



Student Handbook
2024-2025

Kathleen Melrose – Principal
Lauren Monroe – Assistant Principal

LAKWOOD PARK ELEMENARY
7800 Indrio Rd.
Fort Pierce, FL 34951 772-468-
5830

THE VISION OF LAKWOOD PARK ELEMENARY SCHOOL

Lakewood Park Elementary School, in partnership with families and the community, will provide an educational institution of academic excellence. Each student will be afforded the opportunity to reach his or her maximum potential to become a successful citizen in the global society.

THE MISSION OF LAKWOOD PARK ELEMENARY SCHOOL

The mission of Lakewood Park Elementary School is to provide all students a safe and positive learning environment and rigorous academic curriculum.

St. Lucie County Public Schools Mission, Beliefs, Vision

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

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

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

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

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

Quality schools are the responsibility of the entire community.

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

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

- Quality schools develop productive, contributing citizens.
- Quality schools improve the quality of community life.
- We strengthen relationships and broaden perspectives by embracing diversity.
- We model principles of representative democracy both in our schools and throughout the district.

- Systems of checks and balances contribute to quality decisions.
- We share a fundamental common commitment to the common good.
- Leaders are responsible both to constituents and for shaping the future.

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

- Our core values are fairness, respect, trust, integrity, and commitment to improvement.
- We develop leaders committed to our common vision at all levels in the system.
- Collegiality and collaboration are key to our success.
- All district employees provide prompt and courteous attention to their customers.
- We are a school system, not a system of schools.
- We are a learning organization, in which all roles serve the common purpose of pursuing continuous improvement in quality learning experiences for all.

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

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

Lakewood Park Elementary is a Kids At Hope School!



Kids at Hope Pledge

I am a kid at hope.
I am talented, smart, and
capable of success.
I have dreams for my future,
And I will climb to reach
those goals and dreams
everyday.



Treasure Hunter Pledge

As an adult and a treasure hunter
I am committed to search for all the talents,
skills, and intelligence that exists in all
children and youth.
I believe all children are capable of success,
NO EXCEPTIONS!

GENERAL INFORMATION

OFFICIAL SCHOOL HOURS

Official school hours are 7:50 a.m. to 3:10 p.m. The first bell rings at 7:50 a.m. Students will sit at a designated area with their classmates. Do not drop students off before the 7:50 a.m. bell. **NO STUDENTS WILL BE ALLOWED ON CAMPUS BEFORE 7:50 A.M. AS THERE IS NO SUPERVISION UNTIL THAT TIME.** Students may be picked up at 3:10 p.m., but no later than 3:30 p.m. on regular school days, and at 1:10 p.m., but not later than 1:30 p.m., on early dismissal days. We have a before and after-school care program sponsored and conducted by the Boys and Girls Club for those who need this service for their children. Please call the **Boys and Girls Club at 772-460-9918** for information.

ARRIVAL & DEPARTURE

During the first week of school, teachers will record the manner in which students arrive and depart from school (riding a bike, walking, riding a bus, or being picked up by parent). **The school MUST receive written instructions from the parent in order to dismiss in any other manner.**

The bell to dismiss students into their classroom rings at 8:20 a.m. The doors to the car rider line will close promptly at 8:20 a.m. At that point, parents in the car loop are to sign their child in through the school office. If a student is a **car rider who plans on eating breakfast** in the school cafeteria, he/she **should arrive no later than 8:15 a.m.** to allow for sufficient time to eat and arrive to class on time. To facilitate a safe and smooth traffic pattern, parents are asked to observe all traffic signs and follow the instructions from all staff members on duty. Parents are asked not to leave their cars unattended in the drive-through areas. Students are dismissed at **3:10 p.m.**

Students must be picked up from the office if the parent is removing the student from class during school hours. No student will be released from the classroom unless notified by the office. Students will not be released between 2:45-3:10 p.m.

Students will be released only to those persons designated by the parent with their names recorded in writing on the Emergency Card which is on file in the office. No one else will be permitted to take a student off campus. No minors should be designated to pick up students. Proper identification will be requested to ensure your child's safety.

In addition, we ask that you observe the following rules to ensure the safety of all students:

1. Parking should be in designated areas only.
2. Please remain in your car when stopping to pick up and drop off students. **Avoid the use of cell phones** while in the pick up and drop off loop.
3. Please **ENTER** the campus parking area only at the front entrance, avoiding the bus loading area.
4. Please **DO NOT** drop off or arrange to pick up students in the back of the building. This area is the designated bicycle and walker entrance.
5. Please **DO NOT** park or drive in the bus pick up and drop off loading area.
6. Please **DO NOT** walk across the bus loading area with your child. Students will not be permitted to cross the bus loading area to get to your car.
7. For your child's safety, do not allow him/her to exit or enter the car from the driver's side.

BIKE RACK

Children who ride their bikes to school are to dismount and walk their bikes upon reaching the school grounds. Bike racks are located on the north side of the building. For security, the bikes should be locked with a chain.

We urge parents to register bikes with the local law enforcement agencies. All students should wear helmets, and all other bicycle safety laws should be adhered to.

