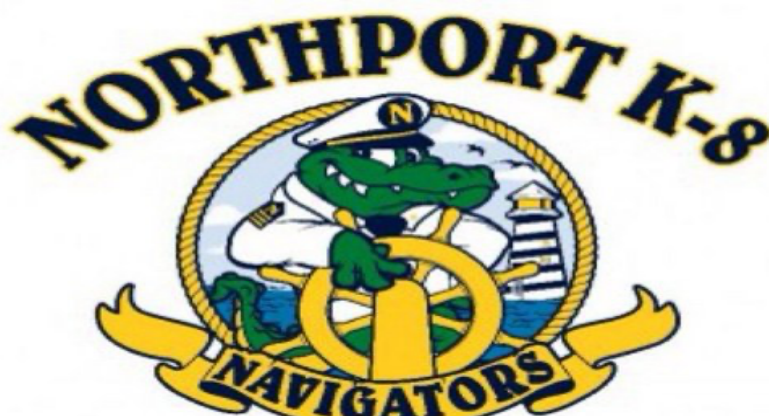


NORTHPORT K-8 2023 - 2024 STUDENT/PARENT HANDBOOK



INTRODUCTION

The Northport K-8 School Student and Parent Handbook has been prepared to provide each student and parent with the necessary information concerning policies and procedures for the 2023 - 2024 school year. It is designed to provide basic information; however additional documents will be provided throughout the year as needed. Policies and procedures discussed in this handbook conform to those established by the St. Lucie County School Board and the Master Agreement. The laws and policies of the Federal and State governments and School Board of St. Lucie County will always be the final authority and under which we all work.



St. Lucie County Public Schools Mission, Beliefs, Vision

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

VISION: St. Lucie Public Schools, in partnership with parents and community, will become premier centers of knowledge that are organized around students and the work provided to them. Our name will be synonymous with the continuous improvement of student achievement and the success of each individual. Our promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for each child, every day. This is the St. Lucie Way!

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

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

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

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

Quality schools are the responsibility of the entire community.

- Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute the community.
- The community works together to provide the political advocacy and support needed for student success.
- Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.

St. Lucie County Public Schools Mission, Beliefs, Vision

- The community is responsible for providing and supporting the facilities and infrastructure necessary to accommodate growth.
- All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.
- The school district has an obligation to achieve quality results for both the schools and the community.

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

- Quality schools develop productive, contributing citizens.
- Quality schools improve the quality of community life.
- We strengthen relationships and broaden perspectives by embracing diversity.
- We model principles of representative democracy both in our schools and throughout the district.
- Systems of checks and balances contribute to quality decisions.
- We share a fundamental common commitment to the common good.
- Leaders are responsible both to constituents and for shaping the future.

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

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

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

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

NORTHPORT K – 8 SCHOOL ADDRESS

250 NW Floresta Drive
Port St. Lucie, FL 34983
Phone: (772) 340 – 4700
Fax: (772) 340 – 4716

NORTHPORT K – 8 MISSION/VISION STATEMENTS

Mission: The mission of Northport K-8 School is to provide all students with a safe and caring school, equipped with the knowledge, skills and desire to succeed.

Vision: Northport K-8 School, in partnership with parents and community, will become a premier center of knowledge that is organized around students and the work provided to them. Our name will be synonymous with the continuous improvement of student achievement and the success of each individual. Our promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for each child, every day. This is the Northport Way!

NORTHPORT K – 8 SCHOOL HOURS OF OPERATION

- **School Hours of Operation:** 9:30 a.m. until 4:00 p.m.
 - **Early Dismissal Hours:** 9:30 a.m. until 2:00 p.m.
 - **Office Hours:** 8:30 a.m. until 4:30 p.m.
 - **Breakfast:** 9:00 a.m. until 9:30 a.m.
- NO SUPERVISION IS AVAILABLE PRIOR TO 9:00 A.M**
DO NOT DROP-OFF STUDENTS PRIOR TO 9:00 AM

Northport K – 8 2023 - 2024 Dress Code

It is the goal of Northport K – 8 to provide a safe and distraction-free learning environment for all students. Clothing and accessories must not promote drugs, violence, alcohol, or contain any other inappropriate, controversial, or offensive graphics or words. Administration reserves the right to determine the appropriateness of students' dress.

