shoes/sneakers must be worn at all times.

The following MAY NOT BE WORN on school campus:

1. Hats, Caps, Bandanas, Do-Rags, Beanies, Handkerchiefs, or other related hair-grooming items including but not limited to Picks, Combs, Curlers. Hats may be worn on campus grounds in cold weather but must be removed when entering and being inside the buildings.
2. Vests, tights, leggings, pajama pants, or yoga pants.
3. Clothing, jewelry and/or accessories that display tobacco, alcohol and/or drug advertisements.
4. 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 including belts, bracelets, and collars with spikes, dog collars, chains, etc.
5. No sheer or low-cut shirts, blouses, dresses, or clothing of any kind.
6. No undergarments may be shown at any time.
7. Any item at all that is deemed inappropriate for the school setting by the administration/designee.

NOTES:

1. When students are not in dress code, the school may provide opportunities for students to correct their dress code violation (example: have parent bring a change of clothes, etc.).
2. As the weather dictates, the administration may allow additions/exceptions to the dress code be made, as needed, to ensure student safety and protection from the weather while outside (Example: Hats may be worn **outside** when temperature is unusually cold).

Administration may elect to revise the dress code, as needed, with the cooperation the School Advisory Council

Electronic Device and Cell Phones

Cell phones must not be used and must not be visible during school hours at all times. This includes in the cafeteria during breakfast or lunch times. More importantly, in an effort to maintain students' attention for the purpose of learning, the use of cell phones and other electronic devices during school hours and within the classroom is a major distraction of learning environment and discipline of the students, faculty and staff. Therefore,

1. Students are not to bring radios, tape recorders, pagers, walkie-talkies, laser pointers, boom boxes, CD players, cameras, IPODs, musical / audio playing electrical devices, overall electronic devices, or video games to school.
2. Students that need to call their parents may use the school phones in any office.
3. Items not permitted on campus may be confiscated by school personnel. Students who comply with staff's request for surrendering of cell phone will be allowed to pick up their cell phones at the end of the school day in the Dean's office. Offenses will be recorded and after the third offense, a parent will be required to pick-up the cell phone.
4. Refusal to surrender electronic devices will result in a parent contact being made and possible further disciplinary action at the discretion of the Dean or Administrator.

Confiscated items

Sunglasses, hats, toys, radios, cards, cell phones, iPods and other items that are considered infractions of the Code of Student Conduct. Skates, skateboards, etc., are not allowed on campus. Such items may be confiscated and available for pickup at the end of the school day. Items will be stored in a locked cabinet in the Dean's Office. The school will not be responsible for the loss of or damage to, any confiscated items. Items NOT picked-up by June 9, 2017 will become the property of The WEST Prep Magnet. Lastly, school personnel, (i.e., deans, administration, teachers), will not engage in and use instructional time to search for lost, misplaced or stolen electronic devices or cell phones at any time during the school year as such instructional time is designated to the teaching and learning of and by all students. It should be noted here that students who refuse or who become unruly and non-compliant to turn over any unallowable devices and/or electronic devices to faculty/staff will be given or receive consequences deemed by the dean as such dean will refer to the note below when dealing with non-compliant students beyond the sixth offense of violating the electronic devices / cell phone rules and regulations.

Handicap Parking

Parking in these identified spaces is by handicapped parking permit only. At no time shall these spaces be blocked or obstructed to prevent patron use. St. Lucie County School Board and that of The WEST Prep Magnet is not responsible for any illegally parked vehicle that must be towed.

Visitors on Campus

Visitors, parents, non-students of The WEST Prep Magnet, district personnel and staff, and community members must report to the main office of The WEST Prep Magnet where professional assistance will be provided to you for the purpose of your visit.

Visitor/Parent Parking

Parents, for your convenience, please use the main parking lot in front of the school.

Bicycles

Bicycle Racks are provided in the main parking lot. Bicycles should be locked securely.

Student Parking

Student driving/parking is a privilege for The WEST Prep Magnet students and is restricted to registered vehicles properly displaying a current decal, and parking in the designated student lot only. Parking decals cost \$25. Juniors (11th) and Seniors (12th) ONLY, who wish to apply must:

1. Submit completed application to executive secretary (Numbered spaces are assigned and limited)
2. The application must be signed by the student and a parent or guardian.
3. At the time of application, the student must have a valid **driver's license (no permit)**, proof of current insurance, and current registration.

