

# LINCOLN PARK ACADEMY

## PARENT & STUDENT HANDBOOK

2023-2024



EVERYONE DESERVES



THE CHANCE TO FLY

# #PURSUING EXCELLENCE

# **LINCOLN PARK ACADEMY**

1806 AVENUE I  
FORT PIERCE, FL 34950  
772.468.5474

## **SCHOOL ADMINISTRATORS**

DR. MICHELLE HERRINGTON, PRINCIPAL  
MRS. LYNDY OCTAVI, ASSISTANT PRINCIPAL  
MR. HILARY POOLE, ASSISTANT PRINCIPAL  
MRS. CANDACE STONE, ASSISTANT PRINCIPAL

## **SCHOOL MASCOT**

GREYHOUND  
LINCOLN PARKER I

## **SCHOOL COLORS**

BLACK & ORANGE

## **SCHOOL MOTTO**

"WE DO RIGHT BECAUSE IT'S RIGHT TO DO RIGHT."

# SCHOOL ALMA MATER

WAY DOWN IN SOUTHLAND  
WHERE THE SHADOWS NEVER FALL  
LIES DEAR OLD LINCOLN  
A SCHOOL BELOVED BY ALL  
IN ITS HALLS OF GRANDEUR  
THERE WE WILL ALWAYS FIND  
THE LOVE AND SERVICE  
OF THE HEART, HAND, AND MIND  
LINCOLN, DEAR LINCOLN  
MAY WE EVER SING YOUR PRAISE  
LINCOLN, DEAR LINCOLN  
OUR PRAYERS TO THEE ARE RAISED  
LONG LIVE DEAR LINCOLN  
MAY SHE SPREAD FROM POLE TO POLE  
AND GIVE KNOWLEDGE TO THE HUNGERED SOUL  
AS WE JOURNEY ONWARD  
EVER MINDFUL OF THE WAY  
MAY WE EVER CHERISH  
THE BYGONE DAYS  
LINCOLN, DEAR LINCOLN  
MAY WE EVER SING YOUR PRAISE  
LINCOLN, DEAR LINCOLN  
OUR PRAYERS TO THEE ARE RAISED

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## **LINCOLN PARK ACADEMY VISION STATEMENT**

Lincoln Park Academy will be a premier college preparatory secondary school that prepares all students for post-secondary placement through challenging, engaging, and satisfying work that enables every student to continuously improve in all academic areas. Teachers will work together collaboratively as part of a dynamic community engaged in learning and designing quality work for students. The curriculum will require annual mastery of the core academics and will provide elective subjects to enhance student development. A partnership will exist with parents and the community, that fosters citizenship, self-reliance, and character development.

## **LINCOLN PARK ACADEMY MISSION STATEMENT**

The mission of Lincoln Park Academy is to ensure that all students graduate from our safe and caring school, and are equipped with knowledge, academic skills, and the desire to succeed as lifelong learners and positive contributors to our diverse society.



## **LINCOLN PARK ACADEMY MAGNET PROGRAM**

The theme of the Lincoln Park Academy Magnet Program is an academic concept. Elements of the program include the following:

- *Voluntary enrollment*
- *Multi-cultural environment*
- *A well-defined discipline policy and dress code*
- *Emphasis on core curriculum to include mathematics, language arts, science, and social studies*
- *Emphasis on character and citizenship education*
- *Extracurricular activities that support and enhance student development*
- *Promotion upon mastery of grade level objectives*
- *Academic progress is available for parents on Skyward*
- *Few interruptions during the normal school day*
- *Limited activities that would remove a student from his or her normal school day*
- *Regular homework*
- *Parent commitment to and involvement in the program*
- *Expectation of mastery of the Florida B.E.S.T. Standards*
- *Grade level instruction and achievement for all students*

## **LINCOLN PARK ACADEMY INTERNATIONAL BACCALAUREATE (IB) THEME**

The International Baccalaureate Programme aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right. IB learners strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

# LINCOLN PARK ACADEMY BELIEFS

- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school mission.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement of the expectations for their learning.
- A safe and physically comfortable environment promotes student learning.
- Student learning is the chief priority for the school.
- Students learn best when they are actively engaged in the learning process.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Students need to apply their learning in meaningful contexts.
- Students need to not only demonstrate their understanding of essential knowledge and skills, but also to be actively involved in solving problems and producing quality work.
- The Six Keys of Teaching for Excellence:
  - Safety
  - Success
  - Love and Belonging
  - Freedom and Independence
  - Fun and Enjoyment
  - Valued Purpose



## **GENERAL SCHOOL INFORMATION**

### **SCHOOL HOURS**

Front Office Hours      6:30 AM – 2:30 PM

Student School Hours    7:22 AM – 1:34 PM

### **SCHOOL PHONE NUMBERS**

Main Office Number      772-468-5474

Cafeteria                    772-468-5812

Clinic                        772-468-5807

### **SCHOOL CONTACTS**

#### **ADMINISTRATORS**

Dr. Michelle Herrington, Principal

Mrs. Lynda Octavi, Assistant Principal

Mr. Hilary Poole, Assistant Principal

Mrs. Candace Stone, Assistant Principal

#### **GUIDANCE DEPARTMENT**

Mrs. Cynthia Matthews - Director of Guidance – High School Names Ending in A-G  
[Cynthia.Matthews@stlucieschools.org](mailto:Cynthia.Matthews@stlucieschools.org)      772-468- 5483

Ms. Tammie Christie - Guidance Counselor – High School Names Ending in H-M  
[Tammie.Christie@stlucieschools.org](mailto:Tammie.Christie@stlucieschools.org)      772-468- 5476

Mrs. Aixa Jamison - Guidance Counselor – High School Names Ending in N-Z  
[Aixa.Jamison@stlucieschools.org](mailto:Aixa.Jamison@stlucieschools.org)      772-468- 5482

Monica Bennett - Guidance Counselor – All 6<sup>th</sup> Grade & 7<sup>th</sup> Grade Names Ending in A-L  
[Monica.Bennett@stlucieschools.org](mailto:Monica.Bennett@stlucieschools.org) 772-468-5344

Ms. Rosa Myles - Guidance Counselor – All 8<sup>th</sup> Grade & 7<sup>th</sup> Grade Names Ending in M-Z  
[Rosa.Myles@stlucieschools.org](mailto:Rosa.Myles@stlucieschools.org) 772-468-7451

## **DEANS OF STUDENTS**

Mr. Kyle Cobb – Dean of High School  
[Kyle.Cobb@stlucieschools.org](mailto:Kyle.Cobb@stlucieschools.org) 772-468- 5492

Mr. Elker Harris – Dean of Middle School  
[Elker.Harris@stlucieschools.org](mailto:Elker.Harris@stlucieschools.org) 772-468-5486

Ms. Jacqueline Parker - Dean’s Clerk  
[Jacqueline.Parker@stlucieschools.org](mailto:Jacqueline.Parker@stlucieschools.org) 772-468- 5123

## **EXCEPTIONAL STUDENT EDUCATION (ESE) DEPARTMENT**

Mrs. Tammy DePace – ESE Department Head  
[Tammy.DePace@stlucieschools.org](mailto:Tammy.DePace@stlucieschools.org) 772-468-5897

Mrs. Megan Cameron – ESE Department Head  
[Megan.Cameron@stlucieschools.org](mailto:Megan.Cameron@stlucieschools.org) 772-468-5489

Ms. Martina Francis  
[Martina.Francis@stlucieschools.org](mailto:Martina.Francis@stlucieschools.org) 772-468-5475

## **MIDDLE SCHOOL OFFICE**

Ms. Jaime Labbe – Middle School Clerk  
[Jaime.Labbe@stlucieschools.org](mailto:Jaime.Labbe@stlucieschools.org) 772-468-5382

## **REGISTRAR**

Mr. Joseph Crisci  
[Joseph.Crisci@stlucieschools.org](mailto:Joseph.Crisci@stlucieschools.org) 772-468-5488

## **ATHLETICS**

Mr. Veryl Moore - Athletic Director

[Veryl.Moore@stlucieschools.org](mailto:Veryl.Moore@stlucieschools.org)

772-468-5111

## **INTERNATIONAL BACCALAUREATE & ADVANCED STUDIES**

Kimberly Norcia

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772-468-7619

## **ATTENDANCE CLERK**

Ms. Erica Crouse

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772-468-7512

## **CLINIC**

Ms. Andrea Fishbein - High School Health Paraprofessional

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772-468-5479

Ms. Katilya Bynoe – Middle School Health Paraprofessional

[Katilya.Bynoe@stlucieschools.org](mailto:Katilya.Bynoe@stlucieschools.org)

772-468-5494

## **CAFETERIA**

Mr. John Bernard – Cafeteria Manager

[John.Bernard@stlucieschools.org](mailto:John.Bernard@stlucieschools.org)

