

# MARIPOSA ELEMENTARY SCHOOL

## PARENT - STUDENT HANDBOOK 2025 – 2026



**Student's School Pledge**  
*I pledge today to do my best  
in reading, math, and all the rest.  
In my class and in the school.  
I'll respect myself and others too.  
I'll expect the best in all I do.  
I'm here to learn all I can to try  
my best and be all I am.*

**2620 SE Mariposa Avenue  
Port St. Lucie, FL 34952  
(772) 337-5960 (Phone), (772) 337-5976 (FAX)**

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**MARIPOSA ELEMENTARY SCHOOL  
PARENT/STUDENT HANDBOOK  
2025 - 2026**

**Mariposa's Vision**

Mariposa Elementary School demonstrates a growth mindset through hard work, a positive attitude, and respect towards others. Staff will collaboratively provide rigorous academic instruction and instill a love of learning to our students through teamwork, engagement, and an inclusive environment. Students will have success for today and be prepared for the future.

**Mariposa's Mission**

At Mariposa Elementary, our mission is to maintain a stimulating learning environment that challenges every student to reach their maximum potential. Through positive academic, social, and emotional experiences, students will be taught critical skills for success in future endeavors.

**MARIPOSA MASCOT – MONARCH BUTTERFLY**

**SCHOOL COLORS – ROYAL BLUE & WHITE**

## Important Phone Numbers

The school has an automated telephone answering system. Extensions and contact names are listed below for all school departments.

**Main Office Number (772) 337-5960**

<b>Department</b>	<b>Contact</b>	<b>Extension</b>
<b>Principal</b>	<b>Ms. Wigginton</b>	<b>5960</b>
<b>Assistant Principal</b>	<b>Ms. Vasquez</b>	<b>5960</b>
<b>Attendance</b>	<b>Ms. Neto</b>	<b>5960</b>
<b>Cafeteria</b>	<b>Ms. Duran</b>	<b>5970</b>
<b>Clinic</b>	<b>Ms. Muniz</b>	<b>5966</b>
<b>Data Specialist</b>	<b>Ms. Hoffman</b>	<b>5969</b>
<b>Executive Secretary</b>	<b>Ms. Encarnacion</b>	<b>5963</b>
<b>ESE (Exceptional Student Education)</b>	<b>Mr. Spies</b>	<b>5975</b>
<b>Records</b>	<b>Ms. Brown</b>	<b>5961</b>
<b>Volunteer Coordinator</b>	<b>Ms. Durante</b>	<b>5967</b>
<b>School Counselor</b>	<b>Ms. Stedman</b>	<b>5967</b>
<b>School Counselor</b>	<b>Ms. Durante</b>	<b>5967</b>



## Daily Schedule

Students are expected for classroom instruction from 8:25 a.m. to 3:00p.m. It is critical that your child is on time and ready to learn each day.

All students are expected to follow the schedule below:

- 7:55 Student Drop Off/Breakfast Begins**
- 8:25 All Students in Classrooms/Instruction Begins**
- 3:00 Parent Pick Up/Walker/Day Care Dismissal Bus**

# **Mariposa Elementary Supply List**

**GRADES K-5**

**2025 - 2026**

## **Kindergarten**

Backpack (Large size)  
Pack of Playdoh  
48 #2 pencils (no mechanical)  
2 boxes of tissues and paper towels  
4 boxes of crayons  
1 box of Ziploc bags (gallon and quart size)  
12 Elmer's purple glue stick & 1 school glue  
2 folders with pockets & prongs (red and blue)  
**Change of clothes (left in backpack)**  
Headphones (over the head only USB preferred)  
1 blunt tip scissor  
1 pack of index cards  
2 packs of washable markers  
2 packs of black fine EXPO markers  
1 plastic pencil case  
2 packs of baby wipes  
1 pack of watercolors

## **2nd grade School Supply List**

Backpack (regular size)  
Pencil case or box  
2 packs #2 pencils  
2 large pink erasers  
2 boxes of crayons  
4 composition notebooks  
1 pack of dry erase markers  
1 box of Ziploc bags (gallon)  
1 box of Ziploc bags (sandwich or quart)  
2 plastic pocket folders with prongs  
1 pack of glue sticks & 1 bottle of glue  
1 pair of student scissors  
1 box of tissues  
Headphones or earbuds (no wireless)

## **4th Grade Supply List**

Backpack (regular size)  
Pencil case or box  
4 packs of #2 pencils  
4 boxes of tissues  
6 composition books  
2 boxes of crayons  
4 packs notebook paper  
6 pocket folders (assorted colors)  
4 Glue sticks  
2 packs colored pencils  
1 pair of student scissors  
1 pack of highlighters (assorted colors)  
Headphones or earbuds (no wireless)  
8 dry erase markers fine tipped  
1 box Ziploc bags (gallon size)

## **1st Grade Supply List**

Backpack (Full size no wheels)  
48 #2 Pre-Sharpended Pencils  
Pencil case or box  
4 boxes of tissues  
6 boxes of crayons (Crayola Preferred)  
5 Wide Ruled composition Books (not spiral)  
1 box quart and gallon size Ziploc bags  
24 glue sticks  
2 pink pearl erasers  
1 pack of colored pencils  
5 fine black EXPO markers  
1 pack of washable markers  
1 pair of student scissors and headphones

