



Student Handbook  
2022-2023

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## **LAKWOOD PARK ELEMENTARY**

7800 Indrio Rd.

Fort Pierce, FL 34951

772-468-5830

Theme: Falcon Promise

**School Mascot:** Falcon

**School Colors:** Blue and White

**School Motto:** The heart of the park.

### **Lakewood Park Elementary Beliefs**

1. We believe in providing a quality education to all students.
2. We believe students should be engaged in rigorous and relevant learning experiences.
3. We believe setting high expectations ensures progress and student growth.
4. We believe in a safe environment for all.
5. We believe a positive school culture depends on mutual respect among all stakeholders.
6. We believe all stakeholders should feel a sense of belonging or connectedness to the school.
7. We believe that communication between all stakeholders is essential for student success.
8. We believe in celebrating individual successes.
9. We believe active school and family engagement positively impacts our school community.
10. We believe that KINDNESS matters.

### **Lakewood Park Elementary Mission**

Our mission is to work together to provide a safe, respectful and nurturing environment that builds foundational skills for lifelong learning.

### **Lakewood Park Elementary Vision**

Our vision is to be a kindness focused, top choice, A-rated, premier education center that prepares and motivates all students for a rapidly-changing world.

### **District Vision:**

St. Lucie County School District in partnership with parents and community will become premier centers of knowledge that are organized around students and the work provided to them. St. Lucie County School District's name will be synonymous with continuously improving student achievement and the success of each individual. Our school district's promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for each student, every day. This is the St. Lucie Way!

## **General Information**

- Official School Hours
  - Regular School Day: 8:20 a.m. to 3:10 p.m.
  - Early Dismissal Days: 8:20 a.m. to 1:10 p.m.
- All parents, volunteers, and visitors must report to the office as soon as they arrive on our campus. Please bring a valid ID in order to receive your visitor pass.

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## Arrival/Departure at School

School hours are from **8:20 a.m. to 3:10 p.m.** The school does not provide supervision before 7:50 a.m. or after 3:25 p.m. **Students may be dropped off between 7:50 a.m. and 8:20 a.m. Students must be picked up between 3:10 p.m. and 3:25 p.m. THERE IS NO SUPERVISION AFTER 3:25.**

During the first week of school, the teacher will record the manner in which your child will arrive and depart from school (walking, riding a bus, bicycle, or parent pick up). The student is dismissed according to his or her method of arrival. **Based on the Jessica Lunsford Act, the school must receive written notice in order to dismiss your child in any other manner. If your child is going home with another child, both parents must send a note. We cannot accept phone calls for changes in dismissal.**

A before and after school program is housed in our school. For more information, contact the Boys and Girls Club at 460-9918.

Students who are transported to school by parents must be dropped off and picked up in the designated student drop-off/pick up area at the south end of the school. To facilitate a safe and smooth traffic flow, parents are asked to observe all traffic signs and not to leave their cars unattended in the drive through areas. A single lane of traffic will be used during drop off and pick up. Safety patrols and staff members are on duty to assist students with the opening and closing of car doors. For the safety of all students, **DO NOT PARK ON THE EAST SIDE OF THE SCHOOL OR IN THE GRASSY AREAS AND WALK UP TO GET STUDENTS AT DISMISSAL. THIS CAUSES CONFUSION AND UNSAFE PRACTICES. OUR STAFF MEMBERS MUST BE ABLE TO SEE ALL STUDENTS.**

## Arriving Late or Leaving Early

Students should arrive on time and remain at school until the dismissal bell. Any child repeatedly late or picked up early will be referred to the principal and the school social worker. Students arriving after the second bell will need to report to the office. **Parents must escort student(s) to the office to sign in and receive an admit slip. DO NOT drop students off out front after the tardy bell at 8:20.**

Students picked up early must be picked up from the office and a note needs to be sent to the teacher prior to pick up. Students will not be released by the teacher until the office calls. Students will be released only to those persons designated by parent or guardian. **Students are NOT to be signed out after 2:45 p.m. unless a previous note was sent or proof of an emergency. Late arrivals and early pick up of students are tracked as part of the District Attendance Truancy Policy and will be followed as outlined by the district. Picking up your child early throughout the school day disrupts instruction for all students and will count as a tardy.**

Students will be released only to those persons designated by the parent with their names recorded in writing and on file in the office to safeguard your child. **NO PHONE ALTERATION OF NAMES IS PERMISSIBLE.**

Students may not attend other students' assemblies during the school day. Parents who are on school grounds to pick up their children at dismissal time must wait in the designated pick-up area. **For safety and supervision of all students, parents are NOT permitted to wait in hallways or go to their child's classroom to pick up their child.**

## Attendance

School attendance is a prerequisite for student achievement. Official attendance will be taken at the beginning of each school day. Students are expected to attend school daily and to be on time. Poor attendance or persistent tardiness will show itself in poor school progress and will be dealt with as stated in county and school policy and state law. A social worker is assigned to phone and/or to make home visits to check on absences and report to administration.

### Excused Absences

Absences are excused when an appropriate *explanation* is provided by the parent within 3 days of the student's return or by the parent's physician, when the physician authorization threshold has been reached. The written explanation must include the dates of the absences which are sought to be excused and the reason for the absence. (F.S. 1003.26)

- Illness of the student
- Major illness in the student's immediate family
- Medical appointment of the student
- Death of family member or friend
- Required Court Appearance
- Religious holiday of the student or student's family's faith
- Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- Major disaster that justifies the absence that has been approved by the principal
- Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester
- Missing the school bus if the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- Other planned absences approved in advance by the principal
- Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. The principal can excuse vacation travel that exceeds the threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel. **Absences for this reason cannot exceed 5 days annually and must be approved by the Principal in advance.** Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.
- Physician Referral for Hospital/Homebound Services absences should be excused from the date the physician's referral for Hospital/Homebound is received. Should the student not be found eligible for Hospital/Homebound services, absences occurring after the determination will be excused or unexcused based on the above policies.

### Unexcused Absences

Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees. (F.S. 1003.26)

- Truancy
- Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal. Absences for this reason cannot exceed 5 days annually and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.
- Take Your Son or Daughter to Work Day
- Failure to provide an explanation of the absence to the school within 3 days of the student's return to school. Student Services staff can, after investigation, advise the school to excuse absence documentation

received after the expiration of the 3-day period. Physician explanations received after the 3-day period will also authorize the school to excuse the absence(s).

- Failure to provide a Physician's Authorization when required
- Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late
- Immunization non-compliance
- Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2 days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office/clinic will not be counted as in-attendance and will have the absence unexcused.
- Out of school suspension

### **Parent/Guardian Responsibility**

Each parent and guardian of a child within compulsory attendance age is responsible for the child's attendance as required by law (F.S. 1003.24). The only conditions under which the parent or guardian is not responsible are:

- The student missed school with the permission of the principal.
- The student cannot attend due to the financial inability of the parent to provide necessary clothes for the child and this inability is reported in writing to the Department of Student Services or as soon as the inability is determined. Not reporting the financial inability to the Department of Student Services does enable the school district to pursue all interventions, including filing a truancy petition in the Circuit Court. The inability to provide clothes must be substantiated by the Department of Student Services.
- The student does not attend due to sickness, injury, or other insurmountable condition, which makes attendance inadvisable, and the student is not eligible for Homebound/Hospitalized services.