Driving to school with a Learners permit is not allowed

4. Know and understand that continued parking on school campus is dependent upon the student driver following the guidelines below:

- A. Observing all traffic laws including but not limited to posted speed, loud music, passing, etc.
- B. Careless driving is prohibited including, but not limited to screeching tires, riding on the outside of vehicles, hanging out windows, and anything that is deemed dangerous or reckless.
- C. Students are expected to have their parking decal displayed (visible) on the rearview mirror at all times when on campus. Parking ANYWHERE other than the student lot is PROHIBITED.

5. Student drivers are expected to enter and exit the school parking lot through Panther Lane.

Arrival time is after 7 A.M., and must have departed the student parking lot by 1:50 P.M.

6. Students are expected to follow all of the Florida State Statutes included in sections 316, 320, and 322 of Florida Law.

7. Students who drive to school are expected to arrive at their first scheduled class on time.

8. Parking on the service road or other unauthorized areas is prohibited. Violators may have their vehicles towed at the owner's expense.

9. Students are never allowed to be in the student parking lot at any time during school hours for any reason unless student(s) have asked for permission and when permitted such students must be escorted by school personnel to the student parking lot.

10. Student vehicles are subject to search by school administration.

CONSEQUENCES FOR STUDENT PARKING VIOLATIONS:

- Violations of the driving/parking policy and procedures will result in driving privileges being revoked for the remainder of the year and may receive additional disciplinary actions.

- Any student leaving campus without permission or transporting other students during the school day will have their driving/parking privileges revoked for the year.
- Any student using any parking pass that was not assigned specifically to them, or obtaining a pass fraudulently will have their driving/parking privileges revoked for the year.
- Any student in the parking lot without permission will have their driving/parking privileges revoked for the year. Parking fees are non-refundable when driving/parking privileges are revoked

Powered Up Laptop Loan Program

Each student on campus will receive a DELL laptop. The Powered Up Program is a grant funded program promoting the technology integration in education. The expectation is for students to arrive to school with their laptop fully charged in preparation for class. The campus is equipped with Wi-Fi technology to support the various online resources. Students will be trained on the programs installed on their computer as well as given much time to practice typing skills.

- Should a laptop break, please bring it technical support in the Learning Commons.
- Should a laptop be misplaced, please notify your Academy Administrator as soon as possible.
- Should there be additional training needed on programs on your laptop, please contact your Administrator.

The WEST Prep Magnet expects your technology rich education to better prepare you for success in the global workforce through the development of your digital citizenship skills.

Student Laptop Loan Agreement

Powered Up

School Year 2021-2022

A business class Dell Latitude 5450 will be loaned to the student named below under the following conditions:

- This student laptop loan agreement, which is signed by the parent/guardian, student and staff member of the school, will be kept on file at the school.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer, or installed on the computer under any circumstances.
- Parents/guardians are required to pay a non-refundable security deposit of \$25. The payment must be made prior to the student receiving the laptop.
- Parents/guardians accept financial responsibility for cost related to damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored. For more information, refer to care of instructional materials in student manual.
- The laptop, which is the property of St. Lucie Public Schools, must be returned prior to the end of the 2020-2021 school year, or in the event of school change or early withdrawal.
- The district has provided students with a "Digital Citizenship Orientation" and information for parents, via Open House events and handouts, including information about how to care for the device and how to make responsible use of technology.

I have read the Student Code of Conduct for Electronic Services for Students Digital Citizenship Policy Agreement.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document.

Student Name (print) _____ Phone _____

Address/City/State/Zip _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Student ID _____ Grade Level _____

School Name _____

Laptop Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned computer. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action(s) including but not limited to loss of use of technology equipment.