BIRTHDAYS/ FOOD ITEMS

Celebration of students' birthdays are permitted during lunch time only. If you bring snacks /goodies for students in your child's classroom, **they must be store bought and include a nutrition label.** There are many students with nut allergies.

BUS CONDUCT RULES FOR STUDENTS

It is the responsibility of students to obey the bus driver and abide by the rules for riding the bus to ensure the safety of all students. Failure to abide by these rules will result in students being reported by the driver to the school's administration. **The administration has the authority to suspend and/or recommend expulsion of the student's bus riding privileges.**

Bus safety rules include the following areas of concern. Please review them carefully with your child.

1. Use a safe route walking to the bus stops. Stay away from the traveled portion of the road as much as possible if there is no sidewalk.
2. Do not ride a bus other than the one to which you are assigned, without authorization from the principal of your school.
3. Arrive to the designated bus stop ahead of the scheduled route pick up/drop off time.

4. Stand off the roadway while awaiting the bus.
5. Wait for the driver's signal before crossing the road. Cross (5) five feet in front of the bus when the driver has signaled.
6. Enter and exit from the front door of the bus unless otherwise directed by an authorized person.
7. **Obey the driver. The driver is in full charge of the bus and passengers.**
8. Do not engage in unnecessary conversation with the bus driver.
9. Sit in an assigned seat if the driver feels it is necessary.
10. Stay in your seat at all times when the bus is moving.
11. Exhibit conduct appropriate to the classroom while on the bus.
12. Keep your arms, legs, head, and other parts of your body inside the bus.
13. Do not throw or discard objects from the bus window.
14. Do not wear shoes with cleats, spikes, or "built in" skates on the bus.
15. Do not use abusive or profane language while on the bus.
16. Do not eat or drink on the bus.
17. Do not abuse the privileges of riding the bus.
18. Do not bring items on the bus which interferes with the seating and safety of others.
19. Do not bring reptiles, snakes, bugs, animals, marine life (dead or alive) or plants on the bus.
20. Do not bring glass containers on the bus.
21. Be absolutely silent at all railroad crossings.
22. Use care when leaving the bus stop. Use the same precautions when leaving the bus stop as when approaching the bus stop. 23. Stand away from the bus as it pulls away.

BULLYING AND HARRASSMENT

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

Additional Information regarding Bullying/Harassment and reporting Bullying/Harassment can be found at:

<http://www.stlucie.k12.fl.us/policies/bullying/>

CEREMONIES/SIBLINGS:

Siblings may attend academic ceremonies such as honor roll assemblies and graduation ceremonies. For all other assemblies, students should remain in class as instructional time must be protected and should not be missed.

CHANGING THE WAY A STUDENT GOES HOME

Should a parent wish to change the way the student goes home, he/she must do the following:

Send a written note with the child to be turned in to the teacher within 24 hour notice

Ex. "My child will be a car rider instead of a bus rider on 08/18/19."

- If the parent is unable to send a written note due to emergency, we will not take changes over the phone. In such cases, a parent may fax a change to (772) 468-5833.
- If a parent would like a student to go home with another student (via car only), the parents of BOTH children must send a note about the arrangements. Both notes must be turned in to an administrator for approval. Teachers must send notes from parents to the office in the attendance folder. Teachers will be notified before the afternoon bell of any changes for students' dismissal.

CODE OF CONDUCT

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

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

An electronic copy of the Code of Student Conduct can be found at:

www.stlucie.k12.fl.us/departments/student-services/

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

CONFERENCES

Conferences with teachers are encouraged. Please make any arrangements for conferences twenty-four hours in advance. This is a district policy as negotiated by the Classroom Teachers Association. Conferences will be held between the hours of 7:35 a.m. and 3:30 p.m.

HONOR ROLL POLICY

Honor Roll is for Grades 3-5 only.

Principal's Honor Roll - All A's in every area, including all S's and P's in the areas of conduct.

Honor Roll - All A's and B's on report card, including all S's and P's in the areas of conduct.

PROGRESS REPORTS

Progress reports will be distributed after 4 and ½ weeks of a quarter beginning. Parents can also access grades/report cards on the Parent Portal. Please contact the office if you do not have access.

MANDATORY UNIFORMS AND DRESS CODE

Permitted	Not Permitted
<ul style="list-style-type: none">- Jeans - Solid color shorts, capris, skirts, & pants. Shorts & skirts must be school appropriate fingertip length. - Solid color plain T-shirts or collared shirts. - School Spirit Shirts highly encouraged. - Hoodies, Jackets, Sweaters; small brand name logo acceptable. - Athletic shoes/sneakers are highly encouraged. - Shoes must be closed toe and closed back - Head attire, hair, and jewelry must be non-distracting and school appropriate.	<ul style="list-style-type: none">- No Jeans with holes & frays. - No Spandex workout pants, leggings, or tights. - No Graphic T-shirts. - No Graphic Hoodies. - No Crocs, flip flops, slides, cleats, sandals, jellies, or shoes with wheels. - No distracting headbands or head attire such as those with lights or costume/animal appearance.

MESSAGES AND TELEPHONE CALLS

Students will not be permitted to use the office phone for personal calls except in case of emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Messages must be called in no later than 1:45 p.m. to ensure delivery.