## **3rd Grade Supply List**

Backpack (regular size)  
5 packs of #2 pencils  
Pencil Case or Box  
3 boxes of tissues  
1 boxes of crayons  
4 composition books wide ruled  
1 pack of notebook paper wide ruled  
4 glue sticks  
1 pack of colored pencils  
3 pocket plastic folders with prongs  
2 pack of cap erasers  
1 pack of colored highlighters  
1 four pack of dry erase markers (black)  
Headphones or earbuds (no wireless)  
2 packs of wipes  
1 box of Ziploc bags (gallon & quart)

## **5th Grade Supply List**

Headphones or earbuds (no wireless)  
Backpack (regular size)  
5 packs #2 pencils (no mechanical)  
Pencil case or bag (no boxes)  
3 Ring Binder (2 inches)  
6 (one subject notebook)  
2 boxes of crayons & colored pencils  
2 packs of 3x5 index cards  
1 pack of fine Crayola markers  
3 packs of notebook paper wide ruled  
4 pocket folders (no prongs)  
8 glue sticks  
1 pack of cap erasers  
1 pack of highlighters  
8 fine tip dry erase markers  
1 pair of student scissors  
1 box of Ziploc bags (gallon and quart)



## **FAQ (Frequently Asked Questions)**



### **What if my student needs to go home in a different way than usual?**

If it is necessary for a student to go home via an alternate way or person, written instructions must be sent to the school with the child the day the arrangement is different. Written communication will be accepted through a note or email to the front office staff or teacher.

**Only in an emergency** will we take phone calls for transportation changes. Additionally, they will need to be verified by our office staff.

The written instructions should be very specific. If the student tells us that they are supposed to go home in a different manner, we will make every attempt to reach you by phone to verify the change. With no written instructions, if we are unable to reach you by phone, the students will be sent home as per their regular routine.

Communication is critical. If you are requesting a bus rider be allowed to ride a different bus, we can only approve this in cases of emergency; only when space is available on the bus; and when approved in advance by the Transportation Department.

Front office staff emails to communicate dismissal changes:

[Deandra.brown@stlucieschools.org](mailto:Deandra.brown@stlucieschools.org)

[Veronica.neto@stlucieschools.org](mailto:Veronica.neto@stlucieschools.org)



### **How do I take my student out of school early and prior to dismissal?**

When students leave class early, prior to 2:30 p.m., they miss important instructional time. Please attempt to have appointments made after regular school hours so your student will not need to be dismissed early. However, if you need to pick your student up early, please send a note to the teacher that morning. Please arrive at the office before 2:30 pm. and the student will be called to the office for dismissal.

Please note that students will not be dismissed early after 2:30 pm. On early dismissal days students will not be dismissed early after 12:30 pm. The State has notified the schools that early dismissal from instruction must be tallied, and that parents are required to provide documentation if their student is removed from any part of the instructional day. (Five (5) occurrences of both a tardy to school or early withdrawal will result in one unexcused absence.) Please send in documentation for medical appointments to ensure these can be indicated as excused on your student's records.



### **What if my student goes to a day care center before and after school?**

St. Lucie County school bus transportation may be available to transport public school students who are enrolled in a day care center. Several day care centers in our area have vans that transport students before and after school. Please contact the district's Transportation Department at (772) 340-7120 if you have questions or contact your specific day care provider for information on their transportation services.

**CAUTION:** Mariposa is served by several different Boys and Girls Clubs as well as one on our campus. We must be notified which Club your student attends. Some students ride a regular school bus to the Boys and Girls Clubs.



### What are the prices for cafeteria meals?

Breakfast: All students in SLPS receive breakfast at no cost.

Lunch: **For the 25-26 school year, all Mariposa students will receive lunch at no cost.**

Full Paid Lunch PreK-5: \$2.25, Reduced Paid Lunch \$.40

To access additional information about the food service program and free and reduced meal application:

Access the district website at <http://www.stlucie.k12.fl.us>

Select **Parents and Students**

Select **School Benefit Application (in the blue bar on the left side)**



### What do I do if my student is absent?

If your student is absent due to illness or injury, please notify the school. When your student returns to school, a written note is required, within three (3) days. The note should include the child's first and last name, date, days absent, reason for absence, and your signature. When a student is absent three (3) consecutive days without notification to the school, you will be contacted by the teacher, school, or a social worker.



### What happens if my student becomes ill or gets hurt at school?

Students who become ill or get hurt during the day will be sent to the school clinic for attention, rest, or to be sent home. We will notify the parent or designated person if necessary. Injured children get first aid promptly. An accident report is completed following any injury requiring first aid. **It is very important that an emergency number be provided so we can reach a parent/guardian during the day. Please keep your emergency numbers up to date with the office staff.**



### What if my student needs to take medication at school?

If it is necessary for a student to take medication at school, that has been prescribed by a doctor, a ***“Physician's Authorization for Prescribed Medication Form”*** must be sent to the school with directions for administration of the medication. All local doctors are aware of this district policy, and they have the forms available that can be faxed to the school at (772) 337-5976. Please contact your student's doctor directly for the form as they are not available at the school.