### **Project ROCK**

Students suspended out-of-school who attend Project ROCK can be coded as R (Project ROCK) for the dates that the school confirms that the student attended the program. A day of attendance at Project Rock will not count as out-of-school suspension.

### **Habitual Truants (F.S. 1003.27)**

Each public-school principal or the principal's designee shall notify the district school board of each minor student under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days. Each designee of the governing body of each private school, and each parent whose child is enrolled in a home education program, may provide the Department of Highway Safety and Motor Vehicles with the legal name, sex, date of birth, and social security number of each minor student under his or her jurisdiction who fails to satisfy relevant attendance requirements and who fails to otherwise satisfy the requirements of s. 322.091. The district school superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s. 322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student, pursuant to the provisions of s. 322.091.

### **Tardy**

At Lakewood Park Elementary students must be in their classroom prior to the 8:20 bell ready to learn to not be marked tardy. Tardies will either be excused or unexcused. Acceptable documentation to excuse a tardy is the same as those under the Early Pick-Up Policy and for excused absences. Schools have the authority to develop a school-specific tardy response system, as approved by an administrative body comprised of representatives from varying district departments.

Students who arrive at school after 8:20 a.m. must report to the office **with their parent** for a tardy pass.

Students who do not ride the school bus and have five or more unexcused tardies in one nine-week period will not qualify for the perfect attendance award.

## Book Bag Safety

In this age of heightened safety concerns, it is recommended that students purchase clear plastic or mesh book bags to provide greater safety and security of items brought to school. Rolling book bags are only permitted as long as safety guidelines are followed to ensure other children are not injured due to inappropriate use. Book bags should be an appropriate size (not carry-on luggage). Guidelines from transportation must also be followed regarding the size appropriate to be stored under the seat. **It is important that you check your child's book bag daily. It should contain only those items necessary for learning (pencil, paper, school supplies, communication folder, etc.)** All toys, spinners, electronics, trading cards of any sort, and other items deemed inappropriate or dangerous, such as laser penlights, will be confiscated and only returned to the parent. Students should not bring purses to school. Lakewood Park Elementary is not responsible for any items confiscated.

## Bike Riders

Riding and parking a bicycle on campus is a privilege and not a right. All students who wish to ride bikes must follow school rules on behavior and safety. Serious and repeated incidents or not following school rules will result in not being allowed to ride a bike to school. Bike helmets are required by law. Please have your child lock his/her bike to the bike rack each morning. Bike racks are located on the North side of the building.

## Cafeteria

If your child brings a packed lunch, **DO NOT send carbonated beverages, candy, or gum. REMINDER: Gum is not permitted in school.** Also, please no red or purple juice for lunch or parties as it leaves permanent stains on our carpets and floors if spilled.

Parents and special guests are always welcome to dine with their child for lunch at designated tables on the cafeteria stage or outside. After getting a Visitor Pass, please meet your child at the dining hall entrance, not the classroom. **Do not visit the classroom when you are staying for lunch unless you have authorization from the office.** Due to special circumstances eating with your student may not be permissible.

Students are to go through the lunch line only ONCE.

## Celebrations

In compliance with the State of Florida's efforts to impact childhood obesity, treats containing substantial amounts of sugar, salt, or fat will only be allowed for special occasions and on a limited basis. **Cakes, cookies, cupcakes and other treats of this nature** will only be allowed during a child's designated lunch time; however, they must be brought in to school before 8:45am to give teachers time to evaluate for allergy concerns. All items must be **STORE BOUGHT and PRE-PACKAGED**. Any items brought in for sharing that do not meet the required guidelines will not be delivered to the child's class. Thank you for contributing to the safety and nutritional health of our children. Party invitations are not permitted to be distributed at school. Special deliveries to students are not permitted at school. This includes items like balloons, flowers, bears, and presents.

## **Clinic (Illness and/or Accidents)**

Children who become ill during the day will be sent to the health aide in the clinic for attention, rest, or to be sent home.

In accordance with Florida Statute 381.0056, the St. Lucie County School District in cooperation with the St. Lucie County Health Department will conduct health screening activities for selected student groups during the school year. The screenings will include:

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

You will be informed, in writing, if your child fails to meet any of the screening standards

If you **DO NOT** want your child to participate in school health screenings, **PLEASE NOTIFY THE SCHOOL IN WRITING AND INCLUDE YOUR CHILD'S NAME AND GRADE.**

***Please note: All medications are to be kept in the health clinic. This includes prescription and non-prescription medications.***

### **Administration of Prescribed Medication**

1. For each prescribed medication the student's parent/guardian shall provide a completed Physician's Authorization Form (STS0011). This form is to be filled out by the doctor and signed by both the doctor and the parent/guardian.
2. A parental signature on a Medicine Form requesting and authorizing school personnel, without liability, to administer the medication in accordance with the prescription and the Physician's Authorization Form.
3. The medicine must be in the current prescription bottle, with the pharmacy label. The label is to include a) student's name b) name and dose of medicine c) directions for use d) name of physician e) name and address of pharmacy f) date of prescription.
4. Medication will not be dispensed from an outdated (expired) bottle.
5. No medication will be sent home with a child. A parent/guardian must pick up the remaining medicine.

### **Administration of Non-Prescription Medication**

1. Students may not bring non-prescription medicine to school, including cough drops.
2. Should it be necessary for your child to have non-prescription medication at school the parent/guardian shall provide a Physicians Authorization Form (SST0011). This form must be filled out by the doctor and signed by both the doctor and the parent/guardian.
3. The parent shall bring the medicine, in the original container, to the health aide to keep in the clinic.
4. The medicine will be administered as authorized by the doctor.
5. Non-prescription medication will not be dispensed unless the Physicians Authorization Form is filled out by the doctor and signed by both the doctor and the parent/guardian.
6. Medication will not be dispensed from an outdated (expired) bottle.
7. No medication will be sent home with a child. A parent/guardian must pick up remaining medicine.

### **Accidents**

If a child is injured, first aid is administered promptly. The child will be cared for in the clinic, and an attempt will be made to contact the parent by phone if the injury is of a serious nature. An Accident Report is completed following any injury requiring first aid. **It is CRITICAL for you to provide the school with phone numbers**

where you can be reached, including at least TWO alternate emergency phone numbers in case the child must be transported by ambulance to the hospital.

## Field Trips

Students may participate in field trips only with written permission from their parents. For each field trip a county school board approved form is provided for permission with a space for parent/guardian signature. Please indicate home, work, and cell telephone numbers on the permission slip. **These forms must be signed by parent/guardian and returned to the classroom teacher. Each child in a family needs a permission slip. If financial assistance is needed to pay for charges, please contact the principal or the assistant principal. No child is ever deprived of a field trip for financial reasons.** Please put any money in an envelope with your child's name and teacher on it. Checks must be made out to Lakewood Park and indicate the child and teacher on the check. Due to liability, older or younger siblings are NOT permitted to participate in school-sponsored field trips. If you plan to be a chaperone for a field trip, please do not bring your other children with you. As a chaperone you are needed to help supervise the students and cannot be distracted by your other children. Older or younger siblings who are also students at Lakewood Park cannot be excused from class to participate in a field trip activity with a different grade level. When parents are participating in "on campus" classroom activities, babysitting arrangements should be made for younger siblings so parents can concentrate fully on the classroom activity. **If you plan to chaperone a field trip anytime during the year, you are required to fill out a St. Lucie County Volunteer application online and be approved before attending the trip.**

## Honor Roll

Students in grades K-2 will be recognized if they attain all 3s and 4s on their report card and all Ss in other areas. Students in grades 3-5 will be recognized if they attain all As and Bs on their report card with all Ss in other areas. They will be on the Principal's Honor Roll if they attain all As and Ss in other areas.