NUCLEAR EVACUATION PLAN

In the event that an emergency nuclear evacuation of students is necessary, the St. Lucie County evacuation policy for schools is as follows:

- If evacuation is required, the St. Lucie County Emergency Operations Center (EOC) will notify affected schools. Please note that not all schools may be affected.
- Principals will direct school personnel to assist students with the school's evacuation procedures.
- The St. Lucie County School District will evacuate all affected students and school personnel to the St. Lucie County Fairgrounds. In order that we may evacuate the area in a timely manner to ensure your child's safety, **do not attempt to pick your child up at school.**
- Local radio and television stations will announce when and where parents may pick up their children.
- Teachers will staff pick-up stations at the fairgrounds and will account for and supervise students until parents pick them up.
- To ensure their safety, students not picked up at school sites, within two hours, will be transported to St. Lucie County Fairgrounds located on Midway Road in Fort Pierce, where parents may pick them up.

OVERDUE LIBRARY BOOKS

Students may be limited in borrowing additional books until overdue books are returned, or fines for lost books are paid.

PERSONAL PROPERTY

We strongly encourage all students to leave valuables at home. Students SHOULD NOT bring electronics or toys to school. The probability of damage and/or theft is too great and those items are a distraction to students throughout the day. Such items will be removed from the child's care and placed in the teacher's desk or office for the day. If the items are causing a disturbance they will be confiscated from the child and may be retrieved by the parent from the school office. Students are allowed to carry a cell phone. The cell phone must remain in their book bag and turned off during the day.

PHYSICAL EDUCATION EXEMPTION

If your child needs to be excused from participating in physical education for a day, you will need to send a note to the physical education instructor. In order for students to be exempt for a longer period, a doctor's statement will need to be placed on file in the office.

SCHOOL CLINIC (ILLNESS AND/OR ACCIDENTS)

Children who become ill during the day will be sent to the clinic for attention, rest, or to be sent home. In order to administer prescribed medication to students during school hours, exclusive of injections, the following requirements must be met:

1. The parents must provide the school with a doctor's statement on the proper form, explaining the necessity of the medication.
2. The parents must complete Form ST0011, to be signed by the doctor and the parents. This form shall include:
 - a. *DIRECTIONS (for example: with meals)*
 - b. *FREQUENCY*
 - c. *DOSAGE*
 - d. *METHOD OF ADMINISTRATION*
 - e. *POSSIBLE REACTIONS*

The form includes a statement of authorization for the medication to be administered by personnel.

3. All medication must remain in its original container.
4. Nonprescription medication will not be administered unless Form ST0011 has been properly completed.
5. All medication will be kept in the clinic and administered only by the school designated personnel once all requirements are met.
6. If a child is injured, first-aid will be promptly administered. The child will usually be cared for in the clinic. If the injury is of a serious nature, an attempt will be made to contact the parent by phone. If emergency treatment is required, 911 will be called and we will attempt to notify the parent. An accident report is completed following any injury requiring first-aid.

IT IS CRITICAL FOR YOU TO COMPLETE THE EMERGENCY MEDICAL CARD PROVIDED BY THE HEALTH AIDE.

Please be sure to include home phone, work phone number (parents), and any additional emergency contact(s) phone numbers. **We MUST have a number whereby we can reach you at all times.**

Medical Emergencies:

I. For the purpose of this policy the following are to be considered serious medical emergencies:

1. Difficulty breathing or has stopped breathing
2. Bleeding which appears difficult to control
3. State of shock because of excessive bleeding, severe pain, insulin reaction, or diabetic coma
4. Unconscious (beyond fainting)
5. Extensive burns
6. Drug overdose or oral poison other than drugs
7. Severe allergic reaction that appears to be life threatening
8. Inhalers and epi-pens may be carried by students with physician and parent approval.

II. In the event of a serious medical emergency requiring medical attention, the principal or a designee will call 911.

III. Once the emergency medical service (EMS) personnel arrive at the scene, they assume the responsibility for the care of the individual.

IV. If a person attached to EMS is on campus for other than official business, such as a resource person in the classroom, and offers emergency assistance, it is the principal who decides if they are allowed to care for the individual.

STUDENT CONDUCT

At all times, teachers have a right to teach and students have a right to learn. If this is to be accomplished, it is absolutely necessary that the school environment be free of disruptions which interfere with teaching and learning.

Teachers will inform students and parents of specific classroom rules and disciplinary actions.

A Code of Student Conduct book will not be sent home at the beginning of the year. It is available online and copies are available upon request. Parents are asked to please read it with their children and sign and return the last page to the teacher.

UNIFORM GRADING SYSTEM

The following grading scale will be used in grades K-2:

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

Teachers will be grading students on their progress toward the mastery of the Standards throughout the year. As teachers enter events into Skyward, you will be able to see if your child is progressing steadily along the way through the grades assigned in the events.

Instruction will be paced to ensure that your child will master all of the grade level content prior to the year. A three would indicate that your child is making steady progress based on the instruction and assessments provides thus far.

You may see some individual scores fluctuate from time to time which is not necessarily cause for concern. As your child learns new skills, he/she will find some concepts and targets much easier to master than others. As a parent, you should be looking at the overall trend of grades to see the overall pattern.

