



LINCOLN PARK ACADEMY



Parent & Student Handbook 2026-2027



Lincoln Park Academy

1806 Avenue I
Fort Pierce, FL 34950
772.468.5474

School Administrators

Dr. Michelle Herrington, Principal
Mrs. Jessica Berggren, Assistant Principal
Mr. Mike Davis, Assistant Principal
Mrs. Candace Stone, Assistant Principal

School Mascot

Greyhound
Lincoln Parker

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. Jessica Berggren, Assistant Principal

Mr. Mike Davis, Assistant Principal

Ms. Candace Stone, Assistant Principal

Guidance Department

Mrs. Gabrielle Cave – High School Guidance Counselor – High School Names Ending in A-G
Gabrielle.Cave@stlucieschools.org

Mrs. Irene Schmahl - Guidance Director and HS Counselor– High School Names Ending in H-M
Irene.Schmahl@stlucieschools.org

Mrs. Denise Davis – High School Guidance Counselor – High School Names Ending in N-Z
Denise.Davis@stlucieschools.org

Mrs. Claudia Aguilar – MS Guidance Counselor – All 6th Grade & 7th Grade Names Ending in A-L
Claudia.Aguilar@stlucieschools.org

Mrs. Dominique Cesar – MS Guidance Counselor – All 8th Grade & 7th Gr. Names Ending in M-Z
Dominique.Cesar@stlucieschools.org

Deans of Students

Mr. Andrew 'Bo' Copeland – Dean of High School
Andrew.Copeland@stlucieschools.org

Mr. Joseph Kline – Dean of Middle School - All 8th Gr. & 7th Grade Names Ending in M-Z
Joseph.Kline@stlucieschools.org

Ms. Kelita Johnson – Dean of Middle School - All 6th Grade & 7th Grade Names Ending in A-L
Kelita.Johnson@stlucieschools.org

Mrs. Elsa Persaud - Clerk
Elsa.Persaud@stlucieschools.org

772-468- 5486

Exceptional Student Education (ESE) Department

Ms. Leann Sassen – ESE School-Based Specialist
Leann.Sassen2@stlucieschools.org

Ms. Andrea Angel – ESE School-Based Specialist
Andrea.Angel@stlucieschools.org

Mrs. Ofelia Ronquillo
Ofelia.Ronquillo@stlucieschools.org

Middle School Office

Mrs. Jaime Labbe – Middle School Clerk
Jaime.Labbe@stlucieschools.org

Registrar

Mrs. Alicia Gomez
Alicia.Gomez@stlucieschools.org

772-468-5488

Athletics

Mr. Veryl Moore - Athletic Director

Veryl.Moore@stlucieschools.org

772-468-5111

International Baccalaureate & Advanced Studies

Mrs. Lisa Sullivan

Lisa.Sullivan@stlucieschools.org

772-468-7512

Attendance Clerk

Mrs. Yvette Young

Yvette.Young@stlucieschools.org

772-468-5476

LPAattendance@stlucieschools.org

Clinic

Ms. Andrea Fishbein - High School Health Paraprofessional

Andrea.Fishbein@stlucieschools.org

772-468-5479

Ms. Katilya Bynoe – Middle School Health Paraprofessional

Katilya.Bynoe@stlucieschools.org

772-468-5494

Cafeteria

Mr. John Bernard – Cafeteria Manager

John.Bernard@stlucieschools.org

772-468-5495

HIGH SCHOOL BELL SCHEDULE

REGULAR SCHEDULE - ORANGE DAYS	
1 st	7:22 AM – 8:52 AM
3 rd	8:56 AM – 10:26 AM
5 th	10:30 AM – 12:45 PM • D Lunch – 11:41 AM – 12:11 PM • E Lunch – 12:15 PM – 12:45 PM
7 th	12:49 PM – 1:34 PM

REGULAR SCHEDULE - BLACK DAYS	
2 nd	7:22 AM – 8:52 AM
4 th	8:56 AM – 10:26 AM
6 th	10:30 AM – 12:45 PM • D Lunch – 11:41 AM – 12:11 PM • E Lunch – 12:15 PM – 12:45 PM
7 th	12:49 PM – 1:34 PM

EARLY RELEASE SCHEDULE - ORANGE DAYS	
1 st	7:22 AM – 8:26 AM
3 rd	8:30 AM – 9:45 AM • A Lunch – 8:35 AM – 9:05 AM • B/C Lunch – 9:10 AM – 9:40 AM
5 th	9:49 AM – 10:52 AM • D Lunch – 9:49 AM – 10:19 AM • E Lunch – 10:22 AM – 10:52 AM
7 th	10:54 AM – 11:34 AM

EARLY RELEASE SCHEDULE - BLACK DAYS	
2 nd	7:22 AM – 8:26 AM
4 th	8:30 AM – 9:45 AM • A Lunch – 8:35 AM – 9:05 AM • B/C Lunch – 9:10 AM – 9:40 AM
6 th	9:49 AM – 10:52 AM • D Lunch – 9:49 AM – 10:19 AM • E Lunch – 10:22 AM – 10:52 AM
7 th	10:54 AM – 11:34 AM

MIDDLE SCHOOL BELL SCHEDULE

REGULAR SCHEDULE - ALL DAYS	
1 st	7:22 AM – 8:15 AM
2 nd	8:19 AM – 9:12 AM
3 rd	9:16 AM – 10:09 AM
4 th	10:13 AM – 11:40 AM • A Lunch – 10:15 AM – 10:45 AM • B Lunch – 10:55 AM – 11:25 AM • C Lunch – 11:05 AM – 11:35 AM
5 th	11:44 AM – 12:37 PM
6 th	12:41 PM – 1:34 PM

EARLY RELEASE SCHEDULE - ALL DAYS	
1 st	7:22 AM – 7:52 AM
2 nd	7:56AM – 8:26 AM
3 rd	8:30 AM – 9:45 AM • A Lunch – 8:35 AM – 9:05 AM • B/C Lunch – 9:10 AM – 9:40 AM
4 th	9:49 AM – 10:19 AM
5 th	10:23 AM – 10:50 AM
6 th	10:54 AM – 11:34 AM



LINCOLN PARK ACADEMY

DRESS CODE 2026–2027

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, which may include In-School Suspension.