## Homework

Homework will be planned and designed by the classroom teacher and information will be provided at Open House and in letters to parents at the beginning of the school year.

Suggested tips for parents concerning homework:

- Set aside a time, a reasonable time limit, and a place every day for homework to be done to reduce frustration.
- Encourage and assist with understanding instructions, BUT under no circumstances should the parent do the homework for the child.
- Set up a conference with the teacher early in the year concerning any questions about homework.
- It's alright to let your child struggle with homework, it builds perseverance and self-esteem. Do not step in to assist too quickly or too often.

## Items Not Allowed at School

All toys, electronic games, glass containers, cards, gum, or candy are not permitted at school. Students that bring these items will have them confiscated. Any parent who chooses to pick up these items may do so in the front office. ***The school is NOT responsible for these confiscated items.*** All items not picked up by the end of the semester (December and May) will be donated to a local charity or discarded. Cell phones should be in backpacks only and turned off while on campus. Cell phones and any electronic devices will be held by administration if the students have them out of their backpacks while on campus.

## **Lost and Found**

During the school year many students lose their personal belongings. Please make sure you check throughout the year in our Lost/Found box in the front office if your child has lost something. **All items not claimed by the end of the semester (December and May) will be donated to a local charity or discarded.**

## **Parent Conferences/Classroom Visits**

Conferences/classroom visits with teachers are encouraged. Please make arrangements for conferences/classroom visits twenty-four (24) hours in advance. Conferences will be held before school, after school, and during individual teacher planning time. Special circumstances may not allow for in person conferences.

## **Parent Involvement**

We have a PTO at our school that sponsor school-wide fundraisers to support the programs at Lakewood Park Elementary. We also encourage our parents to serve on our School Advisory Council that meets monthly to address the needs and concerns of our school programs and students. Parents are always welcome to come and visit, volunteer, and eat lunch with their children. Parents assist with family reading night, volunteer in classrooms, and participate in our very successful PBIS events.

## **Volunteer Sign-Up Procedures**

The Saint Lucie County School Board has a new volunteer sign-up procedure in place. If you are interested in volunteering at Lakewood Park Elementary, please log onto our website: [www.stlucieschools.org](http://www.stlucieschools.org).

- Click on the “volunteer” tab
- Click on “Click to register to be a volunteer” link
- Go to “Search current job openings”
- Click on “Click to view current job openings”
- On the first column which is the “Positions,” scroll down and click on “Volunteer Box,” then click on the “Assignment and Location” box
- Click on “Search for Posted Positions”
- Click on the “Volunteer” box and “View Details and Highlighted Positions”
- Click on “Apply for Position”
- Go to “New Users Please Create a Profile” and click the box and create your profile

After entering and submitting your application, your information will be verified. Allow up to ten days for clearance and check your application online periodically. Thank you for your support. We appreciate you at Lakewood Park Elementary!

## **Positive Behavior Intervention Supports (PBIS)**

PBIS is a system which encourages student to become good self-managers by rewarding good decision making with regards to appropriate, positive behaviors. At Lakewood Park Elementary, PBIS includes a set of schoolwide expectations which all staff will help students to learn and embrace. The Lakewood Park schoolwide expectations are:

**R: Respectful**  
**R: Responsible**  
**S: Safe**

## Report Cards

Report cards are issued to students at the end of each nine-week grading period, so that parents are informed of their progress. This is not designed to replace conferences. Report cards are assessable online via Skyward family access. Please contact our school data specialist to get access.

### Single School Culture Expectations SCHOOL RULES for Walking in a Line

Students	CHAMPS
<ol style="list-style-type: none"> <li>1. Face forward</li> <li>2. Arms by your side or behind your back (No necking, no touching, no pushing, etc.)</li> <li>3. Mouth closed (Voice Level 0)</li> <li>4. Ears listening and Eyes forward</li> <li>5. Always walk on the right-hand side under the lights</li> <li>6. Stand 3 feet away from the person in front and behind you.</li> </ol>	<p>C – Level 0  <b>H</b> – Raise your hand for help and wait to be called on  <b>A</b> – Walking in a line  <b>M</b> – Right side of the hallway under the lights  <b>P</b> – A FAME line  <b>S</b> – Individual or class Falcon buck</p>

### SCHOOL RULES for Dismissal to the Bus

Students	CHAMPS
<ol style="list-style-type: none"> <li>1. Pack up and gather belonging</li> <li>2. Voice Level 0 when announcements are being said</li> <li>3. Move in a FAME line to your assigned area</li> <li>4. Stay with an adult</li> <li>5. Only leave when your bus is called</li> <li>6. Stand 3 feet away from the person in front and behind you.</li> </ol>	<p>C – Level 0  <b>H</b> – Raise your hand and wait to be called on  <b>A</b> – Walking in a FAME line, sitting in an assigned area  <b>M</b> – Following the SSC script for walking in a line  <b>P</b> – FAME line  <b>S</b> – Individual Falcon buck</p>

### SCHOOL RULES for Dismissal of Walkers

Students	CHAMPS
<ol style="list-style-type: none"> <li>1. Walk in a FAME line</li> <li>2. Wait quietly</li> <li>3. Stay with an adult</li> <li>4. Only leave when walkers are called</li> <li>5. Stand 3 feet away from the person in front and behind you.</li> </ol>	<p>C – Level 1  <b>H</b> – Raise hand and wait to be called on  <b>A</b> – Dismissal for Walkers  <b>M</b> – Walking in a FAME line  <b>P</b> – Eyes on adults, ears listening  <b>S</b> – Individual Falcon buck</p>

### SCHOOL RULES for Dismissal to Parent Pick Up

Students	CHAMPS
<ol style="list-style-type: none"> <li>1. Face forward</li> <li>2. Mouth closed</li> <li>3. Ears listening and facing forward</li> <li>4. Stay in your assigned area</li> <li>5. All items remain in your bookbag</li> <li>6. Bookbags stay on your back</li> <li>7. Stay with an adult</li> <li>8. Only leave when PPU is called</li> <li>9. Stand 3 feet away from the person in front and behind you.</li> </ol>	<p>C – Level 2  <b>H</b> – Raise your hand and wait for an adult  <b>A</b> – Parent pick up  <b>M</b> – Seated on the bench until dismissal  <b>P</b> – Actively listening and walking to your car  <b>S</b> – Individual Falcon buck</p>

### SCHOOL RULES for Entering the Classroom

Students	CHAMPS
<ol style="list-style-type: none"> <li>1. Walk in a FAME line</li> <li>2. Pick a greeting</li> <li>3. Take out your supplies</li> <li>4. Voice Level 0</li> <li>5. Follow classroom procedures for HW and notes</li> <li>6. Complete the bell ringer</li> </ol>	<p>C – Level 0  <b>H</b> – Raise your hand and wait to be called on  <b>A</b> – Getting ready for the day  <b>M</b> – Walking, going straight to your assigned area  <b>P</b> – Unpack, bathroom, sharpen pencils  <b>S</b> – Individual or class Falcon buck</p>