772-468-5495

# BELL SCHEDULE

REGULAR SCHEDULE - ORANGE DAYS	
1 <sup>st</sup>	7:22 AM – 8:52 AM
3 <sup>rd</sup>	8:56 AM – 10:26 AM
5 <sup>th</sup>	10:30 AM – 12:45 PM <ul style="list-style-type: none"> <li>• <b>A Lunch</b> – 10:30 AM – 11:00 AM</li> <li>• <b>B Lunch</b> – 11:07 AM – 11:37 AM</li> <li>• <b>C Lunch</b> – 11:41 AM – 12:11 PM</li> <li>• <b>D Lunch</b> – 12:15 PM – 12:45 PM</li> </ul>
7 <sup>th</sup>	12:49 PM – 1:34 PM

REGULAR SCHEDULE - BLACK DAYS	
2 <sup>nd</sup>	7:22 AM – 8:52 AM
4 <sup>th</sup>	8:56 AM – 10:26 AM
6 <sup>th</sup>	10:30 AM – 12:45 PM <ul style="list-style-type: none"> <li>• <b>A Lunch</b> – 10:30 AM – 11:00 AM</li> <li>• <b>B Lunch</b> – 11:07 AM – 11:37 AM</li> <li>• <b>C Lunch</b> – 11:41 AM – 12:11 PM</li> <li>• <b>D Lunch</b> – 12:15 PM – 12:45 PM</li> </ul>
7 <sup>th</sup>	12:49 PM – 1:34 PM

EARLY RELEASE SCHEDULE - ORANGE DAYS	
1 <sup>st</sup>	7:22 AM – 8:07 AM
3 <sup>rd</sup>	8:11 AM – 9:26 AM <ul style="list-style-type: none"> <li>• <b>A Lunch</b> – 8:11 AM – 8:41 AM</li> <li>• <b>B Lunch</b> – 8:51 AM – 9:21 AM</li> </ul>
5 <sup>th</sup>	9:30 AM – 10:45 PM <ul style="list-style-type: none"> <li>• <b>C Lunch</b> – 9:35 AM – 10:05 AM</li> <li>• <b>D Lunch</b> – 10:15 AM – 10:45 AM</li> </ul>
7 <sup>th</sup>	10:49 AM – 11:34 AM

EARLY RELEASE SCHEDULE - BLACK DAYS	
1 <sup>st</sup>	7:22 AM – 8:07 AM
3 <sup>rd</sup>	8:11 AM – 9:26 AM <ul style="list-style-type: none"> <li>• <b>A Lunch</b> – 8:11 AM – 8:41 AM</li> <li>• <b>B Lunch</b> – 8:51 AM – 9:21 AM</li> </ul>
5 <sup>th</sup>	9:30 AM – 10:45 PM <ul style="list-style-type: none"> <li>• <b>C Lunch</b> – 9:35 AM – 10:05 AM</li> <li>• <b>D Lunch</b> – 10:15 AM – 10:45 AM</li> </ul>
7 <sup>th</sup>	10:49 AM – 11:34 AM



# LINCOLN PARK ACADEMY



## DRESS CODE

The Lincoln Park Academy dress code policy has been established to help create a safe, identifiable community of students and to promote a positive learning environment. Students violating the Lincoln Park Academy dress code will be given an opportunity to correct their dress code violation. For students unwilling or unable to correct the dress code violation, the administration and/or designee may provide additional consequences until the violation is corrected.

**PLEASE NOTE: School administration and/or designee will be the final judge regarding apparel and accessories and will determine whether or not such is appropriate, disruptive, offensive, distracting, or in violation of health or safety rules.**

<b>ALLOWED</b>	<b>NOT ALLOWED</b>
<p style="text-align: center;"><u><b>Tops &amp; Dresses</b></u></p> <ul style="list-style-type: none"> <li>• Any collared, polo style, turtleneck, mock turtleneck, or crew neck t-shirt</li> <li>• Must have sleeves</li> <li>• All shirts must extend to the waist and cover the midriff and have necklines that do not reveal cleavage</li> </ul> <p style="text-align: center;"><u><b>Bottoms &amp; Dresses</b></u></p> <ul style="list-style-type: none"> <li>• Jeans, pants, shorts, skirts, or capris</li> <li>• All bottoms must be designed and sized to stay firmly at the waist</li> <li>• All dresses, skirts, shorts, or skirt slits must be at least to the knee</li> <li>• Clothing should not have tears, holes, or rips that reveal skin</li> </ul> <p style="text-align: center;"><u><b>Sweaters or Jackets</b></u></p> <ul style="list-style-type: none"> <li>• Hoods on sweaters, sweatshirts, or jackets must remain down</li> <li>• Clothing worn under sweaters, sweatshirts, or jackets must be dress code attire</li> </ul> <p style="text-align: center;"><u><b>Shoes</b></u></p> <ul style="list-style-type: none"> <li>• Shoes must have a back or back strap</li> </ul>	<p>The following items are prohibited:</p> <ul style="list-style-type: none"> <li>• Any item which displays alcohol, drugs, weapons, references to anything profane, obscenities, or violence</li> <li>• Scoop neck shirts, v-neck shirts, and tank tops</li> <li>• Camisoles, crop tops, tank tops and other non-permissible clothing cannot be worn over clothing that is in dress code</li> <li>• Form-fitting pants such as Leggings, Jeggings, or Yoga pants</li> <li>• Sweatpants, athletic pants or shorts, or any pants designed as athletic or swimming gear</li> <li>• Pajama pants or any other sleep wear</li> <li>• PE uniforms outside of PE classes</li> <li>• Any clothing excessively tight-fitting, see-through, or made of spandex</li> <li>• Excessively baggy shorts or pants</li> <li>• Flip flops, house slippers, or slides</li> <li>• Visible undergarments or sheer clothing</li> <li>• Hats, bandanas, durags, hair nets, or shower caps</li> <li>• Sunglasses are not permitted to be worn inside buildings</li> <li>• Flags of any nationality or belief are not permitted on campus or at any school event</li> <li>• Spiked jewelry or jewelry that creates a safety concern</li> </ul>

# CELL PHONE & ELECTRONIC DEVICES POLICY

## Middle School Cell Phone & Electronic Devices Policy

A student may possess a cell phone or electronic device while on school property, subject to the following limitations:

1. The device must be inactivated or "off" during the school day – from the time student steps onto campus until 7<sup>th</sup> period dismissal, unless expressly permitted to use by a teacher solely for educational purposes.
2. During prohibited times, the device (a) may not be displayed, held, used, activated, or manipulated in any way (b) must be stored in a pocket, pocketbook, backpack, other closed or enclosed container, or any other designated area as determined by the teacher pursuant to State Statute HB 379:

<https://www.flsenate.gov/Session/Bill/2023/379/BillText/er/PDF>. If instructional staff designate a specific area for cell phones, that area must be utilized in accordance with State Statute HB 379.

Anyone seen using cell phones or electronic devices during the school day may have them confiscated. Confiscated items may be picked up by a parent or guardian at the Dean's office. Cell phones and other electronic devices are NOT permitted to be used at any time on campus, including but not limited to the cafeteria, hallways, classrooms, locker rooms, and restrooms. This begins from when the student arrives on campus until 7<sup>th</sup> period dismissal. Following 7<sup>th</sup> period dismissal, cell phone use is restricted as follows:

Students may use phones for personal use. Taking pictures, videos or recordings of any kind is prohibited.

Students may only use earbud style headsets. Over ear/On ear headsets are not permitted. Speakers are not permitted on campus. While wearing headphones, students must always be able to hear and respond to adults for safety reasons. Students must take out headphones or put away phones when directed by school staff.

Use of any of these items at any prohibited time will result in confiscation of the item by school administration or deans. Headsets, Air pods, or ear buds must be out of ears and put away. Any disruptive, harassing, or other inappropriate use of a wireless communications device - including actions that occur off campus but disrupt the school environment - shall be cause for disciplinary action. Repeated violations of this policy will be handled in accordance with the progressive discipline policy of Lincoln Park Academy. If a cell phone or electronic device is confiscated during schools hours, it will be available for pick up after school from 2:00-2:30. Only a parent or guardian can pick up a student's cell phone.

## High School Cell Phone & Electronic Devices Policy

Use of cell phones or electronic devices and headphones or earbuds MUST be set on silent mode and stored in a pocket, pocketbook, backpack, other closed/enclosed container or any other designated area as determined by the teacher pursuant to State Statute HB 379: <https://www.flsenate.gov/Session/Bill/2023/379/BillText/er/PDF> , during instructional time. If instructional staff designate a specific area for cell phones, that area must be utilized in accordance with State Statute HB 379. When using a cell phone during permissible times on campus, students must always be able to hear and respond to adults for safety reasons. Use of cell phone must not create a disruption and cell phones should be put away upon entering a classroom. An administrator or designee can revoke the privilege of using cell phones during permissible times on campus and/or confiscate the cell phone or electronic device for violating this policy. Any disruptive, harassing, or other inappropriate use of a wireless communications device - including actions that occur off campus but disrupt the school environment - shall be cause for disciplinary action. Repeated violations of this policy will be handled in accordance with the progressive discipline policy of Lincoln Park Academy. If a cell phone or electronic device is confiscated during schools hours, it will be available for pick up after school from 2:00-2:30. Only a parent or guardian can pick up a student's cell phone.