**Please note that the medication must be in the original prescription package/container with the student's full name and instructions typed on the outside of the container. "Over the counter" fever reducers must also be in the original packaging. No medications of any kind can be administered to students without a doctor's prescription and authorization.**



### How do we celebrate my student's birthday at school?

We do not have birthday parties at school. However, if you would like to send a store bought, packaged treat for a birthday, please ensure it arrives in time for your child's scheduled lunch. Please ensure that all students in the class are included. We ask that you send in small individual items such as cupcakes or cookies. We do not have the ability to cut and serve cakes.



### How do I find out about my student's progress?

Parents have access through the internet to the **Family Access Portal** 24/7 where grades, homework, and attendance data is current for students in grades 3-12 only. **You can access this information at <http://www.stlucie.k12.fl.us/parents-students>.** Click on “Family Access” on the right side under Stay Connected for instructions. Progress reports may be sent home periodically that will provide you with current information on your student's academic progress. Please review, sign, and return these reports to the teacher. Report cards are sent home following each nine-week grading period.



**How do I make an appointment with my student's teacher?**

Teachers are available for conferences before and after school. A twenty-four (24) hour notice is required (by teacher contract) prior to any appointment. Appointments may be made by emailing/messaging the teacher or calling the school office at (772) 337-5960.

**What do I do if I have a concern?**

Call the office to make an appointment with the person(s) involved. Classroom matters should be discussed with the classroom teacher first; all other matters are handled by administration. We strongly encourage you to call the school office if you wish to have clarification on any matter or to ask questions about the school or the school system. We are always happy to answer your questions.

**How do I volunteer at the school?**

Parents are not permitted to volunteer in their own child's classroom but may volunteer in other classrooms or in the front office. Parents may chaperone on field trips and participate in special projects with the permission of the teacher and administration. If you wish to volunteer, contact the Volunteer Coordinator at 772-337-5960. All volunteers must submit a volunteer application, be approved to be a volunteer, have a level 2 background check. You can submit an application by going to the district website main page, click on apply for a job, search for current job openings, go to the "position" box and scroll to the bottom to check volunteer, click search for posted positions up top, check the box for apply on the far left, then click apply for selected positions on the far right.

## Arrival and Dismissal:

Please do not drop your child off at school prior to 7:55am, as there is no adult supervision. Any student eating breakfast may report to the cafeteria starting at 7:55 am. Students not eating breakfast will report to their respective pod areas. The instructional day will start promptly at 8:25 am.



### PARENT PARKING, STUDENT DROP-OFF AND PICK-UP PROCEDURES:

We have developed the following plan in an effort to develop a safe, smooth-flowing traffic pattern around the school. It is imperative for the safety of all our students that all drivers abide by the following traffic regulations:

- Please follow the traffic flow pattern.
- Drivers of cars lined up in drop-off areas **MUST REMAIN IN VEHICLES.**
- Cars must drive in a single line.
- Park in designated parking spaces in the parent parking lot. **DO NOT PARK IN THE BUS ZONE. (\*\* State law prohibits any parent or student from using the bus loading zone as a thoroughfare\*\*)**
- Parents who park, **MUST** park in the PARENT PARKING LOT only. The entrance is on **Mariposa Avenue.**
- Students may not be dropped off or picked up at any other location.

### MORNING STUDENT DROP-OFF:

- Students may not be dropped-off earlier than 7:55 am as there will be no adult supervision until after 7:55 am.
- Enter and exit PPU at the north end of our parent pick-up driveway on Mariposa Avenue.
- Students arriving from 7:55 am to 8:25 am are to be dropped off only in the parent pick-up loop.
- Students will exit their cars on the side closest to the railings at the gates.
- All students arriving after 8:30 am are tardy. Parents/Guardians must park in the parent parking lot on Mariposa Avenue and enter the main office to sign the student in and to receive a tardy pass to be admitted to class. **DO NOT SEND YOUR STUDENT INTO THE OFFICE WITHOUT AN ADULT.**

### **IMPORTANT NOTE:**

**Students are to exit vehicles at morning drop off only when the vehicle is stopped and only on the passenger side of the car as it is closest to the school. School staff members will be there to open the vehicle door for your student.**

### AFTERNOON PICK-UP (Parent Pick-up – PPU):

- Dismissal for parent pick-up students is 2:55 pm and early dismissal is 1:00 pm.
- Enter at the north end of the parent pick-up loop off Mariposa Avenue and follow the loop.
- Students will line up by grade. Students will be called by their name and grade level from your car tag that you will display on your rearview mirror. Cars are to proceed to their numbered (1-9) Gates.
- Students will load on the side closest to the railings. When possible, please have students load on the passenger side of the car.
- Please have the auto tag with your child's name and grade displayed on your rearview mirror so that it is clearly visible.