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

Grade	Percent	Grade Point Average	Definition
A	90-100	4	outstanding progress
B	80-89	3	above average progress
C	70-79	2	average progress
D	60-69	1	lowest acceptable progress
F	0-59	0	failure
I	0	0	Incomplete*
W	N/A	N/A	withdrawn Dual Enrollment

*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- 12	<p>*Allowed for all absences, excused or unexcused</p> <p>*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.</p> <p>*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</p> <p>* 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</p>
K -5 Provisions	<p>*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</p>

VISITORS TO CAMPUS

All parents, volunteers and visitors ***MUST*** report to the office as soon as they enter the building. Parents and visitors are welcome in the classroom, but must make arrangements **twenty-four hours in advance** and be scanned through our Raptor System and issued a **GUEST STICKER** in the office. Unauthorized persons will not be permitted to enter the halls or any classroom without a visitor’s permit. Parents accompanying their children to lunch must get a **GUEST STICKER** at the office and go directly to the cafeteria. Please do not wait outside the classroom unless previous arrangements have been made as indicated in the Classroom Teachers Association Contract.

WITHDRAWAL

Parents should complete withdrawal forms at the office before transferring a student. This helps expedite the transfer of a child’s records.

PARTNERS IN EDUCATION (BUSINESS PARTNERS)

Lakewood Park enjoys a strong base of partnerships with numerous members of our business community. Our business partners provide services or materials that help to augment the success of our educational program. Should you have a business, or be a member of a business, that would like to invest in the future of our students, please contact our Assistant Principal or Principal for further information.

SAFETY PATROL

Lakewood Park selects fifth grade students as Safety Patrol members to help students and parents. Patrol members help by providing assistance to parents and reminding students about the school rules and safety procedures. Students not obeying school rules will be reported to an adult supervisor or administrator for disciplinary action, which can include removal from the safety patrol team.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is a committee that guides and oversees the implementation of a system of school improvement and accountability, which results in educational excellence and the highest level of student learning. The primary focus of the School Advisory Council is to develop the School Improvement Plan and to prepare our children for future success. The council consists of parents, faculty and staff, community members, and business partners. Anyone interested in serving on the School Advisory Council should contact the school office.

VOLUNTEERS

Volunteers may choose to work with students, work on “at home” projects, help with clerical/library work, or share a special interest, hobby or talent. Please call the school to sign up. Parent involvement helps to ensure the success of our students. Volunteers must fill out an application yearly, and be approved by the St. Lucie County School Board. All parents accompanying their child on a field trip are considered a volunteer and must have an approved volunteer application on file. Volunteer applications take at least 2 weeks to process.

SPECIAL PROGRAMS

CITIZEN OF THE MONTH

Each month Lakewood Park honors students selected for Citizen of the Month. This program helps to build self-esteem and respect for others in our students. Most Citizen of the Month assemblies are held on the last Wednesday of the month. Fliers will go home prior to the assembly informing parents of the exact date and time.

EXCEPTIONAL STUDENT EDUCATION

Our Student Support Specialist works with the regular education teachers to integrate exceptional students into the total school community. Our educational environment provides exceptional students an opportunity to reach their potential in the least restrictive environment. The consultant provides special services to the regular classroom teacher, which might include specialized materials, course modifications, instructional and behavioral accommodations, and assistive devices.

PBIS/ S.O.A.R

The Positive Behavior Support incentive program is designed to help students follow school wide expectations. Students and classes are recognized with Falcon Bucks. In addition to the classroom and resource teachers, bus drivers are also encouraged to select students to reward for excellent bus behavior.

The expectations are:

Safety first

Organized and ready to learn

Act responsibly

Respect others

GUIDANCE

Students receive individual counseling as the need arises. This may be teacher, parent, or self-referred. In addition, the counselor also works with groups of students on a daily basis. Students are also seen in their classrooms for group lessons. Students are learning to cope with their problems in a nonviolent process.

MTSS- Multi-Tiered System of Support is a process that provides intervention and educational support to all students at increasing levels of intensity based on their individual needs. The goal is to prevent problems and intervene early so that students can be successful.

SOCIAL WORKER

The social worker helps to establish the Home-School Connection. The social worker may visit the home to check on attendance, obtain health and family history information, and to conference with the parent regarding school concerns.

SPEECH PATHOLOGIST

Qualifying students receive speech and/or language assistance through a resource program with a specially trained speech pathologist.

TECHNOLOGY

Lakewood Park is committed to provide our students with the skills and tools necessary to utilize in a diverse and evolving world of technology. We envision an increased use of technology that will result in greater student achievement, staff development, and parental involvement. All students will have a laptop.

PARENT RESPONSE/HEALTH SCREENINGS

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:

- Height and Weight, which will include Body Mass Index (BMI) calculation for grades 1 and 3
- Vision and Hearing Screenings for grades K, 1, and 3

In addition to these screening activities, your child will receive first aid and care in the event he/she is injured or becomes ill while at school.

You will be informed, in writing, if your child fails to meet any of the screening standards. You are encouraged to seek further professional assistance.

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.