### Further Guidelines Regarding Cell Phone Use in Specific Areas:

**Private Areas** - Restrooms and Locker Rooms - cell phone use is NOT permitted in these areas **at any time**.

**Classrooms**: Pursuant to State Statute HB 379, a student may not use a wireless communication device during instructional time, except when expressly permitted to use by a teacher solely for educational purposes. A teacher may designate an area for wireless communication devices during instructional time.

<https://www.flsenate.gov/Session/Bill/2023/379/BillText/er/PDF>

**Public Areas**: Students may use phones for personal use. Taking pictures, videos or recordings of any kind is prohibited. Students may only use earbud style headsets. Over ear/On ear headsets are not permitted. Speakers are not permitted on campus. While wearing headphones, students must always be able to hear and respond to adults for safety reasons. Students must take out headphones or put away phones when directed by school staff, during school announcements, and during school drills. Students are not permitted to make or receive phone calls. If a student needs to make or receive a phone call, they must report to the front office only after obtaining a pass from their current teacher at that teacher's discretion. This privilege can be revoked at any time by the principal or their designee.

# GRADUATION REQUIREMENTS

Graduation is the completion of all the requirements to receive a high school diploma. Graduation requires the successful completion of a minimum of 24 credits, an International Baccalaureate curriculum or an Advanced International Certificate of Education curriculum.

## Students entering 9<sup>th</sup> grade in the 2023-2024 School Year

English Language Arts	4 Credits: ELA I, ELA II, ELA III, ELA IV (ELA honors, AP, AICE, IB and dual enrollment courses satisfy this requirement)
Mathematics	4 Credits * <ul style="list-style-type: none"> <li>• One of which must be Algebra 1</li> <li>• One of which must be Geometry</li> </ul>
Science	4 Credits ** <ul style="list-style-type: none"> <li>• One of which must be Biology</li> <li>• Two of which must have lab requirement</li> </ul>
Social Studies	4 Credits Required courses are: <ul style="list-style-type: none"> <li>• 1 credit in World History</li> <li>• 1 credit in U.S. History</li> <li>• .5 credit in U.S. Government</li> <li>• .5 credit in Economics</li> </ul>
Fine and Performing Arts, Speech and Debate, or Practical Arts	1 Credit Art, Band, Chorus, Orchestra, or Drama
Physical Education	1 Credit <ul style="list-style-type: none"> <li>• HOPE – Health Opportunities through Physical Education</li> </ul>
World Language	2 Credits <ul style="list-style-type: none"> <li>• Two sequential years in the same language</li> </ul>
Electives	4 Credits <ul style="list-style-type: none"> <li>• Academic courses over requirements also count as electives</li> </ul>
GPA	2.0 on a 4.0 Scale

\* An industry certification that leads to college credit may substitute for up to two mathematics credits (except for Algebra 1 and Geometry).

\*\* An industry certification that leads to college credit may substitute for one science credit (except for Biology). An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology).



### State Assessment Requirements:

Students must pass the following state-wide assessments for the 24-credit high school diploma:

- Grade 10 ELA or a comparative score as indicated on “Concordant and Comparative Scores” chart in the St. Lucie Public Schools’ Student Progression Plan.
- Algebra 1 end-of-course (EOC) or a comparative score as indicated on “Concordant and Comparative Scores” in the Student Progression Plan located here: <https://www.stlucie.k12.fl.us/pdf/StudentProgressionPlanHS.pdf> .

## COURSE OFFERINGS

Honors	Honors courses are designed for students who have backgrounds of excellent growth and achievement and who have standardized test scores in the ninety-percentile range.
MYP	MYP or Middle Years Program is our academic magnet program designed for all students in grades 6-10, with a focus on the IB learner profile and global contexts.
International Baccalaureate Diploma Programme (IB)	IB is designed for eleventh and twelfth grade students who have successfully completed the IB MYP program.
Dual Enrollment	Dual Enrollment is designed for students in grades 9-12 who display academic achievement and desire to participate in the Dual Enrollment program through Indian River State College.

## INTERNATIONAL BACCALAUREATE PROGRAMS

### MIDDLE YEARS PROGRAMME (MYP)

The MYP aims to develop active learners and internationally minded young people who can empathize with others and pursue lives of purpose and meaning. Teaching and learning in the MYP is underpinned by the following concepts:

**APPROACHES TO LEARNING** - A unifying thread throughout all MYP subject groups, approaches to learning provide the foundation for independent learning and encourage the

application of their knowledge and skills in unfamiliar contexts. Developing and applying these skills help students learn how to learn.

**TEACHING & LEARNING IN CONTEXT** - Students learn best when their learning experiences have context and are connected to their lives and the world that they have experienced. Using global contexts, MYP students explore human identity, global challenges, and what it means to be internationally - minded.

**CONCEPTUAL UNDERSTANDING** Concepts are big ideas that have relevance within specific disciplines and across subject areas. MYP students use concepts as a vehicle to inquire into issues and ideas of personal, local and global significance and examine knowledge holistically.

**LANGUAGE & IDENTITY** - MYP students are required to learn at least two languages (**language of instruction and additional language of choice**). Learning to communicate in a variety of ways is fundamental to their development of intercultural understanding and crucial to their identity affirmation.

**SERVICE AS ACTION (COMMUNITY SERVICE)** - Action (learning by doing and experiencing) and service have always been shared values of the IB community. Students take actions when they apply what they are learning in the classroom and beyond. IB learners strive to be caring members of the community who demonstrate a commitment to service - making a positive difference to the lives of others and to the environment. Service as action is an integral part of the programme, especially in the MYP community project.

## DIPLOMA PROGRAMME

The **International Baccalaureate (IB) Diploma Programme** is a challenging two-year curriculum, primarily aimed at **students aged 16 to 19**. It leads to a qualification that is widely recognized by the world's leading universities. Students learn more than a collection of facts. The Diploma Programme prepares students for university and encourages them to *ask challenging questions, learn how to learn, develop a strong sense of their own identity and culture and develop the ability to communicate with and understand people from other countries and cultures.*

All three parts of the core - **Extended Essay, Theory of Knowledge (TOK) and Creativity, Activity, Service (CAS)** are compulsory and are central to the philosophy of this curriculum.

**\*All Lincoln Park Academy students will be enrolled in the International Baccalaureate Middle Years Programme for grades 6-10.**

# SCHOOL POLICIES AND PROCEDURES

**Accident/Illness:** When a student is injured on school property or becomes ill, the parent shall be notified as soon as possible. When the injury/illness is serious and a parent cannot be located, the school staff must take the responsibility of securing emergency treatment and/or transportation to the nearest hospital. It is essential that emergency numbers be provided for each child and that any changes in work or home telephone numbers are provided to the office.

**Arrival Procedures:** Students are not allowed on school grounds before 7:05 A.M. The school does not provide supervision before this time. Parents of students arriving prior to 7:05 A.M. will be asked to make other arrangements for their child's supervision.

Students may enter the campus at 7:05 A.M. and go to their homeroom classrooms or to the cafeteria to eat breakfast. Instruction begins at 7:22 A.M.

**Athletics:** All athletes are required to submit an athletic packet prior to attending any sport conditioning or tryout. An athletic packet includes a \$50.00 athletic fee per sport (up to a maximum of \$100), a current physical, a copy of the student's birth certificate, and notarized signatures of the parent and the student. All packets are required to be submitted no later than 48 hours prior to the student attending any conditioning or tryout. Submitting an athletic packet does not guarantee a position on a team. All students in grades 6-12 may attend conditioning or tryout for any varsity sport.

## **LPA Athletics**

**Fall Sports:** Golf - Bowling - Cross Country - Swimming/Diving

**Winter Sports:** Basketball - Cheerleading - Soccer - Wrestling

**Spring Sports:** Baseball - Tennis - Track

## **GIRLS**

**Fall Sports:** Golf - Bowling - Cross Country - Swimming/Diving - Volleyball

**Winter Sports:** Basketball - Cheerleading - Soccer

**Spring Sports:** Softball - Tennis - Track - Flag Football

**Attendance:** It is the responsibility of the parent to encourage consistent school attendance. An absence will be considered "unexcused" unless a written explanation regarding the reason for the absence is received. It is the responsibility of each student's parent/guardian to write a note (electronic correspondence is accepted) to the school within three (3) days of the absence. Please include your child's full name, homeroom teacher's name, dates absent, and reason for the absence. NOTE: A phone call does not constitute an excused absence. If the child will miss more than five (5) consecutive days for

a planned absence, the absence must be approved in advance by the principal to be considered excused. Additional information regarding the attendance policy for St. Lucie Public Schools can be found here:

<https://www.stlucie.k12.fl.us/pdf/StudentProgressionPlanHS.pdf> .

### **Awards:**

#### **Honor Roll:**

Students earning a grade point average of 3.0 or better will be classified as Honor Roll members for that term.

#### **'A' Honor Roll:**

Students earning a 3.5 grade point average will be classified as 'A' Honor Roll members for that term.

#### **High Honors:**

Students earning a 4.0 grade point average will be classified as High Honors members for that term.