## **AFTERNOON STUDENT DEPARTURE PROCEDURES:**

**THE PRECAUTIONARY PROCEDURES BELOW HAVE BEEN ESTABLISHED TO ENSURE MAXIMUM SAFETY FOR OUR STUDENTS. FOR THE SAFETY OF YOUR STUDENT, PLEASE BE PATIENT AND FOLLOW THE PROCEDURES. THESE SAFETY RULES ARE NOT OPTIONAL.**



### **BIKE RIDERS:**

Students are to walk through the covered hallways/walkways to the end of the 5<sup>th</sup> grade hall where a staff member will meet the walkers/bike riders. They will then exit to the front sidewalk and stay on the sidewalk to the bike rack. Students are to get their bike and walk it through the bike rack area to the sidewalk on Calais Street and then ride home. **Students must cross the street only where there is a crossing guard. Please do NOT tell your child to walk to an unsupervised area to be picked up.**



### **BUS RIDERS:**

Students will be called to the bus zone by bus numbers over the television monitors in the classroom each afternoon beginning at 3:00 pm. Remind your students to watch and listen for their bus number.



### **CAR PICK-UPS:**

Students being picked up by cars will be dismissed at 2:55 pm and are to walk to the north side of the school on Mariposa Avenue through our outside covered hallway/breezeway. Once there, they are to sit in their grade level designated areas on the sidewalk or benches. **Students will be called to a numbered gate to meet their car and will not be allowed to approach the car until the staff member at that gate opens the door for them to enter the vehicle.**



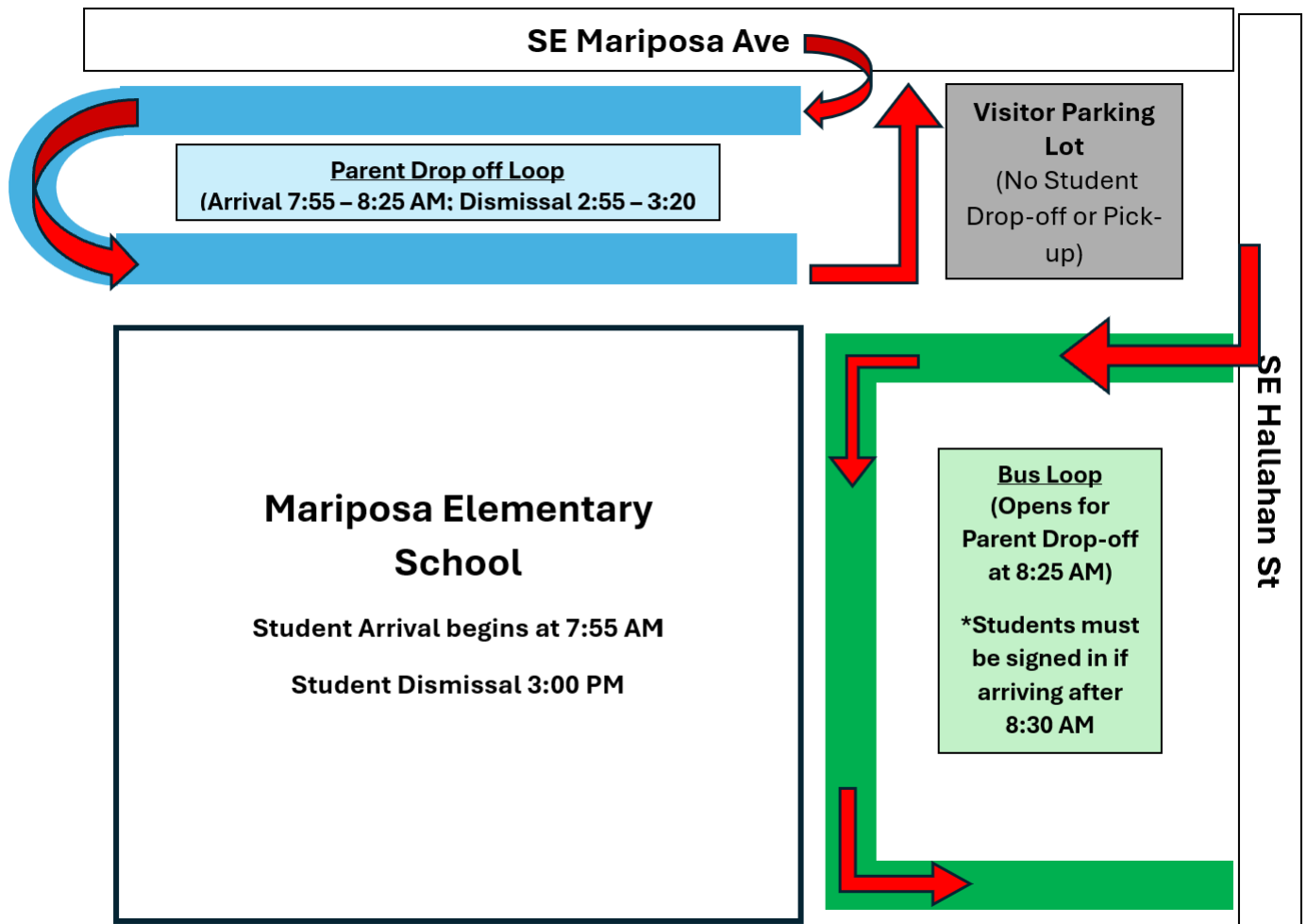
### **DAY CARE:**

Students going to day care will be dismissed at 2:55 pm and will report to the end of the kindergarten hall where a staff member will escort them to the daycare vans or buses. Individual Day Cares will take attendance before leaving the school.