Notice regarding the St. Lucie Public Schools Code of Student Conduct 2023-2024

In order to conserve resources, schools will not distribute paper copies of the Code of Student Conduct to every student. An electronic copy of the Code of Student Conduct can be found at www.stlucie.k12.fl.us/departments/student-services/. Parents/guardians may request a printed copy to be provided. To receive a printed copy of the Code of Student Conduct, please check the box below and return this form to your child's school. A copy will then be provided to your student.

The Code of Student Conduct has been adopted to help your son/daughter gain the greatest possible benefit from his/her education. Please read and discuss the Code of Student Conduct with your son/daughter.

FAILURE TO RETURN THIS ACKNOWLEDGEMENT FORM WILL NOT RELIEVE A STUDENT OR THE PARENT/ GUARDIAN OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE CODE OF STUDENT CONDUCT OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO SLPS PROPERTY.

Please check **only** if you require a printed copy of the 2023-2024 Code of Student Conduct. **One (1) copy per household will be provided.**

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent Signature

Date



Student/Parent Notification of Attendance Policies

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

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

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

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

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

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

Please read the District Student Progression Plan for more information regarding the Attendance Policies in the Saint Lucie County School District at www.stlucie.k12.fl.us

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* * *

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

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

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

* * *

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

**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.

PPRA Notice.doc

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

St. Lucie Public Schools Notice Of Non-Discrimination, Title IX, and Section 504



THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA, does not discriminate in employment, treatment, in admission or access to its programs and activities on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, sexual orientation or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or any employment conditions or practices conducted by this School District, except as provided by law. The School Board provides equal access to the Boy Scouts and other designated youth groups¹. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. (SLPS SB Policy 2.7

ADULTS (2.70) EQUITY POLICY: PROHIBITING HARASSMENT

- A. Harassment concerning an individual's race, color, sex, religious beliefs, national or ethnic origin, marital status, pregnancy, disability, sexual orientation or veteran status is a form of misconduct which undermines the integrity of the employment without regard to race, color, religion, sex, age, relationship, national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation or veteran status.
- B. Adverse remarks or epithets and other forms of harassment concerning an individual's race, color, sex, age, relation, national or ethnic background or disability B. Students, while they are in school or participating are strictly prohibited. A disability exists when an individual in school-related activities, are entitled to an individual has a physical or mental impairment which substantially limits one or more of the individual's major life activities.

STUDENTS (2.70) EQUITY POLICY

- A. It is the policy of the SLPS School Board to offer age, students the opportunity to participate in status, or disability appropriate programs, services and activities
- B. Students, while they are in school or participating are strictly prohibited. A disability exists when an individual in school-related activities, are entitled to an individual has a physical or mental impairment which substantially limits one or more of the individual's major life activities.

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

Principal or principal designee. If the situation cannot be resolved informally, a formal complaint should be directed to the Superintendent's designee listed below.

Adult COMPLAINT PROCEDURES:

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

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

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

Student COMPLAINT PROCEDURES:

If a **student** needs to report an alleged violation of these policies, an informal equity complaint should be made to the

TITLE IX POLICY (2.71): PROHIBITING SEXUAL HARASSMENT

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

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

Employee Related:

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

Student Related:

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

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

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

contact the SLPS District Equity Coordinator:

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

School or Department Designee(s)

Adult/Employee Related:

Student Related:



Each Child, Every Day

Book	St. Lucie County School Board Policy Manual
Section	Chapter 2: School Board Governance and Organization
Title	Prohibiting Discrimination, Including Sexual and Other Forms of Harassment
Code	2.70
Status	Active

A. Policy Against Discrimination

- (1) No person shall, on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, sexual orientation, or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
- (2) The School Board shall comply with all state and federal laws which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- (3) Except as otherwise required by law, School Board shall admit students to District Schools, identified programs and classes without regard to ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, or sexual orientation.
- (4) Employees shall also refer to Human Resources Policy 6.304.

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

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

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

- (2) The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non- employee volunteers who work subject to the control of school authorities and to all vendors or service providers who have access to School Board facilities.
- (3) This policy against discrimination prohibits and deems unacceptable and intolerable all forms of sexual harassment or intimidation, including:
 - (a) Any unwelcome staff to staff, third party to staff, student to student, or student to staff verbal or sexual advance, request for sexual favor, or other inappropriate statement, communication, or physical conduct of a sexual nature.
 - (b) Any welcome or unwelcome staff to student or third party to student verbal or sexual advance, request for sexual favor, or other inappropriate statement, communication, or physical conduct of a sexual nature, and
 - (c) Any verbal or physical act or conduct of a sexual nature that has the effect of unreasonably interfering with an individual's work or learning performance or that creates an intimidating, hostile, or offensive work or learning environment.

C. Retaliation and Coercion Prohibited

- (1) No person shall be discriminated against because such person has opposed any act or practice prohibited by this policy or Policy 3.43, Bullying and Harassment, or because such person made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing concerning such an act or practice.
- (2) No person shall be coerced, intimidated, threatened, or interfered with in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right recognized or protected by this policy or Policy 3.43, Bullying and Harassment.