#### **High School Graduation with Honors:**

Students earning a weighted 3.0 grade point average at the end of the 7<sup>th</sup> semester will graduate with honors.

#### **High School Graduation with High Honors:**

Students earning a weighted 3.8 grade point average at the end of the 7<sup>th</sup> semester will graduate with high honors.

#### **Perfect Attendance:**

Students earning perfect attendance will be honored at the End of Year Awards Ceremony. Perfect Attendance is awarded when a student has not missed any days of school and has had no more than 3 tardies in a school year for all classes. Excused absences do not count towards perfect attendance.

#### **Academic Awards:**

- **Class Letter** – The class letter is awarded to students who have achieved high honors two of the three marking periods up to and including the third term.
- **Honor Award** – Honor awards for individual subjects are given to students at a special academic honors assembly held to honor such students.
- **Citizens Scholars** – 8<sup>th</sup> grade citizens of the month with 4.0 averages are honored with medallions.
- **Citizenship Award** – Culminating monthly citizenship awards, a school citizen-of-the-year is honored by Lincoln Park Academy at the middle school.

### **Bus Procedures:**

- Transportation is provided for each child residing more than two miles from school.
- **Students may only ride their assigned bus.** If extenuating circumstances result in the student needing to ride a different bus on any given day, the parent must send in a written request. Requests to ride a different bus must be sent to the dean's office at the beginning of the school day to obtain approval from the Transportation Department. The written request requires approval from school administration and/or the designee before the student is permitted to ride a different bus.
- Serious or repeated violations of safety and/or behavior rules may result in students being suspended from the bus by school administrator or designee. Suspension from riding the bus does not mean suspension from school; it will be the responsibility of the parent to get the student to and from school.

**During the first two weeks of school, please address bus concerns to the transportation office at (772) 204 – RIDE (7433).** During the school year we ask that you please call our school at 468-5477 and speak a Dean to share your concerns regarding bus concerns.

**Bicycles:** Students may ride their bikes to school. Bike riders under the age of 16 are required to wear helmets and all bike riders are always required to lock their bikes at the bike rack. Students must walk their bikes on the sidewalks near the school.

- Students are to bring a chain and lock and place the bike in the bike rack.
- Students under 16 are to have helmets. Students are not to ride scooters or skates to school.
- THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN BIKES.

**Business Partners:** Lincoln Park Academy is always looking for classroom sponsors and business partners. We have appreciated the support the community has offered us in the past and hope for continued support in the future. The donations in the past have provided basic school supplies for our students, classroom library books for our teachers, as well as rewards for our students' various achievements. If you are interested in adopting a class, you can do that through the St. Lucie County Education Foundation online here: <https://www.educationfoundationstlucie.org/p/13/adopt-a-class> . If you would like to become a Business Partner, please contact the school.

**Cafeteria:** Breakfast and lunch are available to students at Lincoln Park Academy. Breakfast will be served in the cafeteria from 7:05 A.M. until 7:20 A.M. Lunch is served at a time designated on your child's schedule. Currently, breakfast is free for all students. Lunch prices are as follows: Full Price Lunch (\$2.50), Reduced Price Lunch (\$.40) and Free Lunch (\$0.00).

To see if you may be eligible for a Free or Reduced Price Lunch, please complete the application found here: <https://foodservice.stlucie.k12.fl.us/> .

If your child has an allergy to any type of food, please notify the front office, health clinic and cafeteria manager in writing from your child's doctor.

**Students will not be permitted to have fast food or food delivery (McDonald's, DoorDash, etc.) to be delivered to students for lunch. Students are not permitted to have party celebrations on campus.**

### **Cell Phones:**

## **Middle School Cell Phone & Electronic Devices Policy**

A student may possess a cell phone or electronic device while on school property, subject to the following limitations:

1. The device must be inactivated or "off" during the school day - from the time student steps onto campus until 7<sup>th</sup> period dismissal, unless expressly permitted to use by a teacher solely for educational purposes.
2. During prohibited times, the device (a) may not be displayed, held, used, activated, or manipulated in any way (b) must be stored in a pocket, pocketbook, backpack, other closed or enclosed container, or any other designated area as determined by the teacher pursuant to State Statute HB 379: <https://www.flsenate.gov/Session/Bill/2023/379/BillText/er/PDF>. If instructional staff designate a specific area for cell phones, that area must be utilized in accordance with State Statute HB 379.

Anyone seen using cell phones or electronic devices during the school day may have them confiscated. Confiscated items may be picked up by a parent or guardian at the Dean's office. Cell phones and other electronic devices are NOT permitted to be used at any time on campus, including but not limited to the cafeteria, hallways, classrooms, locker rooms, and restrooms. This begins from when the student arrives on campus until 7<sup>th</sup> period dismissal. Following 7<sup>th</sup> period dismissal, cell phone use is restricted as follows:

Students may use phones for personal use. Taking pictures, videos or recordings of any kind is prohibited. Students may only use earbud style headsets. Over ear/On ear headsets are not permitted. Speakers are not permitted on campus. While wearing headphones, students must always be able to hear and respond to adults for safety reasons. Students must take out headphones or put away phones when directed by school staff.

Use of any of these items at any prohibited time will result in confiscation of the item by school administration or deans. Headsets, Air pods, or ear buds must be out of ears and put

away. Any disruptive, harassing, or other inappropriate use of a wireless communications device – including actions that occur off campus but disrupt the school environment – shall be cause for disciplinary action. Repeated violations of this policy will be handled in accordance with the progressive discipline policy of Lincoln Park Academy. If a cell phone or electronic device is confiscated during schools hours, it will be available for pick up after school from 2:00-2:30. Only a parent or guardian can pick up a student’s cell phone.

## High School Cell Phone & Electronic Devices Policy

Use of cell phones or electronic devices and headphones or earbuds MUST be set on silent mode and stored in a pocket, pocketbook, backpack, other closed/enclosed container or any other designated area as determined by the teacher pursuant to State Statute HB 379: <https://www.flsenate.gov/Session/Bill/2023/379/BillText/er/PDF> , during instructional time. If instructional staff designate a specific area for cell phones, that area must be utilized in accordance with State Statute HB 379. When using a cell phone during permissible times on campus, students must always be able to hear and respond to adults for safety reasons. Use of cell phone must not create a disruption and cell phones should be put away upon entering a classroom. An administrator or designee can revoke the privilege of using cell phones during permissible times on campus and/or confiscate the cell phone or electronic device for violating this policy. Any disruptive, harassing, or other inappropriate use of a wireless communications device – including actions that occur off campus but disrupt the school environment – shall be cause for disciplinary action. Repeated violations of this policy will be handled in accordance with the progressive discipline policy of Lincoln Park Academy. If a cell phone or electronic device is confiscated during schools hours, it will be available for pick up after school from 2:00-2:30. Only a parent or guardian can pick up a student’s cell phone.

### Further Guidelines Regarding Cell Phone Use in Specific Areas:

**Private Areas** – Restrooms and Locker Rooms – cell phone use is NOT permitted in these areas **at any time**.

**Classrooms** - Pursuant to State Statute HB 379, a student may not use a wireless communication device during instructional time, except when expressly permitted to use by a teacher solely for educational purposes. A teacher may designate an area for wireless communication devices during instructional time.

<https://www.flsenate.gov/Session/Bill/2023/379/BillText/er/PDF>

**Public Areas** - Students may use phones for personal use. Taking pictures, videos or recordings of any kind is prohibited. Students may only use earbud style headsets. Over ear/On ear headsets are not permitted. Speakers are not permitted on campus. While wearing headphones, students must always be able to hear and respond to adults for safety



reasons. Students must take out headphones or put away phones when directed by school staff, during school announcements, and during school drills. Students are not permitted to make or receive phone calls. If a student needs to make or receive a phone call, they must report to the front office only after obtaining a pass from their current teacher at that teacher's discretion. This privilege can be revoked at any time by the principal or their designee.

**Checkout during the School Day:** Parents must come to the front office directly to sign a student out and the student will be notified to come to the office. Teachers are not allowed to dismiss students from the classroom or any other place on campus without prior notice from the office. **There will be no dismissal of students allowed after 1:00 p.m. unless there is a documented family emergency. Parents should send a written note to school to let the office know the student will be leaving early.** Students will only be released to adults whose names appear on the emergency card. Parents must notify the office immediately of any changes in legal custody. Anyone checking out a student will be asked to show identification if they are unknown to the office staff and photo IDs must be available when requested.

**Class Interruptions:** At Lincoln Park Academy, instructional time is highly guarded. It is our policy that we do not interrupt class time for non-instructional purposes. Interrupting classes for announcements or delivering notes or forgotten items is not permitted. This interrupts the learning environment for all students. Announcements are made during 1<sup>st</sup> and 7<sup>th</sup> hour. In this way, we are able to protect instructional blocks of time.

**Class Rank:** Class rank is a system of recognizing student achievement among the members of a specific graduating class. The purposes of class rank are:

- To honor academic excellence by rewarding students who successfully complete a rigorous program of studies.
- To offer incentive for students to select scholastically challenging courses.
- To determine the valedictorian and salutatorian for each class.
- To provide colleges and universities the requested rank in class information.
- To provide scholarship committees the requested rank in class information.