ALLOWED	NOT ALLOWED
<u>Tops & Dresses</u> • Any collared, polo style, turtleneck, mock turtleneck, or crew neck t-shirt • Must have sleeves • All shirts must extend to the waist and cover the midriff and have necklines that do not reveal cleavage <u>Bottoms & Dresses</u> • Jeans, pants, shorts, skirts, capris, sweatpants, or athletic pants • All bottoms must be designed and sized to stay firmly at the waist • Shorts, skirts, and dresses should be no shorter than mid-thigh • Clothing should not have tears, holes, or rips that reveal skin above the knee <u>Sweaters or Jackets</u> • Hoods on sweaters, sweatshirts, or jackets must remain down • Clothing worn under sweaters, sweatshirts, or jackets must be dress code attire <u>Shoes</u> • Shoes must have a back or back strap	<u>The following items are prohibited:</u> • Any item which displays alcohol, drugs, weapons, references to anything profane, obscenities, or violence • Scoop neck shirts, v-neck shirts, and tank tops • Off the shoulder tops • Camisoles, crop tops, tank tops and other non-permissible clothing cannot be worn over clothing that is in dress code • Form-fitting pants such as Leggings, Jeggings, or Yoga pants • Any clothing designed as swimming gear • Pajama pants or any other sleep wear • PE uniforms outside of PE classes • Any clothing excessively tight-fitting, see-through, or made of spandex • Excessively baggy shorts or pants • Flip flops, house slippers, or slides • Visible undergarments or sheer clothing • Hats, bandanas, durags, hair nets, shower caps, or any head covering unless for a religious or medical reason • Sunglasses are not permitted to be worn inside buildings • Blankets or flags of any nationality or belief are not permitted on campus or at any school event • Spiked jewelry or jewelry that creates a safety concern

SCHOOL IDs

- School ID badges are to be worn around the neck on a school issued lanyard. Students wearing the ID badge of another student will face disciplinary action.
- School ID badges are the only item allowed on the lanyard.
- School ID badges must always be visible and may not be altered, modified, or covered in any way.
- Students must wear their school issued ID badge upon arrival to school and throughout the day.
- Students will be issued an ID badge and lanyard at Open House. Replacement badges will need to be purchased for \$5.00.

Lincoln Park Academy reserves the right and final authority to decide what is deemed appropriate and to determine if clothing or accessories are appropriate, disruptive, offensive, distracting, or in violation of health or safety rules.

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 dismissal.
2. At ALL TIMES during the school day, 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 pursuant to State Statute HB 1105:

<https://www.flsenate.gov/Session/Bill/2025/949/BillText/e1/PDF>

Any middle school student seen using cell phones or electronic devices during the school day will have the device confiscated. Confiscated items may be picked up by a parent or guardian at the front office. Cell phones and other electronic devices are NOT permitted to be used at any time on campus by middle school students, including but not limited to the cafeteria, hallways, classrooms, locker rooms, and restrooms. This begins from when the student arrives on campus until dismissal. Following 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 the teacher, school administration or deans. Headsets, Air pods, or ear buds must be out of ears and put away at all times during the school day. 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 school hours, it will be available for pick up from 6:45-7:05 or from 2:00-2:30. Only a parent or guardian can pick up a student’s cell phone. The school and/or staff members are not responsible for electronic devices which are brought to school and/or confiscated.

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 phones 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 from 6:45-7:05 or from 2:00-2:30. Only a parent or guardian can pick up a student's cell phone. The school and/or staff members are not responsible for electronic devices which are brought to school and/or confiscated.

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 high school 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>

Middle school students are not permitted to use their cell phones at any time during the school day.

Public Areas - High school 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. Middle school students are not permitted to use their cell phones at any time during the school day.

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 9th grade in the 2026-2027 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 * - One of which must be Algebra 1 - One of which must be Geometry
Science	4 Credits ** - One of which must be Biology - Two of which must have lab requirement
Social Studies	4 Credits Required courses are: 1 credit in World History 1 credit in U.S. History .5 credit in U.S. Government .5 credit in Economics
Fine and Performing Arts, Speech and Debate, or Practical Arts	1 Credit Art, Band, Chorus, Orchestra, or Drama
Physical Education	1 Credit HOPE – Health Opportunities through Physical Education
World Language	2 Credits Two sequential years in the same language
Electives	4 Credits - Academic courses over requirements also count as electives .5 credit in Personal Financial Literacy (required for students entering 9th grade in 24-25 and beyond)
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

For information regarding the courses offered at Lincoln Park Academy, please refer to the [2026-2027 Curriculum Guide](#).

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 becomes ill or is injured at school, the parent/guardian will be notified as soon as possible. In the event of a serious illness or injury and a parent/guardian cannot be reached, school personnel may secure emergency medical treatment and/or transportation to the nearest medical facility. Parents are responsible for keeping current emergency contact information on file and promptly notifying the school of any changes to home, work, or cell phone numbers.

Arrival Procedures: For student safety, supervision is not provided before **7:03 a.m.** Students may not be on campus prior to this time unless participating in a school-sponsored activity under staff supervision. Parents of students arriving before 7:03 a.m. will be asked to make alternative supervision arrangements.

Students may enter campus beginning at **7:03 a.m.** and report directly to their homeroom or the cafeteria for breakfast. Instruction begins promptly at **7:22 a.m.** Students who arrive to class after the 7:22 bell are considered tardy and must report to the Attendance Office for a tardy pass, regardless of the time they arrived on campus. The only exception is for students arriving on a late school bus. Parents are encouraged to allow sufficient time for students to arrive on campus and report to class before the start of the instructional day.