### **WALKERS:**

Students are to walk through the covered hallways/walkways to the end of the 5<sup>th</sup> grade hall where a staff member will meet the walkers. They will exit to the front sidewalk, stay on the sidewalk to Calais Street, and proceed home. They should only cross where the crossing guards are posted. **Students MUST not cross through the bus loading zone.**



### **Attendance Requirements:**

Daily school attendance from 8:25 am to 3:00 pm is required of all school-aged children unless they are absent because of illness or for another valid reason. If a student is absent due to illness or injury, please notify the school. When the student returns to school, a written note is required, within three (3) days. The note should include the student's first and last name, date, days absent, reason for absence, and a parent/guardian signature.

**In accordance with Florida School Laws, when a student is absent or tardy for three (3) consecutive days without notification to the school, contact will be made by the teacher, school, or a social worker. Issues will result in referral for Truancy to the school Social Worker. Failure to contact the school will result in an unexcused absence.**

**\*\* Please see the APPENDIX for the District's Attendance Policy in detail. \*\***

### **Backpacks/Book Bags:**

Backpacks and book bags are to remain in the classroom throughout the day. Backpacks should not have wheels on them, and they are not to be taken out of the classroom when going to lunch, resources or outside. Purses should be left at home.

### **Bike Racks:**

Bike riders are encouraged to lock their bikes to the bike rack each morning. Please have your child wear a helmet. While the school provides a locked bike rack area, we do not assume responsibility for lost or stolen bikes. Therefore, please provide your student with a lock for his/her bike while it is at school.

### **Cell Phones:**

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

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

### **Allowable Exceptions:**

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

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

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

### **Conferences:**


Teachers are available for conferences before and after school. A twenty-four (24) hour notice is required (by teacher contract) prior to any appointment. Appointments may be made by emailing/messaging the teacher or calling the school office at (772) 337-5960.

### **Discipline:**

Discipline is the joint responsibility of teachers, administration, and parents. It is critical for teachers to work together with parents and students to maintain a positive educational atmosphere. The Positive Behavior Intervention Support (PBIS) model will continue to be used for this school year. Please become familiar with both the PBIS Handbook and the District's Code of Student Conduct. These documents can be accessed via the district website under Mariposa Elementary at [\*\*http://www.stlucie.k12.fl.us\*\*](http://www.stlucie.k12.fl.us)



## Dress Code:

		<b>Student Dress Code</b>  <b>2025 - 2026</b>
<p>It is our goal at Mariposa Elementary to provide a safe and distraction free learning environment. We encourage students to take pride in their attire as it relates to the school setting. Students are to dress in a manner that does not disrupt our learning environment. Clothing and accessories must not show or contain images of violence, drugs, alcohol, or inappropriate/offensive graphics or <u>words</u>.*</p>		
<b>Applies to All VPK – 5<sup>th</sup> Grade Students</b>		
	Yes...	No...
<b>Shirts</b>	<ul style="list-style-type: none"> <li>• ALL shirts must have sleeves covering shoulders and have school-appropriate graphics/designs/words</li> <li>• Collared shirts</li> <li>• Mariposa Elementary School Spirit t-shirts</li> <li>• Crew neck t-shirts</li> </ul>	<ul style="list-style-type: none"> <li>• Tank tops</li> <li>• Crop tops/midriff shirts</li> <li>• V-neck and low-cut shirts</li> <li>• Pajamas</li> <li>• Visible undergarments</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>• Solid or patterned pants, shorts, or skorts</li> <li>• Shorts and skirts must be fingertip length</li> <li>• All pants must be worn at the waist without visible undergarments</li> <li>• Leggings can be worn under school appropriate shorts, skirts or dresses</li> </ul>	<ul style="list-style-type: none"> <li>• Pants, shorts or skorts with rips or frays</li> <li>• Spandex shorts/bike shorts/leggings without appropriate length shorts, skirts or dresses</li> <li>• Pajamas/flannel pants</li> <li>• Athletic shorts and pants</li> <li>• Sweatpants</li> </ul>
<b>Jackets/Sweatshirts</b> <i>*Please write your child's name on all outerwear</i>	<ul style="list-style-type: none"> <li>• Must be worn over the Mariposa required shirt</li> </ul>	<ul style="list-style-type: none"> <li>• Hoods must <u>remain off at all times</u></li> </ul>
<b>Jumpers/Dresses</b>	<ul style="list-style-type: none"> <li>• Must be fingertip length or longer</li> <li>• Must have sleeves</li> <li>• Jumpers must have school-appropriate shirt underneath</li> </ul>	<ul style="list-style-type: none"> <li>• Spaghetti straps</li> <li>• Onesies</li> <li>• Leotards</li> </ul>
<b>Shoes &amp; Boots</b>	<ul style="list-style-type: none"> <li>• Must be flat and have closed toes and closed backs</li> <li>• All straps and laces properly fastened</li> <li>• Tennis/athletic shoes required for PE</li> </ul>	<ul style="list-style-type: none"> <li>• Crocs or Croc-like shoes</li> <li>• Flip flops, sandals, slides</li> <li>• Slippers</li> <li>• Shoes with wheels or heels</li> </ul>
<b>Head &amp; Hair Attire</b>	<ul style="list-style-type: none"> <li>• Small, non-distracting headbands/bows/clips</li> <li>• Hair may be colored, if not distracting to the learning environment</li> <li>• Small jewelry and necklaces</li> </ul>	<ul style="list-style-type: none"> <li>• Hats, caps, visors, and sunglasses (unless prescribed by a doctor)</li> <li>• Bandanas</li> </ul>
<i>*Administration/designees shall be the final judge of dress code. They have the authority to determine whether apparel/accessories are school appropriate.</i>		