### SCHOOL RULES for Using the Restroom

Students	CHAMPS
<ol style="list-style-type: none"> <li>1. Sign in/give the signal and wait to be called on</li> <li>2. Report any messes before using</li> <li>3. Use restroom appropriately</li> <li>4. Clean up any mess made</li> <li>5. Flush</li> <li>6. Close the door quietly</li> <li>7. Wash your hands</li> <li>8. Place your paper towel in the garbage</li> </ol>	<p><b>C</b> – Level 0  <b>H</b> – Use appropriate signal  <b>A</b> – Use the restroom  <b>M</b> – Walk to the restroom  <b>P</b> – Use the restroom, flush, wash your hands, throw away your paper towel, close the door  <b>S</b> – Individual Falcon buck</p>

### SCHOOL RULES for the Playground

Students	CHAMPS
<ol style="list-style-type: none"> <li>1. Stay in assigned area</li> <li>2. Hands, feet, and object to yourself</li> <li>3. Use the equipment safely</li> <li>4. Line up when called</li> <li>5. No Tag on the playground equipment</li> </ol>	<p><b>C</b> – Level 3  <b>H</b> – Go to closest adult  <b>A</b> – Playing outside and being safe  <b>M</b> – Stay in assigned area  <b>P</b> – Play safely  <b>S</b> – Individual or class Falcon buck</p>

### SCHOOL RULES for the Cafeteria

Students	CHAMPS
<ol style="list-style-type: none"> <li>1. Listen to all adults</li> <li>2. Enter the cafeteria in a FAME line</li> <li>3. Go straight to your seat and wait to be called on to get lunch.</li> <li>4. Sanitize your hands before getting lunch.</li> <li>5. Walk with your tray in your hands, facing forward, go straight back to your assigned seat</li> <li>6. Get your condiments and utensil before sitting down you will not be allowed to get back up.</li> <li>7. Stay in your assigned seat. (3 per bench)</li> <li>8. Remove your mask when you are seated 3 feet apart and ready to eat</li> <li>9. Eat your lunch, facing forward, legs under the table, feet on the floor</li> <li>10. Talking to your shoulder partner (Voice Level 2)</li> <li>11. Dismissal Procedures:               <ul style="list-style-type: none"> <li>Step 1: Clean your area (nothing left on the table, floor, or bench)</li> <li>Step 2: Pick up your tray with two hands</li> <li>Step 3: Dump your tray when adult comes by</li> <li>Step 4: Remain seated until your class is called</li> </ul> </li> <li>12. Do not share food</li> <li>13. Do not get out of your seat</li> </ol>	<p><b>C</b> – Level 2  <b>H</b> – Raise your hand and wait to be called on  <b>A</b> – Eating your lunch  <b>M</b> – Only with permission  <b>P</b> – Eating, following the dismissal procedures, follow all adult directions the first time  <b>S</b> – Individual or class Falcon buck</p>

### SCHOOL RULES for Class Computers

Students	CHAMPS
<ol style="list-style-type: none"> <li>1. Work the whole time</li> <li>2. Use equipment safely and appropriately</li> <li>3. Follow clean up procedures:</li> <li>4. Log out (Last group shut down)</li> <li>5. Return headphones</li> <li>6. Return laptops to assigned area to charge for next day</li> <li>7. Stay in your assigned area</li> <li>8. Wipe your area clean</li> <li>9. Only use your assigned computer</li> <li>10. No food or drinks near computer</li> </ol>	<p><b>C</b> – Level 0  <b>H</b> – Raise hand and wait to be called on  <b>A</b> – Working on the Computer  <b>M</b> – Only with permission  <b>P</b> – Eyes on your computer screen, headphones on, hands on your computer  <b>S</b> – Individual or class Falcon buck</p>

### SCHOOL RULES for Welcoming Students back into the Classroom

Students	CHAMPS
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<ol style="list-style-type: none"> <li>1. Enter quietly and return to your assigned area</li> <li>2. Begin your work right away</li> </ol>	<b>C</b> – Level 0 <b>H</b> – Raise your hand and wait to be called on <b>A</b> – Coming back to the classroom <b>M</b> – Walking to assigned area <b>P</b> – Listen to the directions <b>S</b> – Individual Falcon buck
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**SCHOOL RULES for Snack in the Classroom**

<b>Students</b>	<b>CHAMPS</b>
<ol style="list-style-type: none"> <li>1. Sit in your assigned seat</li> <li>2. Quickly eating</li> <li>3. Do not share your food</li> <li>4. Clean up</li> <li>5. All open food/snack goes in the trash</li> </ol>	<b>C</b> – Level 1 <b>H</b> – Raise your hand for help <b>A</b> – Eating <b>M</b> – Stay in your assigned seat <b>P</b> – Eating your food <b>S</b> – Individual or class Falcon buck

**SCHOOL RULES for Dress Code**

<b>Students</b>	<b>Non-Compliance</b>	
<ol style="list-style-type: none"> <li>1. Always follow the dress code.</li> <li>2. Follow directions the first time given.</li> </ol>	1st time	Verbal warning
	2nd time	Note goes home from classroom, to be returned to the teacher; a phone call home if not returned, signed, the next day by the teacher.
	3rd time	Note goes home from office, to be returned to administration; a phone call home if not returned, signed, the next day by the office.
	4th time	Student is sent to the reflection room and phone call home for appropriate attire to be brought to school and student will lose the next Uniform Optional Day.

**SCHOOL RULES for Sweeping the Classroom**

<b>Students</b>	<b>CHAMPS</b>
<ol style="list-style-type: none"> <li>1. Sweep all large items into a pile.</li> <li>2. Slowly sweep items into the dustpan.</li> <li>3. Dump the items into the garbage can.</li> <li>4. Put the broom and dustpan away.</li> </ol>	<b>C</b> – Level 1 <b>H</b> – Ask the student helping you <b>A</b> – Sweeping <b>M</b> – Only in the classroom <b>P</b> – Sweeping, dumping the trash <b>S</b> – Individual Falcon buck

**SCHOOL RULES for Hands, Feet, and Objects in the Classroom**

<b>Students</b>	<b>RRS</b>
<ol style="list-style-type: none"> <li>1. Keep hands, feet, and all objects to yourself always.</li> <li>2. No touching others even if you are “just” playing.</li> <li>3. No necking. (Slapping each other on the back of the neck)</li> <li>4. Objects should be kept in their correct location.</li> <li>5. No picking each other up.</li> </ol>	Responsible Respectful Safe

**SCHOOL RULES for Honor Roll Ceremony**

<b>Students</b>	<b>CHAMPS</b>
<ol style="list-style-type: none"> <li>1. Sit quietly with parent or at the second table.</li> <li>2. Listen for all names.</li> <li>3. Be respectful to all adults and students.</li> <li>4. Face forward.</li> <li>5. Bottom to bench and feet on the floor.</li> <li>6. Use the stairs when entering and exiting the stage</li> <li>7. Only use Falcon Clap to recognize all peers</li> </ol>	<b>C</b> – Level 0 <b>H</b> – Raise your hand and wait for an adult. <b>A</b> – Seated, waiting for your name and other names to be called. <b>M</b> – None <b>P</b> – Listen, one clap <b>S</b> – Individual or class Falcon buck

**SCHOOL RULES for Falcon Bank**

<b>Students</b>	<b>Expectations</b>
<ol style="list-style-type: none"> <li>1. Turn in their weeks’ worth of Falcon Bucks to the homeroom teacher</li> <li>2. Only touch your own Falcon Bucks</li> <li>3. Do not trade Falcon Bucks for other items</li> </ol>	Failure to follow these rules will result in a loss of PBIS activities.