General Guidelines *All use of technology must:*

- Support learning
- Follow local, state, and federal laws, including SLPS district policies & guidelines
- Be school-appropriate

Security Reminders

- Do not share logins or passwords
- Do not develop programs to harass others, hack, bring -in viruses, or change others' files
- Follow internet safety guidelines

Activities Requiring Teacher Permission

- Any use of the laptop during class time
- Sending email, direct messaging, posting, or time checking
- Instant-messaging, through Office365 or Skype
- No Instagram or Facebook use during class
- Listening to music (Headphones must be put away unless given permission by teacher)
- Watching videos (Ex: YouTube or Netflix)
- Playing non-academic games

Appropriate Content All files must be school-appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Thumb Drives

- All SLPS rules and guidelines apply to any thumb/USB drive plugged-in to a SLPS laptop
- Saving files to your OneDrive folder in Office365 is the preferred method of saving files.

*Any files created on your laptop should be saved to your OneDrive folder in Office 365.

Laptop Checkout Stipulations

Each new school year, all student and their authorized guardian must watch the Powered Up video and sign the Student Laptop Loan Agreement.

Use of this equipment for any purpose other than educational use may result in loss of privileges.

Parents/guardians are required to pay a non-refundable security deposit of \$25. The payment (cash or check made payable to The WEST Prep Magnet) must be made prior to the student receiving the laptop.

Parents/guardians accept financial responsibility for cost related to damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored. For more information, refer to care of instructional materials in student manual.

The laptop, which is the property of St. Lucie Public Schools, must be returned prior to the end of the 2020-2021 school year, or in the event of school change, suspension (more than 5 days), or early withdrawal.

Lost or Stolen laptops should be reported to the school Deans, or a staff member within 24 hours or the next school day.

Laptops can be inspected/collected by an Administrator or his/her designee at any time.

If laptop is not returned to The WEST Prep Magnet by the last day of school, students may be charged \$600 for a lost/stolen laptop and \$28 for a charger and will not be issued again.

Laptop Use, Care, and Routines

Hallway Transitions

- Always use two hands to carry the laptop or secure it in your backpack.
- Never leave the laptop unattended for any reason.
- Log-off or lock the computer before you change classes.

Classroom Expectations

- Center the laptop on the desk.
- Close the lid of the laptop before standing up.
- If the laptop is not being used at that time in class, the laptop must be closed.
- Lock the computer before walking away from it.
- Follow all directions given by the teacher regarding computer use for that period.
- Students may only work on course work for that current class. (Ex: You may not do your Algebra 2 homework in your English III class)
- If a student does not have a laptop, regardless of reason (did not receive one, forgot it at home, or without one for another reason), the student is still responsible for all work.
- Teachers will provide work for students in the event that they are without a laptop. Simply not having a laptop cannot be punitive with regards to the student's grade. Hard copies should be given so that students may complete their work.

Care of Laptop at Home

- Charge the laptop *fully* each night.
- Leave your charger at home. (This is very important. Your charger can't disappear if it is stored at home.)
- Use the laptop in a common room of the home.
- Store the laptop on a desk or table - never on the floor!
- Protect the laptop from:
 - Extreme heat or cold.
 - Food and drinks.
 - Small children.
 - Pets.

Traveling To / From School

- Completely shut down the laptop before traveling.
- Do not leave the laptop in a vehicle.
- Use your backpack or bag to carry the laptop.

- If ever in a situation when someone is threatening you for your laptop, give it to them and tell a staff member as soon as you arrive at school.

Damaged Computer Policy

ACCIDENTAL DAMAGE PROTECTION:

St. Lucie Schools has provided coverage to protect the laptops against accidental damage such as: power surges and natural disasters.

This coverage does not provide for damage caused by fire, theft, loss, misuse, drops, intentional or frequent damage or cosmetic damage.

At the discretion of the Principal or his/her designee, we will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

If the damage is determined to be accidental, it will be replaced.

If the damage is from negligence, the following steps will be taken:

- 1st. Incident – Student will be required to purchase a school-approved laptop case, priced \$25.
Parent contact before laptop is re-issued.
- 2nd. Incident – Student will be required to purchase a screen protector, priced \$50.
Parent Contact before laptop is re-issued.
- 3rd. Incident – No laptop will be re-issued, and parent/guardian conference is required.

Incident can be defined as the following: cracked screen, damaged body, or any feature that may hinder the performance of the device.

If a laptop is being repaired it may take several weeks to fix, students are still responsible for all work assigned by the teachers; however, teachers must assign an alternative lesson that does not require the use of a computer.