Applies to ALL students, VPK – 8th Grade		
	YES, you can wear...	NO, you can't wear...
Shirts	<ul style="list-style-type: none"> Any appropriate t-shirt, collared shirt, or button-down shirt that fully covers the midriff School-appropriate graphics/designs/words Shirts must have sleeves 	<ul style="list-style-type: none"> Crop-tops, tank tops, see-through material, mesh, spandex Any item that promotes drugs, alcohol, tobacco, or violence Any item that is inappropriate, controversial, or offensive Low-cut/revealing shirts
Bottoms: pants, jeans, capris, shorts, skirts, jumpers, & dresses	<ul style="list-style-type: none"> Any appropriate bottom worn at the natural waistline Knee-length School appropriate graphics/designs/words Leggings allowed in VPK – 2nd grade only 	<ul style="list-style-type: none"> Ripped or torn pants (with or without skin showing) Leggings (3rd – 8th grade) See-through/mesh material, spandex, bike shorts, fishnet Sagging pants/pants worn below waistline that expose undergarments Any item that promotes drugs, alcohol, tobacco, or violence Any item that is inappropriate, controversial, or offensive
Jackets, hoodies, sweatshirts, sweaters	<ul style="list-style-type: none"> School appropriate graphics/designs/words School-approved shirts must be worn underneath 	<ul style="list-style-type: none"> Hoods worn on campus Any item that promotes drugs, alcohol, tobacco, or violence Any item that is inappropriate, controversial, or offensive
Shoes:	<ul style="list-style-type: none"> Closed toe with backs or backstraps worn around the heel 	<ul style="list-style-type: none"> Crocs or Croc-like shoes Slippers Slides Flip-flops or sandals Shoes with wheels
Jewelry and accessories	<ul style="list-style-type: none"> Earrings less than 2 inches long Safe and appropriate 	<ul style="list-style-type: none"> Spiked jewelry or accessories Chains Bandanas Hats/hoods

FLORIDA SENATE BILL 228

Inappropriate Dress

Each student is responsible for displaying respect for self and others through appropriate dress that maintains an orderly learning environment. Each student is prohibited from, while on school grounds during the regular school day, **wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment.** A student who violates this dress policy will be subject to the following progressive disciplinary actions:

- For a first offense, the student shall receive a verbal warning, and the principal shall call the student's parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of up to 5 days, and the principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension for a period not to exceed 3 days, is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the principal shall call the student's parent or guardian and send a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities to the parent or guardian.

Absolutely No visible undergarments (including tank-tops, camisoles, t-shirts, and boxers)

If not listed, the student is out of dress code.

PLEASE BE ADVISED THAT IF A STUDENT IS OUT OF DRESS CODE, THE PARENT WILL BE REQUIRED TO BRING IN A CHANGE OF CLOTHING IN ORDER FOR THE STUDENT TO REMAIN IN THEIR REGULARLY SCHEDULED CLASSES.

WIRELESS COMMUNICATIONS DEVICES/CELL PHONE POLICY

Florida House Bill 379

Wireless [Title XLVIII](#)
K-20 EDUCATION CODE

[Chapter 1006](#)
SUPPORT FOR LEARNING

(f) Notice that use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function. Each district school board shall adopt rules governing the use of a wireless communications device by a student while the student is on school property or in attendance at a school function.

SLPS CODE OF CONDUCT

Wireless Communications Devices:

A student may possess a wireless communications device while on school property or attending a school function, subject to the following limitations:

(a) The device must not be used while on a school bus and during the school day (from the beginning of classes through final dismissal), unless approval is granted by the Principal to allow use for educational purposes.

(b) During prohibited times, the device may not be displayed, held, used, activated, or manipulated in any way and must be stored in a pocket, pocketbook, backpack, device carrier, or other closed container.

(c) Any disruptive, harassing, or other inappropriate use of a wireless communications device while under the School Board's jurisdiction, shall be cause for disciplinary action under this Code, including confiscation of the device as contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on school property or while attending a school function. Inappropriate use includes, but is not limited to: (1) activation, display, manipulation, or inappropriate storage during prohibited times; (2) texting, phoning, or web browsing during prohibited times; (3) taping conversations, music, or other audio at any time; (4) photography or videography of any kind; and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers, and staff members. The use of a wireless communications device shall be cause for disciplinary action and may result in criminal penalties if the device is used in a criminal act.

WARNING:

School staff members are not responsible for damage, theft, or other loss of any confiscated personal property, including but not limited to confiscated wireless communications devices. Any confiscated personal property not reclaimed by the parent by the end of the school year will be considered abandoned and will be disposed of by the Principal.

Northport K – 8 Cell Phone Policy

Cell Phone (including other electronic devices and earbuds/headphones)

Policy:

- Any use of cell phones and other wireless devices during the school day is prohibited.
- Cell phones may only be used in class under the direction and close supervision of the teacher.
- Cell phones and other devices should not be seen or heard in class, hallways, cafeteria, gym, or courtyard or any other location on campus.
- Devices should be turned off and out of sight at all times.
- It is the responsibility of ALL teachers to enforce this policy.

Consequences:

1st offense: Verbal warning and restate the rule

2nd offense: The electronic device will be confiscated. A BIR will be written. Student may pick it up from the front office at the end of the school day.

3rd offense: The electronic device will be confiscated. A BIR will be written. Parents will be contacted. Student may pick it up from the front office at the end of the day.

4th offense: The electronic device will be confiscated. A BIR will be written. Parents will be required to pick it up from the front office.