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, with a completed athletic packet.

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 - Wrestling

Spring Sports: Softball - Tennis - Track - Flag Football

Participation in athletics is a privilege that requires students to maintain satisfactory academic performance, conduct, and attendance. Student-athletes must meet all eligibility requirements, including maintaining a minimum **2.0 GPA**, as established by the Florida High School Athletic

Association (FHSAA) and St. Lucie Public Schools.

Athletes must be in attendance at school on the day of a practice, game, or athletic event in order to participate unless approved by administration. Student-athletes are expected to comply with all FHSAA regulations, team rules, and expectations established by their coaches. Students with outstanding financial obligations, unreturned school property, or other obligations to the school must clear those obligations before participating in any athletic program. Failure to meet academic, behavioral, attendance, or eligibility requirements may result in suspension or removal from athletic participation.

Attendance: Regular attendance is essential to student success, and parents/guardians are responsible for encouraging consistent school attendance. Absences are considered unexcused unless written documentation explaining the reason for the absence is submitted within three (3) school days. Electronic correspondence is accepted and should include the student's full name, homeroom teacher, date(s) of absence, and reason for the absence. A phone call alone does not excuse an absence.

Planned absences of more than five (5) consecutive school days must be approved by the principal in advance to be considered excused. Additional attendance requirements and procedures are outlined in the St. Lucie Public Schools Student Progression Plan, available on the [St. Lucie Public Schools website](#).

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 7th 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 7th 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:

- **Honor Award** – Honor awards for individual subjects are given to students at a special academic honors assembly held to honor such students.
- **Citizen Scholars** – 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.

Bicycles: Students may ride bicycles to school and must use the designated bike rack. All bicycles must be secured with a personal chain and lock. Students under the age of 16 are required to wear a helmet while riding. For safety, students must walk their bicycles on sidewalks and in school areas. Scooters, skateboards, roller skates, and similar devices are not permitted on campus. The school is not responsible for lost, stolen, or damaged bicycles or personal property.

Bus Procedures:

Transportation is provided for students who reside more than two miles from school.

- Students may ride only their assigned bus. Requests to ride a different bus must be submitted in writing by a parent/guardian and approved by school administration and the Transportation Department before the end of the school day.
- Students are expected to follow all bus safety and behavior rules. Serious or repeated misconduct may result in suspension of bus privileges. Parents/guardians will be responsible for providing transportation during any bus suspension.
- During the first two weeks of school, bus concerns should be directed to the Transportation Department at **(772) 204-RIDE (7433)**. After that time, families should contact the school and speak with a Dean regarding bus-related concerns.
- Students who are not assigned to ride a bus may not enter the bus loading zone during dismissal. Unauthorized presence in the bus loading area is a safety concern and may result in disciplinary action in accordance with the Student Code of Conduct.

Business Partners: Lincoln Park Academy values the support of our business partners, community organizations, and volunteers. These partnerships enhance educational opportunities for students by providing resources, classroom support, mentoring, recognition programs, and other valuable contributions.

Community donations and partnerships have helped provide school supplies, classroom library materials, student incentives, and enrichment opportunities. Individuals, businesses, and organizations interested in supporting Lincoln Park Academy are encouraged to become a business partner or sponsor a classroom.

Those interested in participating in the **Adopt-A-Class** program may do so through the St. Lucie County Education Foundation at [Adopt-A-Class Program](#).

For information about becoming a Business Partner or supporting Lincoln Park Academy, please contact the school directly. Together, we can continue to provide outstanding opportunities for our students and uphold **#TheLPASstandard**.

Cafeteria Services: Lincoln Park Academy provides breakfast and lunch services for students each school day. Breakfast is served in the cafeteria from **7:05 a.m. to 7:17 a.m.** and is **free for all students**. Lunch is served during each student's assigned lunch period at a cost of **\$2.75 for full-price meals**. Families may apply for free or reduced-price meals through the St. Lucie Public Schools Food Service Department.

Students with food allergies or dietary restrictions should notify the Front Office, School Clinic, and Cafeteria Manager.

Students are expected to follow cafeteria rules, demonstrate respectful behavior, clean up after themselves, and help maintain a safe and orderly dining environment.

Food Deliveries and Celebrations

To maintain campus security and minimize disruptions to the school day, students may not receive food deliveries from restaurants, delivery services, or other vendors, including but not limited to DoorDash, Uber Eats, Grubhub, and fast-food establishments. Such deliveries will not be accepted by the school or delivered to students.

Students may not bring fast food onto campus for lunch unless specifically authorized by school administration for an approved school activity. In addition, birthday celebrations and other personal celebrations may not be held during the school day, and celebratory food items or treats may not be distributed to students. **Students are also prohibited from selling, trading, or distributing food or beverages to other students for personal profit or fundraising purposes unless the activity has been approved in advance by school administration.**

Failure to comply with these expectations may result in disciplinary consequences.

Cell Phones:

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 dismissal.
2. At ALL TIMES during the school day, 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 pursuant to State Statute HB 1105:

<https://www.flsenate.gov/Session/Bill/2025/949/BillText/e1/PDF>

Any middle school student seen using cell phones or electronic devices during the school day will have the device confiscated. Confiscated items may be picked up by a parent or guardian at the front office. Cell phones and other electronic devices are NOT permitted to be used at any time on campus by middle school students, including but not limited to the cafeteria, hallways, classrooms, locker rooms, and restrooms. This begins from when the student arrives on campus until dismissal. Following 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 the teacher, school administration or deans. Headsets, Air pods, or ear buds must be out of ears and put away at all times during the school day. 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 from 6:45-7:05 or from 2:00-2:30. Only a parent or guardian can pick up a student’s cell phone. The school and/or staff members are not responsible for electronic devices which are brought to school and/or confiscated.