Any student who checks out a laptop is solely responsible for the device and its usage

Office 365 Email

Purpose

Office365 allows students to effectively communicate and collaborate with SLPS staff and classmates, giving them an authentic purpose for writing.

The purpose of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by SLPS staff at any time to ensure appropriate use. This means that teachers may check students' email.
- Students should not delete email unless instructed to do so by a teacher. Deleting email will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Restrictions and Limitations

- Student email defaults to a "student only" view in the address book, but students may email teachers and other staff as well.
- Mailbox size is restricted.

Unacceptable Use

Examples

- Non-education related forwards (e.g. jokes, chain letters, images).
- Non-approved school related materials or non-school related information

- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities

Webcams

Purpose Each student laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Listening to Music

At School Listening to music on your laptop is **not** allowed during school hours *without* permission from the teacher. That permission will be given only for media used to complete a school assignment. Listening to music may occur before school, after school and during your lunch period with your own personal ear buds or headphones.

At Home Listening to music on your laptop (from a streaming website) is allowed at home with permission from parent(s)/guardian(s).

Watching Movies

At School Watching movies on your laptop is not allowed during school hours.

Short video clips (**any clips that are watched must follow the district policy on movies.) may be watched with permission from the teacher. That permission will be given only for media used to complete a school assignment.

Watching videos (**any videos that are watched must follow the district policy on movies.) may occur before school, after school and during your lunch period with your own personal ear buds or headphones.

At Home Watching movies on your laptop (from a streaming website) is allowed at home with permission from parent(s)/guardian(s).

Gaming

At School Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be academic in nature and must be appropriate for a school campus (i.e. no guns, drugs, crimes, etc.)

- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

At Home **Online gaming is allowed at home if all of the following conditions are met:**

- The content of the game is school appropriate.
- You have permission from your parent(s)/guardian(s).
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

You are not allowed to download personal software onto the district-issued laptop.

Printing

Printing at School Any documents that require printing should be printed at school for .10 cents per page. Color copies are occasionally available for an additional fee. This means there should be no school-required reason for printing at home. If a student chooses to print school work at home, we suggest using the following options:

- Save the file on a flash/USB drive and print from home computer.
- Email the file to the student's Office365 email account. Use the home computer to access the web-based Office365 account, and print from the home computer.

Technology Discipline

Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent "Traditional" Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off- task behavior)
Missing computer	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else's locker

Tech Violations
<i>Behavior unique to the digital environment without a “traditional” behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
Deleting browser history
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district’s Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Progressive Discipline

Discipline is progressive; Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps (Examples)

The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- Warning
- In-class consequence (Time out from laptop – lid shut for 15 minutes)
- School-based consequences (Ex: Lunch Detention)
- Parent contact
- Loss of laptop for the class period
- Administrative referral – loss of laptop following the cellphone policy (24hours)
- Loss of laptop or of network access for extended period of time
- Suspension

Emergency Codes

CODE YELLOW

When "Code Yellow" is announced over the intercom, please do the following:

TURN OFF CELL PHONES CLOSE LAPTOP COVERS

- 1- Remain in your assigned class for that period.
- 2- If you are not in your assigned class, go immediately to the nearest classroom.
- 3- Do not leave the classroom for any reason.
- 4- If you are outside, remain outside, and gather with nearby students, until instructed to report to a designated area.
- 5- Follow all instructions given by the adult supervising you.
- 6- Remain calm and quiet.

CODE RED

When a "Code Red" is announced over the intercom, please immediately do the following:

- 1- The room will be locked and the windows will be covered and the lights will be turned off.
- 2- If outside, remain outside and gather by nearby students, until instructed to report to a designated area.
- 3- Keep quiet.
- 4- Get on the floor in a sitting or crouching position; get away from all windows and doors.
- 5- Do not call the office.
- 6- Make NO phone calls.
- 7- DO not leave your class.
- 8- Remain still and quiet until your supervising adult gives you the all clear.