Class rank is computed via the weighted quality point system. The points are generated based upon both the grade earned and the instructional level of difficulty for each course.

For courses that are repeated to make up failing grades, improve knowledge, and improve grade point averages (GPAs) for grade forgiveness, the higher grade will be used in computing the grade point average (GPA) for class rank.

Honors and High Honors for graduation will be computed based on a weighted GPA at the end of the 7<sup>th</sup> semester as follows:

High Honors = 3.8000 – 4.000



Honors = 3.0000 – 3.7999  
**NOTE – GPA is not rounded**

Class rank for the above stated purposes will be computed based on grades earned by the conclusion of the first ninety days (90) of the senior year. Students must be enrolled in a specific St. Lucie County high school a minimum of one and one-half (1 ½) years, ten and one half (10 ½) credits to be eligible for official class rank. Others may request an approximate class rank.

The student who is ranked first in a specific graduating class will be the valedictorian of that senior class and the student who is ranked second in a specific graduating class will be the salutatorian of that senior class.

The final class rank will be computed at the conclusion of the first semester of the senior year.

A transfer student has the option to be unranked without prejudice at the written request of the parent/guardian if student's transfer grades are numerical.

**Clinic:** If a student becomes ill or injured during school hours, he/she will be sent to the clinic. Parents/guardians will be notified to pick up sick children. In order to notify parent, we must have the current home and work telephone number of every parent on file. **Please keep additional emergency contact numbers current.**

**Medication** - The parent is responsible for the delivery of any medication and the physician's authorization form to the school clinic. No medication will be administered without a physician's form completed by the physician and the parent/guardian. This applies to all prescription and nonprescription medications.

**Students are only permitted to possess and use medication to relieve headaches if the medication is regulated by the United States Food & Drug Administration for over-the-counter us** If a child needs emergency medication such as inhalers and/or epi-pens, that medication may be carried by the student with physician and parent approval. In the event of a serious medical emergency requiring medical treatment, the principal or designee shall call 911. Once the emergency medical service (EMS) personnel arrive at the scene, they assume responsibility for the care of the individual. In the event a student must be transported to the hospital a member of the school staff will accompany the student until the parent or guardian reunites with the student.

If a student goes home with a fever, they must wait 24 hours and be fever-free before they can return to school.

**Code of Conduct:** The district Code of Conduct is available on our district's website and on our school website. It is essential that each parent and student read this Code of Conduct.

The Code describes for students, parents, teachers and administrators conduct that violates expected student behavior and lists the potential consequences for those offenses. It also sets out the procedures that will be followed for student discipline. Each student, parent, teacher, and administrator are expected to have a basic understanding of the Code.

**Conferences:** The communication between the home and school is a key factor in monitoring a child's progress. Conferences with teachers and other school personnel are encouraged and can be made by calling the school (468-5474). Please allow 24 hours' notice for an appointment. You will be contacted by your child's guidance counselor and/or teacher prior to conference time to schedule an appointment.

**Credit Recovery:** Students who have failed one or more courses in English, Math, Science, or Social Studies in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade must validate their mastery of the content standards in the failed course(s) through the following:

Retaking the course through credit retrieval or participating in an on-line, competency-based course.

The school will follow the Student Progression Plan for failure and retention.

**Custody:** School personnel will release students to either parents, guardians, or their designees unless there is on file in the school a copy of a Florida court order which grants custody or denies access to one parent or a third party. Proper identification (driver's license, etc) for release of students will be required.

**Dances:** All students must follow the St. Lucie County **Code of Student Conduct for Secondary Students**.

- Prom and Homecoming Dance guests must be approved by the Office of Activities and must be 20 years or younger to attend.
- Only Juniors and Seniors are allowed to purchase Prom tickets. Sophomores may be a guest of a Junior or Senior.
- It is necessary for students to inform parents what time to pick them up after a dance. If a student remains at the dance more than 15 minutes after the end of the dance, he/she may not attend the next scheduled dance.

**Deliveries:** Fast food, balloons, cookies, cakes, etc. may not be sent or brought to school.

**Dismissal:** After arriving on campus, a student may not leave the campus until after her/his last class. Release of students during the school day is permitted under the following guidelines:

- Students are to be checked out through the Main Office where they will be issued an off-campus pass.
- Students may only leave with a parent, guardian, or emergency contact designated by the parent/guardian on the emergency contact card.
- Students will not be permitted to leave with another student.

- There are no student sign-outs during lunch.

We also ask parents to schedule appointments that take your child from school to correspond to our bell schedule whenever possible. We understand that your time is also valuable. Therefore, to expedite the process, we ask you to follow the below procedure. Please note: Students will not be released from class after 1:00 PM (early dismissal at 11:00 AM):

- Only contacts listed on a student's emergency pick up list may pick up a student from school and must show a photo ID.
- Send a note to school with your child on the day they will be picked up early.
- The note should reflect the pick-up time which corresponds with the bell schedule.
- Your child should take the note to the front office in the morning.
- At the designated transition time, the student will meet the parent/guardian/emergency contact in the school office where the student will be signed out.

If you have to make alternate arrangements for transportation home for your child, the school office must receive a written note from the parent stating how the child will be transported. For the safety of all the children at Lincoln Park Academy, we will not accept any dismissal changes over the telephone. All dismissal changes must be submitted either in person, in writing, or by a verified email account. No changes to dismissal will be made after 1:00 PM.

Students who are 18 years of age may sign themselves out but must have a note from a parent or guardian confirming their knowledge of the student leaving campus early. These notes will also need to be confirmed by the parent/guardian, prior to the student leaving.

Students are required to leave campus within fifteen minutes after school is dismissed unless they are participating in an authorized extracurricular activity. If your child is staying after school for an after-school activity, it is the expectation that all students will be picked up within 15 minutes of their club, tutoring, etc. ending.

**Dress Code:**



**LINCOLN PARK ACADEMY**

**DRESS CODE**



The Lincoln Park Academy dress code policy has been established to help create a safe, identifiable community of students and to promote a positive learning environment. Students violating the Lincoln Park Academy dress code will be given an opportunity to correct their dress code violation. For students unwilling or unable to correct the dress code violation, the administration and/or designee may provide additional consequences until the violation is corrected.

**PLEASE NOTE:** School administration and/or designee will be the final judge regarding apparel and accessories and will determine whether or not such is appropriate, disruptive, offensive, distracting, or in violation of health or safety rules.

<b>ALLOWED</b>	<b>NOT ALLOWED</b>
<p style="text-align: center;"><u><b>Tops &amp; Dresses</b></u></p> <ul style="list-style-type: none"> <li>• Any collared, polo style, turtleneck, mock turtleneck, or crew neck t-shirt</li> <li>• Must have sleeves</li> <li>• All shirts must extend to the waist and cover the midriff and have necklines that do not reveal cleavage</li> </ul> <p style="text-align: center;"><u><b>Bottoms &amp; Dresses</b></u></p> <ul style="list-style-type: none"> <li>• Jeans, pants, shorts, skirts, or capris</li> <li>• All bottoms must be designed and sized to stay firmly at the waist</li> <li>• All dresses, skirts, shorts, or skirt slits must be at least to the knee</li> <li>• Clothing should not have tears, holes, or rips that reveal skin</li> </ul> <p style="text-align: center;"><u><b>Sweaters or Jackets</b></u></p> <ul style="list-style-type: none"> <li>• Hoods on sweaters, sweatshirts, or jackets must remain down</li> <li>• Clothing worn under sweaters, sweatshirts, or jackets must be dress code attire</li> </ul> <p style="text-align: center;"><u><b>Shoes</b></u></p> <ul style="list-style-type: none"> <li>• Shoes must have a back or back strap</li> </ul>	<p>The following items are prohibited:</p> <ul style="list-style-type: none"> <li>• Any item which displays alcohol, drugs, weapons, references to anything profane, obscenities, or violence</li> <li>• Scoop neck shirts, v-neck shirts, and tank tops</li> <li>• Camisoles, crop tops, tank tops and other non-permissible clothing cannot be worn over clothing that is in dress code</li> <li>• Form-fitting pants such as Leggings, Jeggings, or Yoga pants</li> <li>• Sweatpants, athletic pants or shorts, or any pants designed as athletic or swimming gear</li> <li>• Pajama pants or any other sleep wear</li> <li>• PE uniforms outside of PE classes</li> <li>• Any clothing excessively tight-fitting, see-through, or made of spandex</li> <li>• Excessively baggy shorts or pants</li> <li>• Flip flops, house slippers, or slides</li> <li>• Visible undergarments or sheer clothing</li> <li>• Hats, bandanas, durags, hair nets, or shower caps</li> <li>• Sunglasses are not permitted to be worn inside buildings</li> <li>• Flags of any nationality or belief are not permitted on campus or at any school event</li> <li>• Spiked jewelry or jewelry that creates a safety concern</li> </ul>

**Dual Enrollment:** Dual enrollment courses are advanced courses in which the student can receive high school and college credit if the student earns a grade of a “C” or better. Students must have a cumulative grade point average 3.0 or above, have qualifying test scores on SAT/ACT/PERT and meet the standards in the Student Progression Plan.