## Student Dress Code 2022-2023



We are excited you have chosen Lakewood Park for your student’s elementary education! We appreciate you supporting our mandatory student dress code. Lakewood Park Elementary student dress code policy reflects pride and unity and demonstrates that school is a place to study and learn. The proven benefits of a student dress code include increased focus on teaching and learning; reduced distraction, peer pressure, and behavioral issues; strengthened school pride, and improved school safety. We believe that the school’s climate will enable each student to experience personal success and develop into lifelong learners.

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The following is the student dress code for the 2022-2023 school year.

<b>Masks</b>	Masks are optional. If worn must cover nose and mouth. Must be school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. Must be disposed of in trash can only. <b>Logos, graphics, and designs must be professionally appropriate.</b>
<b>Shirts</b>	Polo or oxford style shirts and girls’ “peter pan” collared blouses. May contain school appropriate logos. <b>Spirit shirts may be worn any day of the week.</b> A dress code approved shirt must be worn under jackets.
<b>Shorts, Skirts, &amp; Pants</b>	<b>Solid</b> colored uniform style shorts, skirts, or pants. Elastic waist is acceptable. Shorts and skirts must be no shorter than 3 inches above the knee. Cut-offs, frayed, ripped, rolled up or patched shorts, skirts, or pants are not permitted and no hammer loops or cargo pockets. Shorts and pants must be worn at the waist. No sweat pants or athletic ware (except the LWP PE uniform). Students should be able to fasten and unfasten their own pants.
<b>Jeans</b>	<b>Solid</b> standard, plain, traditional, classic, basic, no hammer loops or cargo pockets, 4/5 pocket jeans are permissible. <b>No jeans with holes, tears, or frays. No embellishments.</b>
<b>Dresses</b>	Collared dress with sleeves may be worn. It is recommended that students wear shorts or leggings under dresses and skirts.
<b>Jacket &amp; Sweaters</b>	School appropriate sweaters or jacket may be worn. Hoods <b>may not</b> be worn in the building. Lakewood Park logo navy sweatshirts are available for purchase from PTO. Shirts of any kind may not be worn as jackets.
<b>Shoes</b>	Low heeled (1” or less) closed shoes should be worn. All shoes must be non-distracting. All shoes must be properly laced and tied. Shoes with lights, music, or wheels are not permitted. <b>No flip flops, crocs, sandals, or cleated shoes.</b> No shoe barrettes (charms). Shoes must fit appropriately.
<b>Leggings &amp; Tights</b>	Tights and leggings <b>may not</b> be worn as pants. Tights and leggings may be worn under dresses, skirts, or shorts.
<b>Belts</b>	School appropriate belts with buckles may be worn with clothing with belt loops. No large belt buckles of any kind or design are permitted. Pants must be worn at the waist.
<b>Grooming</b>	Hair shall be well groomed, not distracting, out of the face, and free of sculpturing. Hats may be worn outside of the building.
<b>PTO items</b>	Clothing sold through PTO is permissible to wear on any school day. Example: PE Uniform and Spirit...
<b>Accessories</b>	Earrings, make-up, and nails must be non-distracting. No visible body piercing other than ears. Excessive jewelry may not be worn. Jewelry with words must be appropriate for school. Bandanas may not be worn. Picks may not be worn.

Administration reserves the right to make the final decision. The uniform dress code will be strictly enforced. We do expect parents to monitor at home before the child leaves for school. Please contact Lakewood Park Elementary if you have any further questions at 772-468-5830.

Students will be given 10 days from the first day of school to comply with the Lakewood Park uniform policy. New students to Lakewood Park will be given 10 days from date of entry to comply with the Lakewood Parks uniform policy. After the 10-day grace period, parents will be contacted and requested to bring in appropriate clothing for the student. Dress Code Checks will be completed daily during morning announcements.

Uniforms have been donated to the school for families needing assistance to comply with this requirement. Contact the guidance counselor for assistance.

Non-compliance of uniform dress code policy:

1st time	<ul style="list-style-type: none"> <li>• Verbal warning from teacher.</li> </ul>
2nd time	<ul style="list-style-type: none"> <li>• Note goes home from classroom teacher and must be returned the next school day.</li> <li>• A phone call home by the teacher if the note is not returned.</li> </ul>
3rd time	<ul style="list-style-type: none"> <li>• Note goes home from office, to be returned to administration.</li> <li>• A phone call home if not returned signed the next day by the office.</li> </ul>
4th time	<ul style="list-style-type: none"> <li>• Teacher sends the student to the office and the student is sent to the reflection room by administration.</li> <li>• A phone call home will be made for appropriate attire to be brought to school. Student will remain in the reflection room until in dress code.</li> </ul>

### Textbooks/Library Books

Textbooks and library books are loaned to students free of charge. Families will be charged for lost or damaged textbooks or library books. The fee is based on the cost of the book, its age, and condition. A child who has lost a textbook or a library book will not be allowed to take home another book unless financial obligations have been fulfilled. Any unpaid obligations will prevent a child from going on a field trip.

### Uniform Grading System

In grades K-2, the indicators are:

- 4 (Above Standard)
- 3 (At Standard)
- 2 (Approaching Standard)
- 1 (Below Standard)
- 0 (Not Attempted)

Students in grades 3-5 will be awarded letter grades to indicate student progress.

Grade	Percent	Grade Point Average	Definition
A	90-100	4.0	outstanding progress
B	80-89	3.0	above average progress
C	70-79	2.0	average progress
D	60-69	1.0	lowest acceptable progress
F	0-59	0	failure
I	0	0	incomplete*
W	N/A	N/A	withdrawn Dual Enrollment

\*A student who receives an incomplete has to complete the work within the guidelines of the make-up work policy contained herein. 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.

### Make-Up Work (K- 5)

- Allowed for all absences, excused or unexcused.

- Student has 1 day 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 9 -12 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.

### **K-5 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.
- Graded at full credit.

### **Retention**

Mandatory retention is necessary for third grade students who score Level 1 on the Florida Standards Assessment unless they qualify for good cause exemption or score above a given percentile on the SAT 10 after attending summer school.

\*For retained third grade students transferring into the District, an individual records review will be conducted if sufficient evidence exists to support an assessment for mid-year promotion.

### **Promotional Requirements Grades K-5**

Student promotion in St. Lucie County is based upon evaluation of each student’s achievement in terms of appropriate instructional goals. The determination should reflect teacher judgment based upon the following:

- successful progress in the county adopted curriculum,
- progress monitoring,
- classroom assignments,
- daily observation,
- standardized tests, and
- other objective data.

### **Progress Reports**

Student progress reports can be monitored daily through Skyward. If you would like parent access, please bring a copy of your government issued photo ID to the front office.

## **VISITORS**

Visitors are welcome but must always report to the front office to receive a visitor’s pass. Unauthorized persons will not be permitted to enter the halls or any classroom without a visitor’s permit. The Raptor System is now in place, please bring your driver’s license/government ID with you to the office to be scanned into the system. Due to special circumstances visitors may not be allowed in the building, they may be required to wear a mask and have their temperature taken.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\* \* \*

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

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

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

\* \* \*

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

## **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**

**LAKWOOD PARK ELEMENTARY  
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

Please complete form and return to school.