St. Lucie Public Schools 2022 - 2023 School Year Calendar

July, 2022							0
Su	M	Tu	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

July 4: Holiday for All - 4th of July
 July 20: 11-Month Employees' First Day
 July 27: 10.5-Month Employees' First Day

August, 2022							16
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

Aug. 3 - 9: Teacher Pre-Planning Days (5)
Aug. 10: Students' First Day
 Aug. 31: Early Release Day - Recordkeeping

September, 2022							20
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

Sept. 5: Holiday for All - Labor Day
 Sept. 23: Teacher PD Day

October, 2022							19
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Oct. 5: Fall Holiday for All
 Oct. 7: End of 1st 9 weeks (40 Days)
 Oct. 10: Teacher Workday
 Oct. 26: Early Release Day - FC Choice

November, 2022							16
Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Nov. 11: Holiday for All - Veterans Day
 Nov. 21 - 25 Thanksgiving Holidays
 (12-month employees work Nov. 21 - 23)

December, 2022							12
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Dec. 16: Early Release Day - Recordkeeping
 Dec. 16: End of 2nd 9 weeks (43 Days)
 Dec. 19 - Jan. 2: Winter Break for Students
 Dec. 19 - 22: 12-month employees work

Work Year for 183 Day employees	8/10/2022 - 6/1/2023
Work Year for 10 month (196 day) employees	8/3/2022 - 6/2/2023
Work Year for 10.5 month (206 day) employees	7/27/2022 - 6/9/2023
Work Year for 11 month (216 day) employees	7/20/2022 - 6/15/2023
Work Year for 12 month (250 day) employees	7/1/2022 - 6/30/2023

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

St. Lucie Public Schools 2022 - 2023 School Year Calendar

January, 2023							20
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Jan. 1 - 2: Winter Break for Students
 Jan. 2: Teacher Workday
Jan. 3: Students Return
 Jan. 16: Holiday for All - MLK Day

February, 2023							18
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28					

Feb. 1: Early Release Day - PD
 Feb. 20: Holiday for All - Presidents' Day
 Feb. 27: Teacher PD Day

March, 2023							17
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

March 10: End of 3rd 9 weeks (46 Days)
 March 10: Early Release Day - Recordkeeping
 March 13 - 17: Spring Break
 (12-month employees work March 13 - 17)
 March 20: Teacher Workday

April, 2023							19
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

April 7: Holiday for All - Spring Holiday
 April 19: Early Release Day - FC Choice

May, 2023							22
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

May 29: Holiday for All - Memorial Day
 May 31: Early Release Day - FC Choice

June, 2023							1
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

June 1: Last Day for Students
 June 1: End of 4th 9 weeks (51 days)
 June 1: Early Release Day - FC Choice
 June 2: Teacher Workday/Last Day for Teachers
 June 9: Last Day for 10.5-month employees
 June 15: Last Day for 11-month employees
 June 19: Holiday for All - Juneteenth

Quarter 1: August 10 - October 7 (40 Days)
 Quarter 2: October 11 - December 16 (43 Days)
Semester 1: 83 Days
 Quarter 3: January 3 - March 10 (46 Days)
 Quarter 4: March 21 - June 1 (51 Days)
Semester 2: 97 Days
Teacher Workday Designation:
 Pre-Planning Days: 8/3 - 8/9 (5 days)
 Teacher Workdays: 10/10, 1/2, 3/20 and 6/2 (4 days)
 Teacher PD Day: 9/21, 2/27 (2 days)

Teacher Early Release Day Designation:
 Recordkeeping: 8/31, 12/16, and 3/10
 Professional Development: 2/1
 Faculty Council (FC) Choice: 10/26, 4/19, 5/31 and 6/1
Summer School Dates:
 TBD: Summer School Teacher PD
 TBD: First day of Summer School for students
 TBD: Last day of Summer School for students
 July 4, 2023 will be a student/teacher holiday
 Note: SLPS will be closed Fridays in the summer

Campus Map



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.

- 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.
- g. 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

Please explain the incident below:

I am requesting that _____ investigate these attentions.
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:

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.

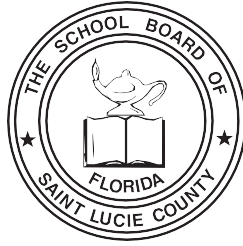
LAWS IMPLEMENTED: [1000.05](#), F.S.

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