Note: Students must be aware that dual enrollment coursework is college level work, is recorded on a college transcript and the student is expected to be motivated, self-directed, and adept at time management.

In accordance with the Student Progression Plan, the maximum course enrollment, including Dual Enrollment, shall not exceed seven (7) courses, unless needed for credit recovery or early graduation. Therefore, students enrolled in seven (7) on-campus courses are not eligible to take Dual Enrollment courses until the summer semester. For more information contact the high school guidance office.

**Electronic Devices:** Misuse of telecommunication services or networking for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall include all acts defined as a violation of local, state, or federal laws. Inappropriate use includes any act that violates or is inconsistent with the District’s mission, goals, policies, or procedures. Obscene activities include all acts that violate generally accepted social standards for use of a publicly owned and operated communication vehicle. In cases of substantial disruption, such misconduct may be the basis for expulsion. Please refer to the Appendix to review the specific policy, Student Responsible Computer Network and Internet Use Policy.

**Emergency Drills/Evacuations:** The safety of our students is one of our greatest concerns. The school holds regular fire, tornado, code red, and code yellow drills to teach the students to respond calmly in the event of an emergency. Each classroom has a designated escape route to an outside area located a safe distance from the building. Students are expected to follow the teachers’ instructions. Bus evacuation drills are conducted twice per year and practiced according to the directions set forth by the Saint Lucie County Transportation Department. Parents will be notified in advance for all scheduled Code Red drills.

**Extracurricular Activities:** Our extracurricular program is designed to make available as many different types of activities as possible to meet the interest of the student body. The plans, activities, and functions of each group are decided upon and carried out by the members and/or players and/or their elected officers with the help of the advisor or coach. The success of each group or team depends upon the loyalty and work of the members. Help make your team a success by participating actively.

For a student to participate in athletics or an extra-curricular activity, the student must attend at least four class periods on the day of the activity. If the activity falls on a weekend, the child must attend school the prior day. This includes but is not limited to: musical

concerts, athletic events, clubs, or field trips. A student must also maintain a grade point average of 2.0 on a 4.0 scale beginning with the student's first marking period in order to be eligible to participate in interscholastic or extracurricular activities. An exemplary standard of conduct is expected and will be enforced.

### **DISQUALIFYING FACTORS FOR SCHOOL DAY EXTRA-CURRICULAR ACTIVITIES AND FIELD TRIPS**

1. Having the following referrals by date (at least 1 being a Level 2 or higher).
  - a. More than 2 by the first quarter
  - b. More than 4 by the end of the first semester
  - c. More than 5 by the end of the third semester
2. Having been removed from or been written a referral at an extra-curricular activities/dance.
3. Possessing a GPA lower than a 2.0 as reported in Skyward.

#### **Procedure for Removal:**

1. *Temporary removal* of a student from participating in an extracurricular/co-curricular program or activity may be determined by the teacher/sponsor. The Principal is to be notified of the action.
2. *Permanent removal* of a student from participating in an extracurricular / co-curricular program or activity will be by the teacher/sponsor with the final decision to be made only by the Principal.
3. Parent notification by the teacher/sponsor of temporary or permanent removal is **mandatory**.
4. Upon notification, a parent may, within three days, request a conference with the teacher/sponsor and/or the Principal for the purpose of discussing the removal of the student from participation in the extracurricular/co-curricular program or activity.
5. A student may be readmitted to participation in the extracurricular/co-curricula program or activity at any time upon the recommendation of the teacher/sponsor with the final decision by the Principal.

All clubs and organizations must be approved by school administration. Transportation is provided by parents or the activity bus. If your child is staying after school for an after-school activity, it is the expectation that ALL students will be picked up within 15 minutes of their club, tutoring, etc. ending.

**Family Access:** St. Lucie County utilizes the Skyward System which allows parents the ability to view their child's school information and add money to their lunch accounts online to purchase meals and other ala carte food items. Before you can use Family Access, you must have a Username and password for your new account. Please come to the front office to have your account activated by showing a picture identification for verification. Once logged in to the system, you can access your child's calendar, grade book, message center,



attendance, schedule, and current/past assignments. For families with more than one currently enrolled student, Family Access lets you select which child’s information you wish to view.

**Field Trips:** Students may participate in a field trip only when a signed parent permission form has been returned to the school prior to the trip. School rules and dress code are in effect on all school-sponsored field trips.

**Food/Drinks in Class:** Food and/or drinks may ONLY be brought from home for class related projects that have been administratively approved. Food and/or drinks brought to school for an individual’s lunch must be kept in his\her lunch bag or book bag. Under no circumstances may food be consumed in the classroom without prior authorization from administration. Mugs, coffee cups, iced coffee, etc. are not allowed on campus. Students may only carry clear water bottles for drinking water.

**Fundraising:** All fund-raising activities must be approved by the Assistant Principal for Activities and placed on the Activities Calendar. The sale of any items on campus for personal profit is prohibited. **No Solicitation** outside of stores or on major intersections will be approved.

**Grading:** Students in grades 6-12 will be awarded letter grades to indicate student progress.

Grade	Percent	Grade Point Average	Definition
A	90-100	4	Outstanding progress
B	80-89	3	Above average progress
C	70-79	2	Average progress
D	60-69	1	Lowest acceptable progress
F	0-59	0	Failure
I	0	0	Incomplete*
W	N/A	N/A	Withdrawn Dual Enrollment
WP	N/A	N/A	Withdrawn when passing virtual class
WF	N/A	N/A	Withdrawn when failing virtual class

\*A student who receives an incomplete has to complete the work within the guidelines of the make-up work policy contained herein. (See Make-up Work Section) If the student does not make up all work by the designated period of time then for any missing work a grade of Zero will be entered by the teacher and the final grade will be calculated. NOTE: the “I” will calculate as a Zero on the report card until the “I” is replaced with a grade. At that time, an adjusted GPA will be calculated for the student.

### Calculation of Middle & High School Grades

*Full Year*

1st 9 weeks = 40%

2nd 9 weeks = 40% Semester exam = 20%

Total First Semester Grade = 100%

3rd 9 weeks = 40%

4th 9 weeks = 40% Semester exam = 20%  
Total Second Semester Grade = 100%

*Semester 1 / Semester 2 Only*

1st 9 weeks = 40%  
2nd 9 weeks = 40% Semester exam = 20%

In courses with State End-Of-Course Exams, the grading algorithm will change in alignment with F.S. 1008.22:

*Full Year*

1st 9 weeks = 35%  
2nd 9 weeks = 35%  
Comprehensive State End-of-Course Exam = 30%  
Total First Semester Grade = 100% \*  
3rd 9 Weeks = 35%  
4th 9 Weeks = 35%  
Comprehensive State End-Of-Course Exam = 30%  
Total Second Semester Grade = 100%

*Semester 1 / Semester 2*

*Only*

1st 9 weeks = 35%  
2nd 9 weeks = 35%  
Comprehensive State End-of-Course Exam = 30%

\*No credit or grade will be earned in the first semester in courses with End-of-Course State Exams until scores are received at applied for 30% of the grade.

**Grade Point Average Calculations**

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

Letter grades in all courses are given the same point value. The maximum GPA is 4.0. The system is utilized to determine eligibility for graduation, extra-curricular activities, and Florida Bright Futures Scholarship Awards.

Each semester the GPA is computed on a four-point scale by Data Processing and recorded on the second semester transcript label.

Total points divided by 10 (this number is derived by counting each nine weeks 2 times and the semester exams one) = GPA to letter grade

Grade Point Average Grade Given

3.51 - 4.00 A

2.51 - 3.50 B

1.51 - 2.50 C

.51 - 1.50 D

0 - 0.50 F



If a student receives two report card academic grades of F in a semester of a course, the semester average is automatically determined as an “F” except in EOC courses. A student with a disability, as defined by s. 1007.02(2), for whom the individual education plan team determines that the end-of-course assessment cannot accurately measure the student’s abilities, taking into consideration all allowable accommodations, shall have the end-of-course assessment results waived for purposes of determining the student’s course grade and competing requirements for middle grades promotion.

### **Honors Weighting-Point System**

A weight factor of .02 is assigned for each semester of advanced academic coursework that is taken in high school. A weight factor of .04 will be assigned for each semester of college level coursework to include Advanced Placement, Dual Enrollment, AICE or IB.

The .02/.04 weight factor is added for each semester of advanced courses with a grade of C or higher. The cumulative weight is added to the cumulative GPA to determine the student’s weighted grade point average.

The maximum honors grade point average is determined by adding the cumulative honors points to the cumulative GPA based on a four-point scale, for example: If a student took four advanced courses during each semester of high school and earned a grade of C or higher in each, his honors weight would be +.64 (32x .02=.64). This weight would be added to his/her cumulative GPA.

The Honor’s designation will only be provided if a student earns an A, B, or C on a school-based exam in an Honor’s course. The final course grade will be determined by 80% for portfolio work and 20% for final exam. The Advanced Placement designation will only be profiled if the student has taken the relevant Advanced Placement examination and had earned a score of 3 or higher on that exam.