Student Name: \_\_\_\_\_  
(Please Print)

Grade: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Our signatures indicate that we have received, read, and understand the 2022-2023 student handbook.

\_\_\_\_\_  
Student Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Students are **NOT** to be signed out after 2:45 p.m.  
unless a previous note was sent or proof of an  
emergency. Picking up your child early throughout the  
school day disrupts instruction for all students.

**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.

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

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

Family Policy Compliance Office  
U.S. Department of  
Education 400 Maryland

Avenue, SW Washington,  
D.C, 20202-5901

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

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

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

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

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

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

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

Parents or eligible students may ask the School District of St. Lucie County to amend a record that they believe is inaccurate, misleading or otherwise in violation of a student’s privacy rights. They should write the school principal,

clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of a student's privacy rights.

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

(4) The right to consent to disclosure of personally identifiable information contained

in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

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

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

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

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

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

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

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

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

The School District of St. Lucie County policy on education records of students is set

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

**Book**

**St. Lucie County School Board Policy**

**Manual Section**

**Chapter 2: School Board Governance and**

**Organization Title**

**Title IX Sexual Harassment Complaint and Investigation**

**Procedures Code**

**2.701**

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1. Definitions.

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

- a. School District means the St. Lucie County School District.
- b. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
  - i. A School District employee conditioning the provision of an aid, benefit, or service of the school on an individual’s participation in unwelcome sexual conduct;
  - ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
  - iii. Sexual assault as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

- c. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- d. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- e. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably

available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the school's educational environment, or deter sexual harassment.

Schools must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the supportive measures. The school-based Title IX Coordinator is responsible for coordinating the effective

implementation of supportive measures. Remedies are designed to restore or preserve equal access to the school's education program or activity. Remedies may be issued at the conclusion of the grievance process.

- f. Formal complaint refers to a document filed by a complainant or signed by the school-based Title IX Coordinator alleging sexual harassment against a respondent and requesting investigation of the allegation. The formal complaint may be filed in person, by mail, or by electronic mail.
- g. The District Title IX Coordinator ("District Coordinator") is responsible for coordinating School District compliance with Title IX of the Education Amendments of 1972 ("Title IX") regulations.
- h. The school-based Title IX Coordinator ("school-based Coordinator") is responsible for coordinating Title IX compliance at an assigned school.
- i. The Title IX investigator ("investigator") is responsible for conducting the investigation as required by Title IX and preparing the investigative report.
- j. The Title IX decision-maker ("decision maker") reviews the evidence, determines responsibility for all formal complaints, and provides a written determination to the parties. The decision-maker cannot be the same person as the school-based Title IX Coordinator or the investigator.
- k. The Title IX appeals decision-maker ("appeals decision maker") is responsible for reviewing the written determination and issuing a written decision describing the result and rationale for the appeal.
- l. Notice. Whenever notice is required in this policy, notice shall be sent to the parent as defined in CFR 99.3 or to the eligible student as defined in CFR 99.3.

2. Scope of Title IX. This policy applies to allegations that meet the definition of sexual harassment as defined in section (1)(b) of this policy, conduct that occurred in a School District education program or activity, and allegations

against a person in the United States.

- a. “Education program or activity” includes locations, events, or circumstances over which the School District exercised substantial control over both the respondent and the context in which the sexual harassment occurred.
  - b. Reporting Sexual Harassment. Any person may report sexual harassment, regardless of whether the reporting person is the alleged victim of the conduct. A report can be made in person, by mail, by telephone, or by electronic mail, using the contact information for the District Coordinator or school-based Coordinator. Reports may be made at any time, including during non-business hours. Any person with knowledge of sexual harassment is strongly encouraged to report the incident. Reports should be made as soon as possible after the alleged incident. A formal complaint must be filed within ten (10) school days after the alleged incident. Failure on the part of the complainant to initiate or follow up on the complaint within this period may result in the complaint being deemed abandoned.
    - i. The School District is responsible for responding to complaints of which it has notice even if notice is not received within the aforementioned time frame.
  - c. All School District employees are required to, and must, report, in writing, any allegations of sexual harassment or violations of this policy to the District Coordinator, school-based Coordinator, or appropriate administrator.
3. The Superintendent may identify, upon request of a complainant or respondent, a designee for the District Coordinator when, in the Superintendent’s judgment, it is warranted. Should an alternate be designated to investigate a complaint, the complainant may request a review by the Superintendent.
  4. Knowledge of Sexual Harassment. When a school-based employee assigned to an elementary or secondary school has knowledge of sexual harassment or allegations of sexual harassment, the School District is obligated to respond.
  5. Response to Knowledge of Sexual Harassment. A school must respond to knowledge of sexual harassment in the school’s education program or activity against a person in the United States within twenty-four (24) hours or no more than two (2) school days.
    - a. If the alleged sexual harassment might constitute a crime the matter shall immediately be reported to the School Resource Officer (“SRO”) or the appropriate law enforcement agency. Any uncertainty regarding whether the alleged sexual harassment might constitute a crime must be resolved in favor of reporting the incident to law enforcement.

- b. If the alleged sexual harassment might constitute child abuse the matter shall immediately be reported to the Florida Department of Children and Families (“DCF”). Any uncertainty regarding whether the alleged sexual harassment might constitute child abuse must be resolved in favor of reporting the incident.
  - c. When a School District employee is the respondent, the school-based Coordinator or school administrator shall immediately notify the Director of Employee Relations. If the respondent is a School District employee, discipline may be taken, consistent with any applicable collective bargaining agreement provisions or statutory provisions to resolve a complaint of sexual harassment. Upon knowledge of alleged sexual harassment, the school-based Coordinator must:
    - i. Contact the complainant to discuss the availability of supportive measures;
    - ii. Consider the complainant’s wishes with respect to supportive measures;
    - iii. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
    - iv. Explain to the complainant the process for filing a formal complaint.
6. Filing of Formal Complaint. The formal complaint may be filed by a complainant, parent or legal guardian, or signed by the school-based Coordinator. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the school’s education program or activity.
7. Response to Filing of Formal Complaint.
- a. When a formal complaint has been filed, the school must immediately determine if:
    - i. The allegations meet the definition of sexual harassment even if proved, as defined in section (1)(b) of this policy;
    - ii. The conduct occurred in a School District education program or activity; and
    - iii. The allegations occurred against a person in the United States.
  - b. If the school determines these requirements are met, the school must follow the grievance process outlined in section (12) of this policy. If the school determines any of these requirements are not met, the

school must dismiss the formal complaint. Written Notice of dismissal must be sent.