Beginning with the 2025-2026 school year, elementary and middle school students **are not permitted to use** a wireless communication device including cell phones **during the school day.**

In accordance with new legislation recently signed into law, students may not use their cell phones or wireless communication devices at school throughout the entire school day including during lunch or class changes.

Allowable Exceptions:

Students may only use their cell phone or wireless communication device during the school day for the following reasons;

1. If authorized by a school administrator in the front office or clinic.
2. If a physician licensed under Chapter 458 or Chapter 459 has certified in writing that it is necessary based on clinical reasoning or evidence or, In accordance with
3. The student's Individual Education Plan or,
4. The students 504 Plan under section 504 of the Rehabilitation Act of 1973.

Please see the student Code of Conduct for additional information related to violating this policy.

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 phones 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 from 6:45-7:05 or from 2:00-2:30. Only a parent or guardian can pick up a student's cell phone. The school and/or staff members are not responsible for electronic devices which are brought to school and/or confiscated.

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 high school 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>

Middle school students are not permitted to use their cell phones at any time during the school day.

Public Areas - High school 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. Middle school students are not permitted to use their cell phones at any time during the school day.

Class Interruptions: At Lincoln Park Academy, instructional time is highly valued and protected. To maximize learning opportunities for all students, classes will not be interrupted for non-instructional purposes except in emergencies.

Announcements are made during designated times, typically during first and last periods, to minimize disruptions to instruction. Deliveries of forgotten items, messages, and other non-emergency communications will not be made to classrooms during the school day.

Parents and students are encouraged to plan ahead and ensure that all necessary materials are brought to school each day. By limiting interruptions, Lincoln Park Academy preserves valuable instructional time and supports a focused learning environment for all students.

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 7th 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 ($1\frac{1}{2}$) years, ten and one half ($10\frac{1}{2}$) 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 & Medication: If a student becomes ill or injured during the school day, he or she will be referred to the school clinic. Parents/guardians will be contacted when a student is too ill to remain at school and must be picked up. To ensure timely communication, parents are responsible for keeping all phone numbers, emergency contacts, and authorized pick-up information current in Skyward.

Medication

All prescription and nonprescription medications must be delivered to the clinic by a parent/guardian and accompanied by the required physician authorization and parent consent forms. Medication will not be administered without the appropriate documentation on file. Students may possess and use over-the-counter headache medication only as permitted by district policy. Students who require emergency medications, such as inhalers, EpiPens, or other life-saving treatments, may carry and self-administer these medications only with physician authorization and parent approval on file with the school.

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 use.

In the event of a serious medical emergency, school personnel will contact **911**. Once emergency medical services (EMS) arrive, they assume responsibility for the individual's care. If a student is transported to a medical facility, a school staff member will remain with the student until a parent or guardian arrives.

Students sent home with a fever must remain fever-free for **24 hours without the use of fever-reducing medication** before returning to school.

Credit Recovery: Students who have failed one or more courses in English, Math, Science, or Social Studies in 6th, 7th, or 8th 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, Student Release, & Emergency Contacts: For the safety and security of our students, Lincoln Park Academy will release students only to a parent, legal guardian, or an authorized adult listed in **Skyward**. Individuals picking up a student must present valid photo identification upon request.

Parents and guardians are responsible for maintaining accurate and current contact information, emergency contacts, and authorized pick-up persons in Skyward. Updates may be made by submitting an updated Emergency Contact Form to the school.

If there are court orders regarding custody, visitation, or restrictions on student release, a current copy of the legal documentation must be provided to the school and kept on file. The school will follow all applicable court orders on record.

It is important that parent/guardian contact information and emergency contact information remain up to date to ensure prompt communication and the safe release of students when necessary.

Dances: All students attending school dances must comply with the **St. Lucie Public Schools Code of Student Conduct** and all school rules.

- Guests for Prom and Homecoming must receive prior approval from administration and meet event eligibility requirements.
- Only juniors and seniors may purchase Prom tickets. Sophomores may attend Prom only as the guest of an eligible junior or senior.
- Students are responsible for arranging transportation before the event and informing parents or guardians of the dance ending time.

Students must be picked up within **15 minutes** of the conclusion of a dance. Students who remain on campus beyond this time may lose the privilege of attending future dances and/or extracurricular activities.

Participation in school dances is a privilege. Students who fail to meet academic, attendance, behavioral, or disciplinary expectations may be restricted from attending school-sponsored social events.

Deliveries: To minimize disruptions to the instructional day, students may not receive deliveries at school, including fast food, restaurant deliveries, balloons, flowers, cookies, cakes, gifts, or other celebratory items.

Items delivered to the school for students will not be accepted or delivered. Parents and guardians should make arrangements for such items to be given to students outside of school hours.

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.**



LINCOLN PARK ACADEMY

DRESS CODE 2026–2027

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, which may include In-School Suspension.