### Dress Code Violation Consequences:

- 1<sup>st</sup> Offense: Student warning. Note home with dress code policy requiring parent signature.
- 2<sup>nd</sup> Offense: Teacher will call parents.
- 3<sup>rd</sup> Offense: Open defiance of school policy. Administration will plan a conference with parents.

### Early Dismissal:

**EARLY DISMISSAL IS AT 1:00 pm.** Students cannot be signed out from the front office between 2:30 and 3:00 pm (on regular school days) or between 12:30 and 1:00 pm on early dismissal days. This is a safety issue as well as a commitment to our goal to have students attend school for the entire instructional day. If it is necessary and you can provide documentation for an excused absence, please arrange to pick your students up **before** 12:30 pm on early dismissal days. If the mode of transportation needs to be changed for your child (for example from bus rider to parent pick up) you will need to call the front office **before 12:30 on the day of the change** or you will need to send in written notification to your child's teacher.

### Emergency Drills:

Periodically fire, tornado, lockdown, and bus safety drills are held to teach emergency procedures to students so reaction to any emergency will be orderly. Please ask your student to share the information that he/she learned for at home safety.

### Field Trips:

Field trips are important instructional opportunities for your student's learning. If parents wish to permit their student to go on a field trip, they must sign the permission form that will be sent home in advance of the trip date. **If the student does not have a form for that specific trip signed by the parent or guardian, they will not be able to go on the trip.**

### Homework Policy:

Kindergarten through 5<sup>th</sup> grade students may be assigned 20 to 30 minutes of homework Monday through Thursday. Teachers are encouraged to incorporate 15 minutes of reading as a portion of that assigned time. Homework should be a reinforcement of objectives and materials already presented during classroom instruction.

### Illness/Medications:

**\*\* Please see FAQ \*\***

### Insurance:

We encourage parents to carefully consider enrolling their child in a school child insurance program offered through SMIC (Special Markets Insurance Consultants, Inc.). Enrollment forms are available online at [www.k12specialmarkets.com](http://www.k12specialmarkets.com). More information on this is available through our district website under departments, select Risk Management and scroll down to the section Student Accident Insurance.

### **Lunch and Breakfast Program:**

The goal of the Food Service Program is to provide the students of St. Lucie County with nutritious, high-quality food choices to enhance their ability to learn.

Lunch and snack money will be collected from the students by the cafeteria cashier in the mornings only from 7:55 am - 8:25 am. Money should be sent in a sealed envelope with the student's full name, grade, and teacher's name clearly indicated on the outside of the envelope.

Students are encouraged to pay by the week or month and maintain money in their accounts. Checks should be made payable to **Mariposa Elementary**, and the child's name should be written on the face of the check.

Reduced and free lunches are available to those who qualify. Access the district website at

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

Select **Parents and Students**

Select **School Benefit Application (in the blue bar on the left side)**

*Parents **MUST** complete a new form for free or reduced lunch each year.*

District procedures allow for **ONLY ONE CHARGE** if a student leaves money at home or it is lost. A phone call and/or note will be sent home when the charge is made, and payment is requested the following day. **NO FURTHER CHARGES WILL BE MADE UNTIL PAYMENT IS RECEIVED AND STUDENTS WILL RECEIVE AN ALTERNATE LUNCH.**

For the 2024 – 2025 school year, Mariposa Elementary has been approved for the CEP (Community Eligibility Provision). This means that **all students eat meals at no cost.**

### **Payment for School Functions:**

Regular personal checks (no temporary checks) will be accepted for school functions such as fundraisers, book fairs, photographs, and special events. Critical information including first and last name, complete address (no PO Boxes), and phone number must be included on checks for them to be processed.

### **Parent Programs:**

#### **PARENT-TEACHER ORGANIZATION (PTO)**

Meetings are held monthly during the school year, and we encourage you to join and become involved. Meeting and event notices are sent home in advance for your convenience. **Meetings will be held the 3<sup>rd</sup> Wednesday of the month at 5:00 pm in the Media Center.** There are no membership fees to join.