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

10. Emergency Removal. The School District may remove a respondent from a school's education program or activity on an emergency basis, only after undertaking an individualized safety and risk analysis, and determining if an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and providing the respondent with notice and an opportunity to challenge the decision within two (2) school days following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
  - a. Grievance Process for Formal Complaints of Sexual Harassment. In response to a formal complaint, schools must provide written notice to all known parties and follow a specified grievance process before the imposition of any disciplinary sanctions against the respondent. A school must provide written notice of allegations within two (2) school days of the allegations to all known parties upon receipt of a formal complaint.
    - i. Written notice must include:
      1. The identities of the parties involved in the incident, if known;
      2. The conduct allegedly constituting sexual harassment;
      3. The date and location of the alleged incident, if known;
      4. A statement that the respondent is presumed not responsible for the alleged conduct;
      5. The school's grievance process;
      6. A statement that a determination regarding responsibility is made at the conclusion of the grievance process;
      7. A statement informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
      8. A statement advising parties that they may inspect and review evidence, as outlined in section (11)(f)(i); and
      9. A statement informing the parties of any provision in the school's Code of Student Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

- ii. If during the course of an investigation the school decides to investigate allegations about the complainant or respondent that are not included in the original notice, the school must provide written notice of the additional allegations to the known parties within two (2) school days, pursuant to the requirements of written notice in this policy.
- b. Response to Complaint. Parties shall be afforded the opportunity to prepare a response regarding the complaint and provide that response during the initial interview. Parties shall have no less than two (2) school days from the date of the written notice to prepare a response. The school-based Coordinator shall conduct the initial interviews with both the complainant and the respondent within five (5) school days. Each individual shall be interviewed separately and at no time will the complainant and respondent be interviewed together. This time frame may be modified for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- c. Basic Requirements for Grievance Process. A school's grievance process must:
  - i. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility has been made against the respondent;
  - ii. Require an objective evaluation of all relevant evidence;
  - iii. Include a presumption that the respondent is not responsible for the alleged conduct until the written determination is made at the end of the grievance process;
  - iv. Ensure the school-based Coordinator, investigator, decision-maker, and appeals decision-maker are free from any conflicts of interest or bias for or against any complainants or respondents;
  - v. Include reasonably prompt time frames for the conclusion of the grievance process;
  - vi. Include reasonably prompt time frames for filing and resolving appeals;
  - vii. Allow for the temporary delay of the grievance process or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action;

- viii. List the range of possible disciplinary sanctions and remedies that may be implemented;
  - ix. Include the procedures and grounds for appeal;
  - x. Describe the range of supportive measures available to parties;
  - xi. Not allow, require, rely upon, or otherwise use questions or evidence that seek disclosure of protected information under a legally recognized privilege, unless the person holding such privilege waives the privilege; and
  - xii. Notify parties that the preponderance of the evidence standard will be used to determine responsibility.
11. Procedures for Investigation of a Formal Complaint. The investigation must be completed and evidence provided to the respondent and complainant within five (5) school days of the initial interviews with the complainant and respondent, whichever interview is later. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- a. The School District must ensure that the burden of proof and the burden of gathering evidence rests on the school.
  - b. Confidentiality of Medical Records. The School District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the school obtains that party's voluntary, written consent to do so for a grievance process under this section. If a party is not an "eligible student," as defined in 34 CFR 99.3, then the school must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3;
  - c. Schools shall not restrict the ability of either party to discuss the allegations under investigation.
  - d. Written Notice of Grievance Proceedings. Notice for any investigative interviews, or meetings must be sent at least two (2) school days prior to the interview or meeting. Notice for any hearings must be sent at least ten (10) school days prior to the hearing. Notice must include the date, time, location, participants,

and purpose of meeting to all parties whose participation is expected or invited.

- e. Grievance Proceedings. Both parties must be given an equal opportunity to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding with an advisor of their choice.
- f. Evidence
  - (i) Inspection and Review of Evidence. Both parties must be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility. OTC must make all evidence subject to the parties' inspection and review available at any hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
  - (ii) Prior to completion of the investigative report, schools shall send to each party and their advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. Parties have ten (10) school days to submit a written response to all evidence, for the investigator to consider before concluding the investigative report. If a response is not received within ten (10) school days, the investigator will deem the non-response as a waiver and continue with the investigative report.
  - (iii) Gathering and Presentation of Evidence. Schools may not restrict the ability of either party to gather and present relevant evidence.
- g. Presenting Witnesses. Both parties shall be given the equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- h. The Investigative Report. The investigator shall create an investigative report that fairly summarizes all relevant evidence presented. The investigator must send the report in an electronic form or a hard copy to all parties and all advisors ten (10) days prior to a hearing for their review and written response, if a hearing is required. If a hearing is not required, schools must send the report to all parties and all advisors for their review and written response ten (10) days prior to any written determination. Parties will have ten (10) days from receipt of the investigative report to provide a written response to the investigative report.

- i. K-12 Questions. After the investigative report has been sent to all parties and before a determination regarding responsibility is made, each party shall be given two (2) school days to submit written, relevant questions to be asked of any party or witness and provide each party with answers within two (2) school days. Parties shall then be allowed two (2) school days to provide no more than five (5) follow-up questions in total from all parties and witnesses. Parties and witnesses have two (2) school days to respond to any follow-up questions.
  - j. After parties submit written questions, the decision-maker must:
    - (i) Determine whether a question is relevant; and
    - (ii) Explain to the proposing party any decision to exclude a question as not relevant;
    - (iii) Questions and evidence regarding a complainant's sexual predisposition or prior sexual behavior are only relevant if offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
12. Advisors. Parties may have at least one (1) advisor of their choosing.
- a. The following restrictions will be placed on advisors for both parties:
    - i. Advisors may attend interviews with their party only at their party's request, unless the advisor is a parent or legal guardian;
    - ii. Advisors shall not restrict access to their party;
    - iii. Advisors are only permitted to use the investigative report and evidence received for inspection and review for purposes of the grievance process;
    - iv. Advisors will be required to abide by a non-disclosure agreement that complies with both Title IX and FERPA; and
    - v. Advisors may not request education records that are protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA").
13. Procedures for Written Determination. At the conclusion of the grievance process, the decision-maker must apply the preponderance of the evidence standard to reach a determination and then issue a written determination to the parties simultaneously within three (3) school days. The school-based

Coordinator is responsible for implementing remedies stated in the written determination.

- a. The written determination must include:
  - i. Identification of the allegations potentially constituting sexual harassment, pursuant to the definition in this policy;
  - ii. A description of the procedural steps taken from the receipt of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings;
  - iii. Findings of fact supporting the determination;
  - iv. Conclusions regarding application of the Code of Student Conduct to the facts;
  - v. The result and rationale as to each allegation;
  - vi. A determination regarding responsibility as to each allegation;
  - vii. Any disciplinary sanctions imposed on the respondent by the school;
  - viii. Whether remedies will be provided by the school to the complainant; and
  - ix. Permissible procedures and grounds for the complainant and respondent to appeal.
14. Appeals. Each party has the opportunity to appeal from both a written determination, and a dismissal of a formal complaint or any allegations. A request for an appeal from a dismissal must be made within two (2) school days of issuance of the dismissal. A request for an appeal from a written determination must be made within two (2) school days of issuance of the written determination. Requests for an appeal should be sent to the decision-maker.
  - a. If an appeal is not filed, the determination regarding responsibility becomes final on the date after the two (2) school days to file an appeal has passed. If an appeal is filed, the determination regarding responsibility becomes final on the date the school provides the written appeals decision.
  - b. Grounds for Appeal. Appeals may take place for the following reasons:
    - i. Procedural issues affected the outcome;

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

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

- iv. How to serve impartially by avoiding prejudgment of the facts, conflicts of interest, and bias.
    - b. Decision-makers must receive training on:
      - i. Any technology used to conduct investigations; and
      - ii. Relevance of questions and evidence, including the relevance of the complainant's sexual predisposition or prior sexual behavior as set forth in section (11)(j)(iii) of this policy.
    - c. Investigators must receive training on:
      - i. Issues of relevance to create an investigative report that fairly summarizes relevant evidence; and
      - ii. Sending the investigative report, in an electronic or hard copy, to each party and their advisor for their review and written response.
17. Recordkeeping.
- a. Required Recordkeeping. Schools must create records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. If supportive measures are not provided, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
  - b. Maintaining Records. Schools must maintain records related to any sexual harassment investigation for seven (7) years, including records of:
    - i. Any actions taken in response to a report of sexual harassment;
    - ii. Any actions taken in response to a formal complaint of sexual harassment;
    - iii. Any supportive measures provided;
    - iv. Each sexual harassment investigation;
    - v. Any determination regarding responsibility;
    - vi. Any audio or audiovisual recording or transcript;
    - vii. Any disciplinary sanctions imposed on the respondent;
    - viii. Any remedies provided to the complainant;

- ix. Any appeal and written appeal decision; and
- x. All materials used to train school-based Coordinators, investigators, decision-makers, hearing officers and appeals decision-makers.