ALLOWED	NOT ALLOWED
<u>Tops & Dresses</u> • Any collared, polo style, turtleneck, mock turtleneck, or crew neck t-shirt • Must have sleeves • All shirts must extend to the waist and cover the midriff and have necklines that do not reveal cleavage <u>Bottoms & Dresses</u> • Jeans, pants, shorts, skirts, capris, sweatpants, or athletic pants • All bottoms must be designed and sized to stay firmly at the waist • Shorts, skirts, and dresses should be no shorter than mid-thigh • Clothing should not have tears, holes, or rips that reveal skin above the knee <u>Sweaters or Jackets</u> • Hoods on sweaters, sweatshirts, or jackets must remain down • Clothing worn under sweaters, sweatshirts, or jackets must be dress code attire <u>Shoes</u> • Shoes must have a back or back strap	<u>The following items are prohibited:</u> • Any item which displays alcohol, drugs, weapons, references to anything profane, obscenities, or violence • Scoop neck shirts, v-neck shirts, and tank tops • Off the shoulder tops • Camisoles, crop tops, tank tops and other non-permissible clothing cannot be worn over clothing that is in dress code • Form-fitting pants such as Leggings, Jeggings, or Yoga pants • Any clothing designed as swimming gear • Pajama pants or any other sleep wear • PE uniforms outside of PE classes • Any clothing excessively tight-fitting, see-through, or made of spandex • Excessively baggy shorts or pants • Flip flops, house slippers, or slides • Visible undergarments or sheer clothing • Hats, bandanas, durags, hair nets, shower caps, or any head covering unless for a religious or medical reason • Sunglasses are not permitted to be worn inside buildings • Blankets or flags of any nationality or belief are not permitted on campus or at any school event • Spiked jewelry or jewelry that creates a safety concern
<u>SCHOOL IDs</u> • School ID badges are to be worn around the neck on a school issued lanyard. Students wearing the ID badge of another student will face disciplinary action. • School ID badges are the only item allowed on the lanyard. • School ID badges must always be visible and may not be altered, modified, or covered in any way. • Students must wear their school issued ID badge upon arrival to school and throughout the day. • Students will be issued an ID badge and lanyard at Open House. Replacement badges will need to be purchased for \$5.00.	

Lincoln Park Academy reserves the right and final authority to decide what is deemed appropriate and to determine if clothing or accessories are appropriate, disruptive, offensive, distracting, or in violation of health or safety rules.

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.

Students who participate in Dual Enrollment sign an agreement they have arranged transportation every time transportation is needed. Students may not remain on campus if they do not have scheduled classes at that time. Failure to arrange transportation may result in loss of Dual Enrollment privileges.

Electronic Devices & Network Use: The use of electronic devices, school technology resources, and network services is a privilege that supports student learning and communication. Students are expected to use all technology responsibly, ethically, and in accordance with school and district policies.

The misuse of electronic devices, telecommunications systems, computer networks, or internet services for illegal, inappropriate, disruptive, or offensive purposes is strictly prohibited.

Prohibited activities include, but are not limited to:

- Violations of local, state, or federal law.
- Cyberbullying, harassment, or threats.
- Accessing, sharing, or creating inappropriate or obscene content.
- Unauthorized access to accounts, networks, or devices.
- Any use that interferes with the educational environment or violates district policies.

Students who misuse technology resources may be subject to disciplinary action, loss of technology privileges, suspension, or other consequences as outlined in the Student Code of Conduct. Serious violations that cause substantial disruption to the school environment may result in more severe disciplinary action.

For additional information, please refer to the **Student Responsible Computer Network and Internet Use Policy**.

Emergency Drills: The safety and security of students and staff are top priorities at Lincoln Park Academy. To prepare for emergencies, the school conducts regular safety drills, including fire, severe weather, lockdown, and other emergency response drills as required by state and

district guidelines.

Each classroom has designated emergency procedures and evacuation routes, and students are expected to follow all staff directions promptly, quietly, and responsibly during drills and actual emergencies.

Bus evacuation drills are conducted at least twice each school year in accordance with the procedures established by the St. Lucie Public Schools Transportation Department. Failure to follow safety procedures during drills may result in disciplinary action.

Extracurricular Activities & Student Eligibility: Lincoln Park Academy offers a wide variety of extracurricular activities designed to enrich the student experience and support personal growth, leadership, service, athletics, and the arts. Participation in extracurricular activities is a privilege that carries academic, behavioral, and attendance expectations. Students participating in athletics, clubs, performing arts, field trips, and other extracurricular activities must:

- Attend at least **four class periods** on the day of the activity. If the activity occurs on a weekend, the student must attend school on the preceding school day.
- Maintain a minimum **2.0 GPA** as required by district and state eligibility guidelines.
- Demonstrate appropriate behavior and uphold the standards of the Student Code of Conduct and **#TheLPASstandard**.
- Meet all attendance, academic, and disciplinary requirements established by the school.

Students may be ineligible to participate in extracurricular activities, school-day events, athletics, or field trips for reasons including, but not limited to:

- Excessive disciplinary referrals or serious misconduct.
- Removal from or misconduct during a school-sponsored activity.
- A GPA below 2.0.
- Failure of one or more classes.
- Excessive absences or tardies.

School administration reserves the right to restrict or revoke participation privileges when a student's academic performance, attendance, behavior, or conduct does not meet school expectations.

All clubs and organizations must be approved by school administration. Transportation following after-school activities is the responsibility of the parent/guardian unless school-provided transportation is available. Students must be picked up within **15 minutes** of the conclusion of an activity. Repeated late pick-ups may result in the loss of eligibility to participate in after-school activities.

Students who are removed from an extracurricular activity, either temporarily or permanently, and their parent/guardian will be notified. Final decisions regarding participation eligibility and reinstatement rest with school administration.

DISQUALIFYING FACTORS FOR ATHLETICS, 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 quarter
- 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.
- 4. Failing a class.

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: Field trips are an extension of the educational program and provide valuable learning opportunities for students. Participation in a field trip requires a signed parent/guardian permission form submitted by the stated deadline. Students who do not return the required permission forms may not participate.

All school rules, dress code requirements, and behavioral expectations remain in effect during school-sponsored field trips. Students are expected to represent Lincoln Park Academy positively and follow the directions of school staff at all times. Failure to meet behavioral or academic expectations may result in the loss of field trip privileges and/or disciplinary consequences.

Food & Drinks in Classrooms: To maintain a clean and focused learning environment, students may not consume food in classrooms unless specifically authorized by a teacher or administrator.

Students are expected to eat meals and snacks in designated areas during approved times. Teachers may permit exceptions at their discretion for school-sponsored activities, celebrations, accommodations, or other approved circumstances.