#### **SCHOOL ADVISORY COMMITTEE (SAC)**

This committee of parents, school staff, and community members was created to plan for and implement academic goals for improvement at Mariposa Elementary. The team meets monthly throughout the year to write and monitor our school improvement plan. If you are interested in serving on our team, contact the front office, at (772) 337-5960. **Meetings will be held on the 3<sup>rd</sup> Wednesday of the month at 4:30 p.m. in the Media Center.** There are no membership fees to join.

## **VOLUNTEER PROGRAM**

Would you like to become a school volunteer? We are always looking for volunteers to assist our teachers and students. Volunteer assistance has been greatly appreciated and, more importantly, has benefited our students and school. We encourage you to consider volunteering this year.

There are many ways to that you can help such as reading with a student, assisting teachers with classroom needs, chaperoning a field trip, tutoring a student, assisting in the media center/cafeteria/office/music/PE, or sharing your talents and expertise during a unit of study.

**Mariposa Elementary School has been awarded the Golden School Award by the FL Dept. of Education for our exemplary volunteer participation for many years, as well as the Five Star School Award too. Even if you are unable to come to school, you can do work at home. Contact the Volunteer Coordinator at the school for more information at (772) 337-5960.**

## **Parties/Celebrations:**

Birthday parties are not given at school. Parents wishing to bring a treat for a birthday should contact their student's teacher in advance and items should be brought only during the scheduled lunchtime in the cafeteria. Please ensure that all students in the class are included. Birthday treats are distributed by school staff to your child's lunch table. They are only provided to your child's lunch table. Only store-bought cupcakes are allowed, no cakes.

## **Personal Belongings/Property:**

We strongly encourage all students to leave valuables at home. Students should not bring any electronic devices (such as cell phones, iPads, Switch's), games, toys, balls, etc. to school. The probability of damage and/or theft is too great, and those items are a distraction to student learning. **Cell phones must be turned off and put away.** Any items causing a disturbance will be confiscated and can only be retrieved by an adult from the school office.

## **Pledge of Allegiance:**

In 1987, the Florida Legislature enacted legislation that requires the Pledge of Allegiance to the flag is recited at the beginning of every day in every public elementary and secondary school in the state. A written request from the parents/guardians is necessary for a student to be exempt.

## **Report Cards and Progress Reports:**

Each student will receive a report card following each nine-week grading period (four per school year). If a student has been enrolled at Mariposa for fewer than twenty (20) school days during a marking period, the office will try to obtain grades from the previous school when the student registered. Students assigned to Mariposa twenty (20) days or more will be given grades.

Parents have access through the internet to the Family Access Portal 24/7 where grades, homework, and attendance data are current for students in grades 3-12 only. You can access this information at the district website at **<http://www.stlcuie.k12.fl.us/parents-students>**. Progress reports may be sent home periodically that will provide you with current information on your student's academic progress. Please review, sign, and return these reports to the teacher. Report cards are sent home following each nine-week grading period.

## **Grading System:**

### **Uniform Grading System**

In grades K-2, the indicators are:

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

### **Grades 3 - 5**

<b>Grade Percent</b>	<b>Definition</b>
A 90-100	Outstanding Progress
B 80-89	Above Average
C 70-79	Average Progress
D 60-69	Lowest Acceptable
F 0-59	Failure

## **Retentions:**

### **Mandatory Retention of 3<sup>rd</sup> Grade Students:**

Any student who exhibits substantial deficiencies in reading skills before the end of grade one must be given intensive reading instruction. Such instruction shall continue until the deficiency is remedied. If the student's reading deficiency is not remedied by the end of grade three, the student must be retained. Additional information and specific details regarding 3<sup>rd</sup> grade student retentions in relation to state standardized testing requirements can be obtained from the front office.

## **Student Conduct and Expectations:**

All students are expected to conduct themselves in a manner that will contribute to the school system and not infringe on the rights of others. Please reference the Positive Behavior Intervention Support (PBIS) brochure for an overview of school-wide student conduct expectations as well as the St. Lucie County Public Schools website under Board Policies for the Code of Student Conduct.

## **Student Programs:**

### **BEFORE AND AFTER SCHOOL PROGRAM**

Boys and Girls Club is the private before and after school childcare available for students in K- 5 in our school cafeteria. Program hours are 7:00 am to 7:55 am and 3:00 pm to 6:00 pm daily.

The program is licensed by HRS, and fees vary. To register and for more information call (772) 460-9918.

### **COMPUTER/TECHNOLOGY**

In the Technology Lab students are engaged in learning using Technology applications such as *Microsoft Office Suite*, *i-Ready*, *Type to Learn* and a variety of web-based research supported educational programs. Our primary goal is for students to learn to safely navigate on a networked computer system, and to provide resources and protections to improve the academic success of all our students.

## **FOOD SERVICE PROGRAM**

Our cafeteria provides a wonderful and nutritious choice of entrées and beverages for those students who purchase meals.

## **MEDIA CENTER**

The goals of the Mariposa Elementary School Media Center are to provide curriculum support, research and technology guidance, enrichment through literature appreciation and other meaningful learning experiences. The Media Center program fosters a positive environment that encourages inquiry and discovery using organized, accessible resources and teaches students to be independent, lifelong seekers of knowledge who are capable of retrieving information and value libraries, technology and learning.