18. Dissemination of Policy.

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

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

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

hold collective bargaining or professional agreements with the School District.

- c. Training Materials Publication. The School District must make all training materials publicly available on the School District's website.
- 20. FERPA. The School District shall, to the extent possible, interpret Title IX and FERPA in a manner to avoid any conflicts. Where a true conflict exists, the obligation to comply with Title IX is not obviated or alleviated by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99.

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

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

**History:** New  
**ADOPTED:** 03/09/2021  
**Revision Date(s):** \_\_\_\_\_  
**Formerly:**

St. Lucie Public Schools  
Title IX Formal Complaint

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

Please explain incident below:

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

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

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

# SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

## Book

## St. Lucie County School Board Policy

## Manual Section

## Chapter 2: School Board Governance and

## Organization Title

## Prohibiting Discrimination, Including Sexual and Other Forms of Harassment

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### A. Policy Against Discrimination

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

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

(3) Except as otherwise required by law, School Board shall admit students to District Schools, identified programs and classes without regard to ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, or sexual orientation.

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

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

(1) The School Board desires to maintain an academic and work environment in which all employees, volunteers, students, and visitors are treated with respect and dignity. A vital element

of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law, including but not limited to harassment based on any of the factors or classifications specified in subsection A.(1) of this policy. As used in this policy, the term "harassment" includes but is not limited to any conduct or behavior that demeans, degrades, antagonizes, or humiliates a person or group of persons, or interferes with a person's work or school performance or participation. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee,

student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment, by any of its employees, students, volunteers or agents.

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

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

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

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

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

#### C. Retaliation and Coercion Prohibited

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

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

#### D. Violations

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

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

#### E. Protections for Persons with Disabilities

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

#### F. Reporting

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

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

G. Procedures

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

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

**LAWSIMPLEMENTED:** [112.51](#), [119.07](#), [760.01](#), et. seq., [1000.05](#), [1000.21](#), [1001.43](#), [1012.22](#), F.S., 34 CFR, Parts [100.104](#), and [106](#),

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

**History:**

**ADOPTED:** 03/30/2004

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

**Formerly:** 2.09,3.01

**Book**

**St. Lucie County School Board Policy**

**Manual Section**

**Chapter 5:**

**Students Title**

**Equity Grievance Procedure for**

**Students Code**

**5.71**

**Statu**

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

(2) Student Grievance Coordinator. The Superintendent shall appoint a Student Grievance Coordinator

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

### (3) Procedure

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

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

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

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

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

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

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

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

(i) If a violation is determined to have occurred, the District shall take appropriate steps to prevent the recurrence of any discrimination and to correct the discriminatory effects on the grievant and

others. Based upon the circumstances, such steps may include, but are not limited to:

1. Imposing consequences, including referral for discipline when appropriate, upon the person

against whom the grievance was lodged,

2. Undertaking such remedial measures as appropriate in the circumstances to address and resolve the grievance and to protect the grievant and witnesses for the grievant from retaliation or future discrimination,

3. Undertaking referrals for counseling, when appropriate, of the grievant and the person against whom the grievance was lodged, and

4. Re-emphasizing instruction of students and training of employees on identifying, preventing, and responding to acts of discrimination.

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

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

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

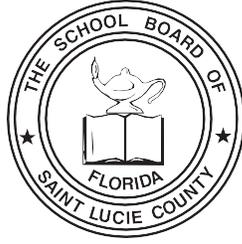
**LAWS IMPLEMENTED:** [1000.05](#), F.S.

**History:**

**Adopted:** 03/30/2004

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

**Formerly:** 5.65



**BOARD MEMBERS**

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

**SUPERINTENDENT**

Dr. Jon R. Prince

**NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE**

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

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

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

**Heather Roland, Executive Director of Student Services**

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

**Non-Discrimination Policy Inquiries and Complaints by Employees and Applicants for**

**Employment: Rafael Sanchez, Executive Director of Human Resources**

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

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

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

**Dr. Adrian Ocampo, Executive Director of Assessment and Accountability**

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



## Lakewood Park Elementary

### Parent/Student/Teacher Compact 2022 – 2023

Please sign and return within the first five days of school.

**Parent/Guardian Agreement:** *I want my child to achieve. Therefore, I will encourage him/her by doing the following:*

- Check my child's book bag each night
- Check the communication folder for important information from the school/teacher and homework assignments to ensure that they are complete and accurate
- See that my child attends school regularly and on time
- Provide a quiet study area at home and encourage good study habits
- Communicate regularly with my child's teachers
- Support the school in its efforts to maintain proper discipline
- Talk with my child about his/her school activities every day
- Read with my child or listen to my child read at least 20 minutes each day
- Monitor my child's TV viewing and electronic device usage
- Monitor and make sure my child is following the Lakewood Park dress code every school day
- Check Skyward weekly
- Be involved in my child's school (events, volunteering, PTO, field trips, etc.)
- Microsoft applications (TEAMS, email, etc...) are used for educational purposes only
  - These are monitored by the school district

**Parent signature:** \_\_\_\_\_

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**Student Agreement:** *It is important that I work to the best of my ability. Therefore, I will strive to do the following:*

- Always try to do my best in my work and in my behavior
- Work cooperatively with my classmates
- Follow the school-wide single school culture expectations
- Take pride in my school and help to keep it clean and beautiful
- Come to school prepared with my homework and my supplies
- Believe that I can learn and will learn
- Complete my homework each night
- Use all school applications for educational purposes only (TEAMS, Canvas, email, etc...)
- Remain Falcon KIND in everything I do
- Follow the Lakewood Park dress code every school day

**Student Signature:** \_\_\_\_\_

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**Teacher Agreement:** *It is important that students achieve. Therefore, I shall strive to do the following:*

- *Believe that each student can learn*
- *Provide a high-quality standard based instruction in a supportive and nurturing learning environment*
- *Help each child grow to his/her fullest potential*
- *Provide meaningful and appropriate homework assignments*
- *Enforce schoolwide single school culture fairly and consistently*
- *Send home the daily communication folder and plan for any additional methods of communication between parents and teachers*
- *Monitor the Lakewood Park dress code policy*
- *Maintain open lines of communication and accessibility with student and his/her parents, throughout the school year*

**Teacher signature:** \_\_\_\_\_

The above Parent/Student/Teacher Compact must be signed and returned to your child's teacher during the first week your child is in attendance at Lakewood Park Elementary.