D. Violations

- (1) Any student who violates this policy will be subject to appropriate disciplinary action as provided in the Code of Student Conduct adopted in accordance with Policy 5.30.
- (2) Any employee who violates this policy shall be subject to appropriate disciplinary action as provided in the prohibition against violation of policy and laws set forth in new Policy 6.30 and the employee standards of conduct set forth in Policy 6.301.

E. Protections for Persons with Disabilities

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

F. Reporting

- (1) Any act of sexual harassment of a student that may involve harm, or the threat of harm, to the physical or mental health of the student may constitute an act of child abuse or neglect.
- (2) Any School Board employee who knows or has reasonable cause to suspect that an act of child abuse or neglect has occurred shall report such knowledge or suspicion to the Child Abuse Registry, the school principal, and the appropriate law enforcement agency in accordance with Ch. 39, Fla. Stat., and Policy 5.37(8).

G. Procedures

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

Section 504 Manual. For complaints of bullying and harassment, the District shall follow the procedures in Policy 3.43, Bullying and Harassment.

STATUTORY AUTHORITY: 120.54, 1001.41, 1001.42, 1012.23, F.S. LAWS IMPLEMENTED: 112.51, 119.07, 760.01, et. seq., 1000.05, 1000.21, 1001.43, 1012.22, F.S., 34 CFR, Parts 100.104, and 106, STATE BOARD OF EDUCATION RULE: 6A-19.001 et seq.

History:

ADOPTED: 03/30/2004

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



Each Child, Every Day

Book	St. Lucie County School Board Policy Manual
Section	Chapter 2: School Board Governance and Organization
Title	Title IX Sexual Harassment Complaint and Investigation Procedures
Code	2.701
Status	Active

1. Definitions.

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

- a. School District means the St. Lucie County School District.
- b. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

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

g. The District Title IX Coordinator (“District Coordinator”) is responsible for coordinating School District compliance with Title IX of the Education Amendments of 1972 (“Title IX”) regulations.

h. The school-based Title IX Coordinator (“school-based Coordinator”) is responsible for coordinating Title IX compliance at an assigned school.

i. The Title IX investigator (“investigator”) is responsible for conducting the investigation as required by Title IX and preparing the investigative report.

j. The Title IX decision-maker (“decision maker”) reviews the evidence, determines responsibility for all formal complaints, and provides a written determination to the parties. The decision-maker cannot be the same person as the school-based Title IX Coordinator or the investigator.

k. The Title IX appeals decision-maker (“appeals decision maker”) is responsible for reviewing the written determination and issuing a written decision describing the result and rationale for the appeal.

l. Notice. Whenever notice is required in this policy, notice shall be sent to the parent as defined in CFR 99.3 or to the eligible student as defined in CFR 99.3.

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

a. “Education program or activity” includes locations, events, or circumstances over which the School District exercised substantial control over both the respondent and the context in which the sexual harassment occurred.

b. Reporting Sexual Harassment. Any person may report sexual harassment, regardless of whether the reporting person is the alleged victim of the conduct. A report can be made in person, by mail, by telephone, or by electronic mail, using the contact information for the District Coordinator or school-based Coordinator. Reports may be made

at any time, including during non-business hours. Any person with knowledge of sexual harassment is strongly encouraged to report the incident. Reports should be made as soon as possible after the alleged incident. A formal complaint must be filed within ten (10) school days after the alleged incident. Failure on the part of the

complainant to initiate or follow up on the complaint within this period may result in the complaint being deemed abandoned.

i. The School District is responsible for responding to complaints of which it has notice even if notice is not received within the aforementioned time frame.

c. All School District employees are required to, and must, report, in writing, any allegations of sexual harassment or violations of this policy to the District Coordinator, school-based Coordinator, or appropriate administrator.

3. The Superintendent may identify, upon request of a complainant or respondent, a designee for the District Coordinator when, in the Superintendent's judgment, it is warranted. Should an alternate be designated to investigate a complaint, the complainant may request a review by the Superintendent.

4. Knowledge of Sexual Harassment. When a school-based employee assigned to an elementary or secondary school has knowledge of sexual harassment or allegations of sexual harassment, the School District is obligated to respond.

5. Response to Knowledge of Sexual Harassment. A school must respond to knowledge of sexual harassment in the school's education program or activity against a person in the United States within twenty-four (24) hours or no more than two (2) school days.

a. If the alleged sexual harassment might constitute a crime the matter shall immediately be reported to the School Resource Officer ("SRO") or the appropriate law enforcement agency. Any uncertainty regarding whether the alleged sexual harassment might constitute a crime must be resolved in favor of reporting the incident to law enforcement.

b. If the alleged sexual harassment might constitute child abuse the matter shall immediately be reported to the Florida Department of Children and Families ("DCF"). Any uncertainty regarding whether the alleged sexual harassment might constitute child abuse must be resolved in favor of reporting the incident.

c. When a School District employee is the respondent, the school-based Coordinator or school administrator shall immediately notify the Director of Employee Relations. If the respondent is a School District employee, discipline may be taken, consistent with any applicable collective bargaining agreement provisions or statutory provisions to resolve a complaint of sexual harassment. Upon

knowledge of alleged sexual harassment, the school-based Coordinator must:

- i. Contact the complainant to discuss the availability of supportive measures;
 - ii. Consider the complainant's wishes with respect to supportive measures;
 - iii. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
 - iv. Explain to the complainant the process for filing a formal complaint.
6. Filing of Formal Complaint. The formal complaint may be filed by a complainant, parent or legal guardian, or signed by the school-based Coordinator. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the school's education program or activity.
7. Response to Filing of Formal Complaint.
- a. When a formal complaint has been filed, the school must immediately determine if:
 - i. The allegations meet the definition of sexual harassment even if proved, as defined in section (1)(b) of this policy;
 - ii. The conduct occurred in a School District education program or activity; and
 - iii. The allegations occurred against a person in the United States.
 - b. If the school determines these requirements are met, the school must follow the grievance process outlined in section (12) of this policy. If the school determines any of these requirements are not met, the school must dismiss the formal complaint. Written Notice of dismissal must be sent.
8. Consolidation of Formal Complaints. Formal complaints involving allegations of sexual harassment arising from the same facts or circumstances may be consolidated against more than one (1) respondent, if multiple complainants file a complaint against multiple respondents, or if one (1) party files a complaint against the other party.
9. Dismissal of Formal Complaints. Schools shall investigate allegations in a formal complaint and determine whether dismissal is required or permitted.
- a. Required Dismissal.

- i. The School District must dismiss a formal complaint if the alleged conduct: does not constitute sexual harassment even if proved as defined in section (1)(b) of this policy; or
 - ii. Did not occur in a school’s education program or activity; or iii. Did not occur against a person in the United States.
 - iv. The School District may take action under another provision of the Code of Student Conduct in the event dismissal is required.
- b. Permitted Dismissal. Schools may dismiss a formal complaint or any allegations during the investigation or hearing if:
- i. The complainant provides written notice to the school-based Coordinator of their intent to withdraw the formal complaint or any allegations; or ii. The respondent is no longer enrolled or employed by the School District; or
 - iii. Specific circumstances prevent the school from gathering evidence sufficient to reach a determination.
- c. Written Notice of Dismissal. Upon a required or permitted dismissal, schools must send written notice of the dismissal and reasons for the dismissal simultaneously to parties within twenty-four (24) hours or no more than two (2) school days.
- d. Appeal of Dismissal. Parties may request an appeal from a dismissal within two (2) school days of issuance of the dismissal. Requests for an appeal should be sent to the decision-maker, as outlined in section (14) of this policy.
10. Emergency Removal. The School District may remove a respondent from a school’s education program or activity on an emergency basis, only after undertaking an individualized safety and risk analysis, and determining if an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and providing the respondent with notice and an opportunity to challenge the decision within two (2) school days following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

a. Grievance Process for Formal Complaints of Sexual Harassment. In response to a formal complaint, schools must provide written notice to all known parties and follow a specified grievance process before the imposition of any disciplinary sanctions against the respondent. A school must provide written notice of allegations within two (2) school days of the allegations to all known parties upon receipt of a formal complaint.

i. Written notice must include:

1. The identities of the parties involved in the incident, if known;
2. The conduct allegedly constituting sexual harassment;
3. The date and location of the alleged incident, if known;
4. A statement that the respondent is presumed not responsible for the alleged conduct;
5. The school's grievance process;
6. A statement that a determination regarding responsibility is made at the conclusion of the grievance process;
7. A statement informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
8. A statement advising parties that they may inspect and review evidence, as outlined in section (11)(f)(i); and
9. A statement informing the parties of any provision in the school's Code of Student Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

ii. If during the course of an investigation the school decides to investigate allegations about the complainant or respondent that are not included in the original notice, the school must provide written notice of the additional allegations to the known parties within two (2) school days, pursuant to the requirements of written notice in this policy.

b. Response to Complaint. Parties shall be afforded the opportunity to prepare a response regarding the complaint and provide that response during the initial interview. Parties shall have no less than two (2) school days from the date of the written notice to prepare a response. The school-based Coordinator shall conduct the initial

interviews with both the complainant and the respondent within five (5) school days. Each individual shall be interviewed separately and at no time will the complainant and respondent be interviewed together. This time frame may be modified for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- c. Basic Requirements for Grievance Process. A school's grievance process must:
 - i. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility has been made against the respondent;
 - ii. Require an objective evaluation of all relevant evidence;
 - iii. Include a presumption that the respondent is not responsible for the alleged conduct until the written determination is made at the end of the grievance process;
 - iv. Ensure the school-based Coordinator, investigator, decision-maker, and appeals decision-maker are free from any conflicts of interest or bias for or against any complainants or respondents;
 - v. Include reasonably prompt time frames for the conclusion of the grievance process;
 - vi. Include reasonably prompt time frames for filing and resolving appeals;
 - vii. Allow for the temporary delay of the grievance process or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action;
 - viii. List the range of possible disciplinary sanctions and remedies that may be implemented;
 - ix. Include the procedures and grounds for appeal;
 - x. Describe the range of supportive measures available to parties;

- xi. Not allow, require, rely upon, or otherwise use questions or evidence that seek disclosure of protected information under a legally recognized privilege, unless the person holding such privilege waives the privilege; and
- xii. Notify parties that the preponderance of the evidence standard will be used to determine responsibility.