**Homework Policy:** Meaningful and realistic homework will be assigned Monday through Friday on the average of 30 minutes per academic subject for high school students and 20 minutes per academic subject for middle school students. Special assignments may vary from this guideline from time to time. Homework is designed to provide necessary reinforcement for concepts and skills taught during the school day. It is not given to introduce new material. Enrichment assignments are tailored to the individual and may be given when the teacher feels it is appropriate for the student.

**Honor Code:** Academic honor, trust, and integrity are fundamental to Lincoln Park Academy. Each contributes directly to the quality of each student’s education and reaches far beyond the school’s campus. The Honor System’s promoted ideals are higher than merely enforceable standards, and each student is responsible for understanding and abiding by the provisions of the Honor System. The school expects all students to obey the law, to show respect for other students and the faculty, to maintain absolute integrity and the highest

standard of individual honor in scholastic work, and to observe the highest standards of conduct. Lack of knowledge or ignorance of the Honor System or the Lincoln Park Academy Student Standards of Conduct is not an acceptable excuse for violations under any circumstances.

The effectiveness of the Honor Code results solely from the wholehearted and uncompromising support of each member of the Lincoln Park Academy community, which includes the parent(s)/guardian(s) of Lincoln Park Academy students. Each member must abide by the Honor System and must be intolerant of any violations. The system is only as effective as each individual makes it. A student's violation of the basic principles making up the Lincoln Park Academy Honor Code may result in a recommendation for withdrawal from Lincoln Park Academy's special programs or from LPA. Students found to be complicit when the Honor Code is violated may face consequences equal or similar to those of the offender.

#### I. Academic Integrity

The principle of academic integrity is the cornerstone of a school community. In all our actions, we encourage students toward a life governed by values of academic honesty and respect for the work of others. Cheating, plagiarizing, or giving or receiving unacknowledged assistance in academic work are unacceptable behavior in this community. As an affirmation of this principle, students are required to affirm the following honor pledge, or an equivalent statement determined by the instructor, on all tests, major papers, and other assignments as required by the instructor: ***I pledge that I have neither given nor received unauthorized aid.*** It is expected that affirming the honor pledge will serve as a reminder of the community's commitment to the principles of honor and personal integrity.

#### II. Lincoln Park Academy's Honor Code

Cheating is the act of gaining an unfair advantage or misrepresenting one's knowledge, and constitutes a major violation of the honor code. It includes, but is not limited to:

1. Copying work or giving your own work to another; unauthorized use of study aids or collaboration during assessment; obtaining or distributing copies of assessment materials; giving or receiving information regarding an assessment before, during, or after that assessment.
2. Plagiarism: Representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit.
3. Falsifying data/citations: Buying, selling, giving, or receiving term papers, notebooks, or the like, from any source, including the Internet.
4. Fabricating academic documentation (e.g., letters of reference).
5. Lying to an administrator or teacher during investigations of academic dishonesty.

6. Deceiving a teacher or making up a false reason or excuse to get special consideration or an extension on any assessments such as exams or papers.

7. Any situation that can be construed as having conditions similar to actual cheating will be treated as cheating. It is the student’s responsibility to maintain his or her academic integrity above reproach.

### III. Potential Consequences

Disciplinary action will be commensurate with the offense. All teachers and administrators are expected to enforce the rules and consequences of the code uniformly. The honor code violations and consequences are listed in the following tables.

TYPES OF HONOR CODE VIOLATIONS DEFINED		
<b>Cheating:</b> Violating the rules of honesty by:	<b>Plagiarism:</b> Using another person’s words, products, or ideas for personal advantage by:	<b>Fraud:</b> Intent to mislead others by:
Using unauthorized assistance	Omitting proper acknowledgement of the original work	Falsifying a signature in an academic matter
Using unauthorized aids	Intentional deception	Misrepresenting data
Using unauthorized materials	Purchasing essays or products	Falsifying data
	Insufficient referencing	Falsifying citations
		Fabricating academic recommendations
		Lying during academic investigations
		Deceiving to get special consideration

<b>Levels of Violations</b>		
<b>Major Violations</b>	<b>Major Violations Continued</b>	<b>Minor Violations</b>
Use of cheat sheets	Copying homework	Forgery of parent/guardian's signature
Forgery of staff member's signature	Plagiarism of portions of essays	Insufficient referencing
Theft of an exam	Taking pictures of assignments	
Use of electronic devices to communicate any portion of an assessment	Use of deceit to get special consideration	
Providing answers or discussing assessment contents with another student	Purchasing essays or products	
Falsifying data	Accepting money for improper academic assistance	
Falsifying citations	Lying during an academic investigation	
Fabricating academic recommendations		

<b>Consequences Minor Violations</b>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third &amp; Subsequent Offenses</b>
Conference with student	Conference with student	Conference with student
Notification of parent/guardian	Notification of parent/guardian	Notification of parent/guardian
For insufficient referencing, student will receive an opportunity for correction. Instructor will determine if points are deducted.	For insufficient referencing, student will receive an opportunity for correction. Points will be deducted.	Treated as a major violation.

Consequences Major Violations		
First Offense	Second Offense	Third & Subsequent Offenses
Conference with student	Conference with student	Conference with student
Notification of parent/guardian	Notification of parent/guardian	Notification of parent/guardian
Possible zero on the assignment, and assignment make up is at the discretion of the teacher	Assignment will be scored as a zero	Assignment will be scored as a zero
Forfeiture of extra-credit opportunities in course for remainder of quarter	Forfeiture of extra-credit opportunities in course for 1 semester	Forfeiture of extra-credit opportunities in course for 1 semester
Relinquish all leadership positions for 1 semester	Relinquish all leadership positions for 1 semester	Relinquish all leadership positions for 1 semester
Forfeiture of participation in National Honor Societies and Beta for two consecutive semesters	Forfeiture of participation in National Honor Societies and Beta for two consecutive semesters	Forfeiture of participation in National Honor Societies and Beta for two consecutive semesters
Referral to Honor Council	Referral to Honor Council	Referral to Honor Council

**Lost and Found:** At the end of each quarter, all remaining items in the school’s lost and found box will be donated to a charitable organization.

**Make-Up Work:**

**K- 12**

- Allowed for all absences, excused or unexcused.
- Student has 1 day (2 days if on an alternating block) to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.
- All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year.
- Students whose work is turned in after the end of the grading period for quarters one through three, will receive an “I” or incomplete. If the work is turned in on- time, the student will receive the grade for the work (see grade provisions for students in grades 6-8 below).
- Incomplete grades become “F” or “o” if not replaced with the grade for the makeup work that was turned in on time.
- Students will take announced tests on first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence.

### **6-8 Provisions**

- Teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments.

### **9-12 Provisions**

- Must request makeup work; students will not be penalized for makeup work that is requested, but not provided by the teacher.
- Upon student's request, the teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments.

**Messages and Telephone Calls:** Phone calls for teachers and school staff will be returned within 24 hours.

**Monthly Newsletters:** Each month, we will produce a newsletter to share upcoming events, pertinent information, and helpful tips for parents and students. The newsletter will be available on our website.

**Parent Involvement:** Parent input is necessary and actively sought through both formal and informal means. Parents should understand, however, that the operation of the school is the responsibility of the school personnel. By choosing to enroll a child at Lincoln Park Academy, parents have accepted the responsibility to provide the proper interest, encouragement, guidance, and home environment to foster the best learning situation possible.

Parents should:

- Support the academic philosophy and assist in its continuity
- Review Skyward regularly to monitor assignments, grades, and communication
- Use proper channels for contacting school personnel
- Provide a suitable time and place for homework and ensure that homework is completed
- Listen to the child read and ask questions about their daily progress
- Review papers brought home
- Sign and return promptly all school related papers requiring parental response
- Maintain mutual responsibility with the child for arriving at school on time
- Participate in August orientation, parent conferences, and activities

**Parent Pick-Up and Drop-Off of Students:** Students transported by car should be picked up or dropped off only in designated areas.

**Passes:** Passes to leave class will be written for emergency situations only. No student will be permitted to leave class without an official pass. Students are encouraged to use the restrooms between classes.

**Parties/Birthdays:** Students are not permitted to celebrate birthdays on campus. Students may not bring celebratory items to school such as balloons, flowers, or special birthday attire.

**Personal Property:** The school is not responsible for the damage to or theft of personal property. This includes vehicles parked in the student parking lot, bicycles, property kept in school lockers, etc. Students are encouraged to leave valuable property at home.

**Planners:** All middle school students will receive a school planner. The planner must be brought to school each day. It will be used to record homework assignments, special events, and teacher/parent communication. The first planner is free. If the planner is lost, it must be replaced for a cost of \$ 5.00.

**Positive Behavior Interventions Support (PBIS):** PBIS uses school-wide EXPECTATIONS and RULES in specific settings to TEACH students appropriate behavior. PBIS also utilizes a reward system to encourage and model appropriate behavior and effective consequences to discourage inappropriate behavior.

The following student expectations/school rules will be learned by all students.