Students may not report to a teacher's classroom or office during lunch unless they have the teacher's permission and/or authorization from an administrator. Failure to follow these expectations may result in disciplinary consequences and/or the loss of privileges.

Fundraising Activities: All fundraising activities must be approved in advance by the Assistant Principal for Activities and placed on the school's Activities Calendar. Fundraisers must support approved school programs, organizations, or activities and comply with all district and school guidelines.

The sale of goods or services on campus for personal profit is prohibited. In addition, solicitation activities at major intersections, roadways, or outside commercial businesses and

stores will not be approved.

Students and organizations must receive administrative approval before beginning any fundraising activity. Failure to follow fundraising procedures may result in the cancellation of the fundraiser and/or disciplinary action.

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 ($32 \times .02 = .64$). This weight would be added to his/her cumulative GPA.

The Honors designation will only be provided if a student earns an A, B, or C on a school-based exam in an Honors 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.

Hall Passes: Students are expected to remain in class during instructional time. Hall passes will be issued only when necessary and at the discretion of the teacher. No student may leave class without an official pass.

Hall passes are non-transferable and may not be shared with another student. Each student must have an individual pass when authorized to be out of class.

To minimize disruptions to learning, students are encouraged to use the restroom and attend to personal needs during class changes whenever possible. Excessive or inappropriate use of hall passes may result in disciplinary consequences.

Homework: Homework is an important extension of classroom learning and is designed to reinforce concepts and skills taught during the school day. In general, students can expect an average of **20 minutes per academic subject in middle school** and **30 minutes per academic subject in high school**, Monday through Friday. Special projects and long-term assignments may require additional time.

Homework is intended to provide practice, review, and reinforcement of previously taught material rather than introduce new concepts. Teachers may also assign enrichment activities designed to challenge students and meet individual learning needs.

Students are expected to complete assignments on time and to the best of their ability. Parents are encouraged to support homework completion by providing an appropriate environment for study and monitoring student progress.

Honor Code: At Lincoln Park Academy, academic honesty, trust, and integrity are fundamental expectations of every student. Students are expected to demonstrate honesty in all academic work, obey the law, respect others, and uphold the highest standards of personal conduct both on and off campus.

The Honor Code is based on the belief that every member of the LPA community shares responsibility for maintaining a culture of integrity. Students are expected not only to avoid dishonest behavior but also to discourage and report violations of the Honor Code.

Students are expected to be familiar with and follow the Honor Code, school rules, and Student Code of Conduct. Failure to do so does not excuse violations.

Violations of academic integrity or other Honor Code principles, including acts of dishonesty, cheating, plagiarism, theft, or complicity in such actions, may result in disciplinary consequences. Depending on the severity of the offense, consequences may include loss of privileges, disciplinary action, removal from special programs, or a recommendation for withdrawal from Lincoln Park Academy.

By choosing to attend Lincoln Park Academy, students and families agree to uphold the values of honesty, responsibility, respect, and integrity that define **#TheLPASstandard**.

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		
Cheating: Violating the rules of honesty by:	Plagiarism: Using another person's words, products, or ideas for personal advantage by:	Fraud: 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

Levels of Violations		
Major Violations	Major Violations Continued	Minor Violations
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		

Consequences Minor 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
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
Referral to the Academic Integrity Committee for further review of potential academic consequences	Referral to the Academic Integrity Committee for further review of potential academic consequences	Referral to the Academic Integrity Committee for further review of potential academic consequences
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

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 "0" 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 Communication: Lincoln Park Academy is committed to maintaining open communication between home and school. Phone calls and messages for teachers and staff should be directed through the appropriate school office or email. School personnel will make every effort to respond to parent phone calls, emails, and messages within **24 business hours**, excluding weekends, holidays, and school breaks. Parents are encouraged to leave detailed messages, including their name, student's name, and a call-back number.

Parent Drop-Off and Pick-Up: For the safety of all students, parents and guardians must use only the designated drop-off and pick-up areas when transporting students to and from school. Students should not be dropped off or picked up in parking lots, bus loops, on neighboring streets, or in any other unauthorized locations.

Using unauthorized drop-off or pick-up areas creates significant safety hazards by disrupting traffic flow and increasing the risk of accidents involving students, staff, and vehicles. Failure to follow established traffic procedures may result in restricted campus access and other actions deemed necessary to maintain a safe school environment.

The safety of our students is a shared responsibility, and all families are expected to follow school traffic guidelines at all times.

Parent Involvement: Lincoln Park Academy values strong partnerships between home and school. Parent involvement is essential to student success, and parent input is welcomed through a variety of formal and informal channels. While school personnel are responsible for the operation of the school, parents share in the responsibility of supporting their child's education.

Parents are encouraged to:

- Support the school's academic mission and expectations.
- Monitor student progress, assignments, grades, attendance, and communication through Skyward.
- Use appropriate channels when communicating with school personnel.
- Provide a suitable time and place for studying and ensure that assignments are completed.
- Review schoolwork and discuss daily academic progress with their child.
- Promptly sign and return school forms and communications requiring a parent response.
- Ensure their child arrives at school on time and ready to learn each day.
- Participate in orientation programs, parent conferences, SAC meetings, and school activities.

By enrolling a child at Lincoln Park Academy, parents commit to partnering with the school to promote academic achievement, positive behavior, regular attendance, and student success.

Parent-Teacher Conferences: Open communication between home and school is essential to supporting student success. Parents and guardians are encouraged to communicate regularly with teachers and school staff regarding their child's academic progress, attendance, behavior, and overall well-being.

Parents wishing to schedule a conference with one or more teachers should contact the school or the Guidance Department at **(772) 468-5474**. A guidance counselor will assist in coordinating and scheduling the conference at a mutually convenient time.

Lincoln Park Academy values parent involvement and encourages families to work collaboratively with school staff to support student achievement and growth.