11. Procedures for Investigation of a Formal Complaint. The investigation must be completed and evidence provided to the respondent and complainant within five (5) school days of the initial interviews with the complainant and respondent, whichever interview is later. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

a. The School District must ensure that the burden of proof and the burden of gathering evidence rests on the school.

b. Confidentiality of Medical Records. The School District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the school obtains that party's voluntary, written consent to do so for a grievance process under this section. If a party is not an "eligible student," as defined in 34 CFR 99.3, then the school must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3;

c. Schools shall not restrict the ability of either party to discuss the allegations under investigation.

d. Written Notice of Grievance Proceedings. Notice for any investigative interviews, or meetings must be sent at least two (2) school days prior to the interview or meeting. Notice for any hearings must be sent at least ten (10) school days prior to the hearing. Notice must include the date, time, location, participants, and purpose of meeting to all parties whose participation is expected or invited.

e. Grievance Proceedings. Both parties must be given an equal opportunity to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding with an advisor of their choice. f. Evidence

(i) Inspection and Review of Evidence. Both parties must be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility. OTC must make all evidence subject to the parties' inspection and review available at any hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

(ii) Prior to completion of the investigative report, schools shall send to each party and their advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. Parties have ten

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

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

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:



Each Child, Every Day

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

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

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

(3) Procedure

- (a) Any student or applicant for admission who believes he or she has an equity grievance should first discuss the grievance with the principal of the school involved. If the grievant is not satisfied with the outcome of such discussion, or if the school principal is involved in the alleged incident, the grievant should communicate the grievance and the specific relief requested in writing to the Coordinator within sixty (60) calendar days of the alleged incident.
- (b) The Coordinator, after receiving the grievance shall notify the school principal of the filing of the grievance within fifteen (15) working days of the filing of the complaint.
- (c) If the Coordinator determines that the grievance alleges a potential violation, that there is probable cause that such a violation has occurred, and that the School Board is able to provide the specific relief requested, the Coordinator shall set a date for an informal hearing and include any essential personnel germane to the case. If the Coordinator determines that the grievance is insufficient, that there is no probable cause to proceed, or that the School Board is not able to provide the specific relief requested the Coordinator shall so notify the grievant in writing. A determination of insufficiency, of no probable cause, or of unavailable relief shall be subject to appeal as provided in subsections (3)(g) and (h) of this policy.
- (d) If an informal hearing is set, the Coordinator shall encourage the grievant to discuss the matter informally with the person against whom the grievance has been lodged. Upon request, the Coordinator shall accompany the grievant in an attempt to conciliate the matter. If conciliation is not effected, the hearing shall proceed.
- (e) Notwithstanding any other provision of this policy, the grievant shall not be required to confront the person against whom the grievance has been lodged, particularly in instances in which the grievant has alleged acts or practices of discrimination, including but not limited to harassment, retaliation, or coercion. At the informal hearing, both the grievant and the person against whom the grievance has been lodged shall be afforded an opportunity to present witnesses and other evidence in support or defense of the grievance.
- (f) If an informal hearing is held, the Coordinator shall render a recommendation in writing to the grievant and the person against whom the grievance has been lodged within ten (10) working days of such hearing. The principal of the involved school shall be responsible for taking any action required to implement the Coordinator's recommendations.
- (g) Either the grievant or the person against whom the grievance has been lodged may appeal the recommendation of the Coordinator to the Superintendent with ten (10) working days of receiving notice of such recommendation. Any appeal to, and the decision rendered by, the Superintendent shall be in writing. The decision of the Superintendent shall be rendered within ten (10) working days of the filing of an appeal from the Coordinator recommendation.
- (h) The decision of the Superintendent may be appealed to the School Board within ten (10) working days of the appealing party receiving notice of such decision. Any appeal to, the School Board shall be in writing and shall appear on the agenda for the next regularly scheduled public meeting that will be held not less than seven (7) working days after receipt of the appeal. The School Board shall render a written decision on the appeal within ten (10) working days of the meeting. All affected parties will be notified and provided with a copy of the decision of the School Board. The decision of the School Board shall be administratively final.
- (i) If a violation is determined to have occurred, the District shall take appropriate steps to prevent the recurrence of any discrimination and to correct the discriminatory effects on the grievant and others. Based upon the circumstances, such steps may include, but are not limited to:
1. Imposing consequences, including referral for discipline when appropriate, upon the person against whom the grievance was lodged,
 2. Undertaking such remedial measures as appropriate in the circumstances to address and resolve the grievance and to protect the grievant and witnesses for the grievant from retaliation or future discrimination,

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

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

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

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

**STATUTORY AUTHORITY: 1001.41,
1001.42, F. S. LAWS IMPLEMENTED:
1000.05, F.S.**

**History:
Adopted: 03/30/2004
Revision Date(s): 10/28/2008,
06/08/2010, 09/13/2011 Formerly:
5.65**

St. Lucie Public Schools Title IX Formal Complaint

My name is _____

and I am a student/employee at _____

School Name

_____ sexually harassed me on or about _____ at

Name

Date/Time

_____.
Location

Please explain the incident below:

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

Name: _____ Signature: _