### Five P's

- Be **P**rompt
- Be **P**repared
- Be **P**roductive
- P**ractise Respect
- P**ractise Safety

### Rules

<b>Classroom</b>	Arrive to class on time	Have classroom materials	Adhere to LPA dress code policy	Complete assigned tasks on time	Keep hands, feet, & objects to yourself
<b>Hallway</b>	Go directly to your assigned area during transition times	During instruction time, have a signed pass/LPA planner	Keep hands, feet, and objects to yourself	Adhere to LPA Dress Code Policy	
<b>Cafeteria</b>	Go directly to your assigned areas	Keep hands, feet, and objects to yourself	Place trash, recyclables, and uneaten food items in	Follow adult instruction	Adhere to LPA dress code policy

			the proper receptacles		
<b>Entire Campus</b>	Adhere to LPA Dress Code policy at all times	Follow adult instruction	Keep hands, feet, & objects to yourself		

**Promotion Policy:** Standard minimum achievement within a grade level is necessary for promotion. There is no social promotion. Promotion will be based upon the teacher’s evaluation of student’s proficiency in grade level skills in all academic areas. Promotion is based only on achievement. Students must master their grade level objectives and pass all subjects before they are passed to a higher grade. Promotion is based on St. Lucie County promotion criteria in the Student Progression Plan.

**Report Card Dates:** Report cards will be available on Skyward following the end of each 9-week period.

**Restrooms:** Students are not permitted to use restrooms designated for use by Faculty & Staff.

**Schedules:** All student requests for class schedules will be made through the Guidance Department. Our goal is to ensure that each student is appropriately scheduled for classes needed 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 application for a change and the requested change meets all criteria. Please see your Guidance Counselor for specific details. We do not change schedules to accommodate requests for specific teachers or for students to be with friends.

**School Advisory Council:** The School Improvement Plan is an essential part of the Florida System of Improvement and Accountability. The School Advisory Council plays a key role in assisting with the development and implementation of the School Improvement Plan. The plan includes needs assessment results, state, and local data, and goals for improvement for the school. The School Advisory Council (SAC) meets monthly and meetings are open to any parent, community, or staff member. Please consider joining our School Advisory Council.

**School Sponsored Activities:** Lincoln Park Academy students are expected to conduct themselves in a manner that will reflect favorably on the school, not only during school hours, but at any time during a school sponsored activity. This includes activities off the LPA campus. Student conduct should reflect pride in our school and show students as being accountable for their actions. Any unacceptable behavior by students may subject them to disciplinary action, including suspension and/or expulsion.



**Skipping Class:** Skipping class is defined as an unexcused absence from class when the student is on campus or has left campus without authorization. The Dean's Office will consider unusual lateness as skipping class. Consequences include parent notification, lunch detention or other consequences.

**Student Parking:** At Lincoln Park Academy, driving to school and parking on campus is a privilege limited to juniors and seniors (and sophomores when space permits) with good behavior, regular attendance, and strong academic achievement. Parking is limited; therefore, in order to apply for parking privilege for the 2023-2024 school year, all students must meet the following requirements:

- Be enrolled as a Junior or Senior (or Sophomore when space permits)
- Comply with the St. Lucie Public Schools' Code of Conduct and LPA School-Wide Expectations
- Have/Maintain a 2.0 or higher GPA
- Be cleared of all school obligations from the previous school year(s)
- Agree to attend school regularly and BE ON TIME. If any student has six (6) combined unexcused absences and/or tardy days during the fourth nine weeks, they will not be eligible for parking during the first nine weeks of the current school year. Ineligible students may re-apply for parking at the beginning of the next nine weeks.
- Complete the parking agreement and registration forms and email them with a copy of their current driver's license, registration, and insurance information to [Kyle.Cobb@stlucieschools.org](mailto:Kyle.Cobb@stlucieschools.org).
- Pay a non-refundable, non-transferrable fee of \$30.00

The following may result in the loss of parking privileges at LPA:

- Non-compliance with any part of this signed agreement
- Leaving campus at unauthorized times or taking other students off-campus without clearance from the dean's office
- Receiving three (3) or more Level 2 or higher discipline referrals during the nine weeks
- Six (6) unexcused absences or tardy days during the nine weeks
- Speeding and reckless driving in the parking lot or within the perimeter of the school
- Parking in an unassigned space or lot
- No decal displayed
- Possession of drugs and/or weapons

Loss of parking will be determined at the time of the infraction by the administration or dean. If parking privileges are revoked, it will be immediate and will continue through the following nine weeks period. If after parking is revoked, your vehicle is parked on campus, it is subject to being towed. After a nine-week period where the requirements for infractions and/or absences are met for parking privileges the student may reapply for reinstatement of privileges.

**Tardies:** All students arriving *late to school* must go to the Attendance office for a tardy pass. **An excused tardy note must be presented at that time.**

If a student is *late to class*, the teacher is to mark him/her "tardy" to class.

Recurring tardies will be addressed by Administration and will result in more severe consequences as pursuant to St. Lucie County's Student Code of Conduct.

**Telephones:** Students may use school phones in case of an emergency. Students may not use cell phones to contact parents during the school day. Parents should leave emergency messages in the **Main Office (Phone 468-5474)**.

Students receiving such messages should report to the Front Office. **Messages will only be taken from parents in case of an emergency and then will be given to the student at the end of the present period.**

**Textbooks & Laptops:** Basic textbooks and student laptops are a loan for students' use during the school year. It is requested that they be handled carefully and be kept as clean as possible. You will be required to pay for a lost or damaged book or laptop. Failure on the part of the student to pay for lost/damaged textbooks or laptops may deprive the student of further issuance of free textbooks.

**Visitors:** Parents are welcome during special events and times to visit the school. Please use the designated parking spaces in front of the school. **ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE AND OBTAIN A VISITOR'S PASS.** We will strictly enforce this policy to ensure the safety of all students. Our exterior doors remain locked at all times. Visitors can ring the bell at the front door to gain access. Preschool children and children not registered as students are not permitted to spend the day at school or visit the classrooms. At this time visitors are not permitted on campus.

## APPENDIX



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

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

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

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

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

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

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

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

*Student/Parent Copy*

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

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

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

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

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

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

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

- (a) Protected information surveys of students;
- (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

(c) Instructional material used as part of the educational curriculum.

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\* \* \*

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

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

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

\* \* \*

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 4204 Okeechobee Road, Ft. Pierce, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.



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.



# ST. LUCIE PUBLIC SCHOOLS NOTICE

## Of NON-DISCRIMINATION, TITLE IX AND SECTION 504



SCAN ME

THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA, does not discriminate in employment, treatment, in admission or access to its programs and activities on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, sexual orientation or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or any employment conditions or practices conducted by this School District, except as provided by law. The School Board provides equal access to the Boy Scouts and other designated youth groups<sup>1</sup>. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. (SLPS SB Policy 2.70)

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

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

#### STUDENTS (2.70) EQUITY POLICY

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

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

#### Adult COMPLAINT PROCEDURES:

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

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

#### Student COMPLAINT PROCEDURES:

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

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

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

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

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

**Employee Related:**

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

**Student Related:**

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

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

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

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

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**School or Department Designee(s)**

**Adult/Employee Related:**

**Student Related:**

# St. Lucie Public Schools Title IX Formal Complaint

My name is \_\_\_\_\_ and I am a student/employee at \_\_\_\_\_.  
School Name  
\_\_\_\_\_ sexually harassed me on or about \_\_\_\_\_ at  
Name Date/Time  
\_\_\_\_\_.  
Location

Please explain the incident below:

I am requesting that \_\_\_\_\_ investigate these allegations.  
Title IX Coordinator's Name

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

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

### **Bullying/Harassment**

Bullying and harassment is prohibited. It is the policy of the St. Lucie County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in this policy, is prohibited.

**Additional Information regarding Bullying/Harassment and reporting Bullying/Harassment can be found at:**  
<http://www.stlucie.k12.fl.us/policies/bullying/>

### **Code of Conduct**

The School District's mission is to ensure all students graduate from safe and caring schools equipped with knowledge, skills and the desire to succeed. The Code of Student Conduct describes for students, parents, teachers and administrators conduct that violates expected student behavior and lists the potential consequences for those offenses. It also sets out the procedures that will be followed for student discipline. Each student, parent, teacher, and administrator are expected to have a basic understanding of the Code of Student Conduct.

The Code of Student Conduct adopted by the School Board of St. Lucie County applies to students when the student is waiting for School District transportation at a designated stop, being transported to and from school on School District transportation, at school, or participating in a school-sponsored activity no matter where the activity is occurring. In addition, the student may be subject to the Code of Student Conduct for off-campus activities, regardless of the time or place where the conduct occurs, if the student's conduct is found to have a detrimental effect on the health, safety, and welfare of other students while at school.

**An electronic copy of the Code of Student Conduct can be found at:**  
[www.stlucie.k12.fl.us/departments/student-services/](http://www.stlucie.k12.fl.us/departments/student-services/)

*\*Parents/guardians may request a printed copy of the Code of Student Conduct to be provided by your child's school.*