Students and parents are responsible for any materials borrowed from the Media Center. **Lost or damaged items will be paid for or replaced by students** (FL Statute 233.43 and The School Board of St. Lucie County, Instructional Materials Program-A Reference.)

## **MUSIC**

The music program is designed to provide students with varied music activities to promote enjoyment and appreciation of music. The music program serves students in grades K-5.

## **PHYSICAL EDUCATION**

Our physical education program stresses individual development of motor skills through a sequential program of activities. Appropriate dress is required (longer shorts or pants and a comfortable shirt). We encourage students to always wear sneakers on PE days. Competition between students is discouraged. Students will receive 150 minutes of physical fitness and education each week. Please see your student's class schedule for designated PE days.

## **SAFETY PATROL**

Responsible fifth grade students are selected as Safety Patrol members to assist students entering and leaving the school grounds. They have regular meetings with their staff advisor. Fourth grade students will begin training in the latter part of the fourth-grade school year.

## **STUDENT COUNCIL**

The Student Council consists of students in grade 5 who are elected by students to represent their classmates. This is an opportunity for students to practice leadership skills and promote school-wide programs and projects.

## **STUDENT RECOGNITION: BUTTERFLY BUCKS AND STUDENT OF THE MONTH**

Mariposa uses the Positive Behavior Intervention Support (PBIS) program to reward students who regularly exhibit positive school behaviors. Paper "Butterfly Bucks" are given to students throughout the school year by all staff members as part of this program. Students earn and save these rewards to gain access to special school events and to purchase items at the school store.

Students are also selected by classroom teachers as their "Student of the Month". This program includes representatives from each class who have shown exemplary growth toward reaching an established goal in four areas – Responsibility, Respect, Safety, and Doing their Best. Students will be selected for this award based on their personal achievements and will participate in award assemblies held throughout the school year to honor them, their parents, and families.



### Technology:

All students will be assigned a district issued laptop to use throughout the school year on campus. Students are responsible for taking care of their laptops and using them appropriately. Students may only use laptops for school related purposes such as iReady and classroom research. Students found on inappropriate games/websites will receive consequences based on the St. Lucie Public schools code of conduct. If students damage their laptop, parents/students will be held liable financially for laptop repairs.

### Visitors:

**ALL VISITORS MUST REPORT TO THE MAIN OFFICE UPON ARRIVAL ON**

**CAMPUS.** You will need to present a valid form of ID and a visitor pass will be issued to identify you as an approved visitor. If you are on campus without this pass, you will be asked to return to the office. These precautions are necessary to ensure the safety of our students and security of our campus.

### Withdrawals:

Parents/guardians should complete withdrawal forms at the office before transferring a student to another school or school district. This helps expedite the transfer of your student's records to their new school.

## **SCHOOL DISTRICT GENERAL INFORMATION**

### **Beliefs of the St. Lucie County School District:**

- Every child can learn, and each child can learn more than he or she is now learning.
- The core business of the St. Lucie Public Schools is to create challenging, engaging, and satisfying work for every student, every day.
- Quality schools are the responsibility of the entire community.
- A healthy school system is key to the maintenance of a healthy democracy.
- The district and its employees have mutual obligation for support and development toward continuous improvement.

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

### **Vision of the St. Lucie County School District:**

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

### **Mission of the St. Lucie School District:**

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.

## Public Notice of Non-discrimination Title IX

# 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 groups<sup>1</sup>. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. (SLPS SB Policy 2.7)

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

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

### **STUDENTS (2.70) EQUITY POLICY**

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

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

### **Adult COMPLAINT PROCEDURES:**

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

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

### **Student COMPLAINT PROCEDURES:**

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

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

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

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

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

##### **Employee Related:**

**Aaron Clements**

**Director of Employee Relations**

**Phone: (772) 429-7529**

**e-mail: [Aaron.clements@stlucieschools.org](mailto:Aaron.clements@stlucieschools.org)**

##### **Student Related:**

**Esther Rivera**

**Director of Student Services**

**Phone: (772) 429-4526**

**e-mail: [Esther.rivera@stlucieschools.org](mailto:Esther.rivera@stlucieschools.org)**

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

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

**Dr. Adrian Ocampo**

**Executive Director of Assessment & Accountability**

**Phone: (772) 429-5538**

**e-mail: [Adrian.ocampo@stlucieschools.org](mailto:Adrian.ocampo@stlucieschools.org)**

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## **School or Department Designee(s)**

### **Adult/Employee Related:**

### **Student Related:**

# Prohibiting Discrimination



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



## Title IX Sexual Harassment Procedures



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:**

# Bullying Harassment & Code of Conduct



## **Bullying/Harassment**

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

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

## **Code of Conduct**

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

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

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

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

## Notice of SLPS Code of Conduct



### **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/](http://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



# Notice of Attendance



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

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

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

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

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

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

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

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

# Notice of Pupil Protection Rights

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Notice of FERPA

## **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.

# Equity Grievance for Students



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**

# Title IX Complaint Form

## **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: \_\_\_\_\_