Parties & Birthdays: To maintain a focused learning environment, birthday celebrations and parties may not be held during the school day. Students may not bring or receive celebratory items on campus, including balloons, flowers, gifts, or food deliveries.

Items delivered to the school for birthdays or other celebrations will not be delivered to students. Families are encouraged to celebrate special occasions outside of school hours.

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 gym lockers, etc. Students are encouraged to leave valuable property at home.

Positive Behavior Interventions and Support (PBIS): Lincoln Park Academy implements **Positive Behavioral Interventions and Supports (PBIS)** to promote a safe, respectful, and positive learning environment. PBIS teaches and reinforces school-wide expectations and appropriate behaviors across all school settings.

Students are encouraged to demonstrate positive behavior through a system of recognition and incentives, while inappropriate behavior is addressed through consistent and progressive consequences. PBIS helps students develop responsibility, accountability, and the skills needed for success in school and beyond.

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

Five P's

Be **P**rompt

Be **P**repared

Be **P**roductive

Ppractice Respect

Ppractice Safety

Rules

Classroom	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
Hallway	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	
Cafeteria	Go directly to your assigned areas	Keep hands, feet, and objects to yourself	Place trash, recyclables, and uneaten food items in the proper receptacles	Follow adult instruction	Adhere to LPA dress code policy
Entire Campus	Adhere to LPA Dress Code policy at all times	Follow adult instruction	Keep hands, feet, & objects to yourself		

Promotion & Retention: Promotion is based on demonstrated academic achievement and mastery of grade-level standards. Students must successfully meet grade-level expectations and course requirements to be promoted to the next grade. Promotion and retention decisions are based on student performance, teacher evaluation, and the criteria established in the **St. Lucie Public Schools Student Progression Plan**.

Parents and students are encouraged to monitor academic progress throughout the school year and work closely with teachers and counselors to support student success.

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

Restroom Use: Students are expected to use the student restroom closest to their current classroom and return promptly to class. Students may not use restrooms designated for faculty and staff unless specifically authorized by a school administrator.

Misuse of restroom privileges, excessive time away from class, or failure to follow school procedures may result in disciplinary action. All students are expected to help maintain a safe, clean, and respectful restroom environment.

School Advisory Council (SAC): The School Advisory Council (SAC) plays an important role in supporting continuous school improvement at Lincoln Park Academy. In collaboration with school leadership, SAC assists in the development, implementation, and monitoring of the School Improvement Plan, which is based on student achievement data, needs assessments, and state and district priorities.

SAC meetings are held monthly and are open to parents, students, staff, business partners, and community members. Lincoln Park Academy encourages all stakeholders to participate and share in the school's mission of continuous improvement and academic excellence.

For meeting dates and membership information, please contact the school or visit the school website.

School-Sponsored Activities: Participation in school-sponsored activities is a privilege. Students representing Lincoln Park Academy are expected to conduct themselves in a manner that reflects positively on the school, both on and off campus.

Students are expected to demonstrate respect, responsibility, and good citizenship at all times during school-sponsored events, including field trips, athletic events, competitions, performances, and other activities.

Students are accountable for their actions, and any behavior that violates school or district expectations may result in disciplinary action, including removal from the activity, suspension of participation privileges, suspension, or other consequences as outlined in the Student Code of Conduct.

Skipping Class: Skipping class is defined as an unexcused absence from a scheduled class while on campus or leaving campus without authorization. Excessive lateness to class may also be considered skipping.

Students who skip class are subject to disciplinary action, which may include parent notification, detention, loss of privileges, and other consequences in accordance with the Student Code of Conduct and progressive discipline procedures.

Regular attendance and punctuality are essential components of student success and are expected of all Lincoln Park Academy students.

Student Checkout during the School Day: To ensure student safety and minimize disruptions to instruction, parents/guardians who need to check out a student during the school day must report to the Front Office and sign the student out. Students will be called from class only after the parent or authorized adult arrives in the office. Teachers may not release students directly from the classroom or any other location on campus.

Whenever possible, parents should send a written note or communicate with the school in advance regarding an early dismissal.

Students will not be checked out after 1:00 p.m. except in cases of a documented family emergency or circumstances approved by school administration. This policy helps ensure an orderly and safe dismissal process for all students.

Students may only be released to a parent, guardian, or authorized adult listed in **Skyward**. All individuals checking out a student must present valid photo identification upon request. Parents/guardians are responsible for maintaining current emergency contact information and authorized pick-up persons in Skyward and must notify the school immediately of any changes in custody or legal restrictions regarding student release.

Student Code of Conduct: The **St. Lucie Public Schools Code of Student Conduct** is available on both the district and school websites. All students and parents/guardians are expected to review and become familiar with the Code each year.

The Code of Student Conduct outlines student behavioral expectations, prohibited conduct, disciplinary procedures, student rights and responsibilities, and potential consequences for violations. It serves as a guide for students, families, teachers, and administrators in maintaining a safe and positive learning environment.

Students and parents are responsible for understanding and complying with the provisions of the Code of Student Conduct. Questions regarding the Code should be directed to school administration.

Student ID Badges: All students enrolled at Lincoln Park Academy will be issued a school identification (ID) badge and lanyard. Student IDs are an important part of campus safety and security and must be worn at all times while on campus.

- ID badges must be worn around the neck on the school-issued lanyard.
- The ID badge must be visible at all times and may not be altered, defaced, modified, or covered in any way.
- No items other than the school-issued ID badge may be attached to the lanyard.
- Students must wear **only their assigned ID badge**. Possessing, wearing, lending, or using another student's ID badge is prohibited and will result in disciplinary action.
- Students are required to wear their ID badge upon arrival to school and throughout the school day.
- ID badges and lanyards will be issued at Open House or upon enrollment. Replacement badges and/or lanyards may be purchased for **\$5.00** each.

Failure to comply with the ID badge policy may result in disciplinary consequences and the temporary loss of school privileges.

Student Parking Policy: Driving to school and parking on campus is a privilege, not a right. Parking privileges are available to juniors and seniors and may be extended to sophomores if space permits. To obtain and maintain a parking permit, students must:

- Maintain a minimum 2.0 GPA.
- Be in good standing with attendance, punctuality, behavior, and academic expectations.
- Comply with the St. Lucie Public Schools Code of Conduct and Lincoln Park Academy expectations.
- Clear all outstanding school obligations.
- Submit the required parking application, registration, driver's license, and proof of insurance.

- Pay the annual parking permit fee.
- Complete the parking agreement and registration forms and email them with a copy of their current driver's license, registration, and insurance information to <mailto:Andrew.Copeland@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
- Excessive tardiness or absenteeism
- 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

Students whose parking privileges are revoked may not park on campus and vehicles may be subject to towing. Students may be eligible to reapply for parking privileges after the designated suspension period, provided all eligibility requirements have been met.

Student 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.

Student Schedules: Student schedule requests and changes are managed through the Guidance Department. Lincoln Park Academy's goal is to ensure that each student is enrolled in the courses necessary to meet graduation requirements and support academic success. Schedule changes will be considered only for valid educational reasons, such as a teacher recommendation for a placement change, an academic scheduling error, or other approved circumstances that meet established criteria. Schedule changes will not be made to accommodate requests for specific teachers, preferred class periods, or placement with friends. Students and parents should contact their Guidance Counselor with questions regarding schedules and schedule change procedures.

Tardy Policy: Students who arrive at school after the **7:22 a.m. bell** must report to the Attendance Office to obtain a tardy pass. An excused tardy note from a parent or guardian should be presented at that time.

Students who arrive late to any class during the school day will be marked tardy by their teacher.

Excessive or repeated tardiness, whether to school or class, may be considered truancy/skipping and will be addressed through progressive discipline in accordance with the Student Code of Conduct.

Telephone & Emergency Messages: Students may use school telephones in the event of an emergency. Students may not use personal cell phones to contact parents during the school day.

Parents who need to communicate urgent information to their child should contact the Main Office at **(772) 468-5474**. Emergency messages from parents will be delivered to students as soon as practical, typically at the end of the current class period. Students receiving such messages should report to the Front Office.

To minimize disruptions to instruction, only emergency messages will be accepted and delivered during the school day.

Textbooks & Student Devices: Textbooks and school-issued laptops are provided to students on loan for educational use during the school year. Students are expected to handle all materials responsibly and keep them in good condition.

Students are financially responsible for lost, stolen, or damaged textbooks and devices beyond normal wear and tear. Failure to pay for lost or damaged materials may result in the withholding of transcripts, report cards, diplomas, participation in extracurricular activities, and/or the loss of future textbook or device privileges, as permitted by district policy.

Vending Machine Policy: Students have access to nutritionally approved vending machines during the school day. Use of vending machines is a privilege and must not interfere with instructional time.

- Students must arrive to class on time. Vending machine use is not an excuse for tardiness.
- Food and beverages may not be consumed in classrooms unless specifically authorized by a teacher.
- Students are expected to dispose of trash properly and use vending machines responsibly.

Failure to follow these expectations, including being late to class or consuming food in classrooms, may result in the loss of vending machine privileges.

Visitors: Parents are welcome to visit the school during scheduled events and approved visits. Visitors should 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. This policy is strictly enforced to ensure the safety and security of our students and staff. All exterior doors remain locked during the school day. Visitors may ring the front entrance bell to request access.

Preschool children and other children who are not enrolled students at Lincoln Park Academy may not spend the day at school or accompany visitors into classrooms.

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

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 groups¹. 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

Student Related:

Esther Rivera
Director of Student Services
Phone: (772) 429-4526
e-mail: 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.

¹For 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

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/

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

26-27 School Year Meal Policy & Pricing Update

The updated 26-27 Meal Policy and Prices are below. They are reviewed annually to ensure they meet USDA pricing guidelines. CEP schools offer free meals to all students; however, students must have a positive cafeteria account balance to purchase a la carte items.

- Breakfast (K-12): Free for all students
- Elementary (K-5) Lunch: Only \$2.50
- Middle & High (6-12) Lunch: Just \$2.75
- Adult Breakfast: \$4.00
- Adult Lunch: \$5.00

UPDATED: St. Lucie Public Schools Meal Charging Policy/Procedure

All St. Lucie Public Schools must adhere to the Meal Charging Policy set forth by the USDA. All students who qualify for a free meal benefit will not be denied a meal even if there are meal charges on the account. Students' accounts can accrue up to \$25.00 of charges for reimbursable meals only. No à la carte items are permitted to be charged. No adults are allowed to charge.

1. Students are allowed to charge up to \$25.00 for receiving a reimbursable meal. The students will receive the same school lunch as other students.
2. Students who have accrued a negative balance will receive notification of charges through the district communication system, written notification, and/or a phone call from the school. Parents will be encouraged to make payments through either our online prepayment system or in the cafeteria.
3. Households will continue to receive notification of charges until the charges are paid in full. Notifications will be sent through the district communication system twice a week.
4. Up to three courtesy meals will be offered to students who have maximized their charge limit. A courtesy meal consists of a cheese sandwich, a vegetable, a fruit, and low-fat white milk. The school meals program will maintain a list of students who receive or refuse a courtesy meal.
5. If a pattern of receiving courtesy meals is evident, the Child Nutrition Services Department will attempt to discuss the issue with the parent or guardian to encourage them to complete a free and reduced meal application. If the practice continues and the parents/guardians remain unresponsive, the Child Nutrition Services Department will initiate a plan for Student Services to contact the household to complete a meal application for the student and determine if the student is known to be eligible for free or reduced meals.
6. Any time there is an uncollected balance in a student's meal account, the student will be prevented from purchasing à la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.