5th offense: The electronic device will be confiscated. A referral will be written. Student will be issued one day of BIC. Parents will be required to pick up the device from the front office.

* If a student refuses to hand over the device, then a referral may be written.

2023 – 2024 GRADING POLICY K – 2

4	Above standard / Demonstrates more than 90% of the time / Exceptional
3	At Standard / Demonstrates 80% of the time / Proficient
2	Approaching Standard / Demonstrates 70% of the time / Progressing
1	Below Standard / Demonstrates less than 60% of the time / Beginning
0	Not Attempted

REPORTING CATEGORIES FOR KINDERGARTEN

READING	MATHEMATICS
Reading: Foundational Skills	Counting and Cardinality
Reading: Informational Text	Measurement and Data
Reading: Literature	Operations and Algebraic Thinking
Speaking and Listening	Geometry
Writing	Numbers and Operations in Base 10
Language	

REPORTING CATEGORIES FOR 1st – 2nd GRADE

READING	MATHEMATICS
Reading: Foundational Skills	Numbers and Operations in Base 10
Reading: Informational Text	Measurement and Data
Reading: Literature	Operations and Algebraic Thinking
Speaking and Listening	Geometry
Writing and Language	

2023 – 2024 UNIFORM GRADING POLICY FOR GRADES 3 – 8

Students in grades 3 – 12 will earn letter grades to indicate student progress.

Grades 3 – 5: S = Satisfactory, P = Progress made, N = Not Progressing.

GRADE	PERCENT	GRADE POINT AVERAGE	DEFINITION
A	90-100	4	outstanding progress
B	80-89	3	above average progress
C	70-79	2	average progress
D	60-69	1	lowest acceptable progress
F	0-59	0	failure

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

Grade Point Average	Grade
3.51 - 4.0	A
2.51- 3.50	B
1.51 - 2.50	C
.51 - 1.50	D
0 - .50	F

CALCULATION OF MIDDLE & HIGH SCHOOL GRADES

1st 9 weeks	= 40%
2nd 9 weeks	= 40%
Semester exam	= 20%
Total First Semester	= 100%
3rd 9 weeks	= 40%
4th 9 weeks	= 40%
Semester exam	= 20%
Total Second Semester	= 100%

Student EOC Requirements

Middle grade students enrolled in Algebra 1/Geometry must pass the Algebra I/ Geometry End of Course Exam (EOC) to earn high school credit. For students with the State EOC, the grading algorithm changes in accordance with F.S. 1008.22:

1st Nine Weeks = 35%	3 rd Nine Weeks = 35%
2nd Nine Weeks = 35%	4 th Nine Weeks = 35%
EOC Exam = 30%	EOC Exam = 30%

If a student is in a single term (1/2 year) course and has two or more F's, the final grade is automatically determined as an "F".

SKYWARD FAMILY ACCESS

Before you can use Family Access you must have a Username and password for your new account. After filling out the [School Family Access form](#), you must go to your child's school to have your account activated by showing a picture I.D. for verification. Parent Portal credentials from previous years will not work. Please call the office for information on how to access the Parent Portal.

PROMOTION

Please see the St. Lucie Public Schools Student Progression Plans located on the St. Lucie Public Schools website:

<https://www.stlucie.k12.fl.us/parents-students/>

PLANNERS

All students in grades 3 – 8 will be given an Individual Planner. Daily/weekly homework assignments, quiz/test dates and projects should be written in the appropriate areas. **Parents should check the planner daily.** There is a replacement cost of \$5.00 for any planner lost or damaged beyond use.

HOMEWORK

Homework: May be assigned Monday – Friday in grades 1-8.

- Kindergarten students may be assigned homework when appropriate.
- Grades 1-2: 20-30 minutes of homework each night.
- Grade 3: 30-45 minutes of homework each night.
- Grades 4-5: 45-60 minutes of homework each night.
- Grades 6-8: 60-90 minutes of homework each night.

All students should read every night and discuss what they have read with a parent/guardian.

To help your child develop the best independent study habits, consider the following suggestions for a homework area:

- Create a quiet place in which to work.
- Designate a daily time for homework.
- Have all necessary supplies in the homework area.
- Review the completed assignments.
- Organize and pack books, homework and materials for the following morning.
- Encourage your child to be responsible for his/her work.

PROGRESS REPORTS

Progress Reports are sent home in the middle of each nine weeks. Parents can monitor their child's progress through the Skyward Family Access system. Please see the Guidance office to obtain your passwords and codes.

GUIDANCE

The Guidance Office is open to all students, parents and teachers. Guidance Counselors are available to provide academic, personal, social and behavioral counseling for students. Parents are urged to inform counselors of any situation that will affect the academic, social, behavioral or personal success of their child.

Parents may request a meeting to discuss their child's performance and progress. Parents of students in grades K-5 should contact the child's teacher. Parents of students in grades 6-8 should contact the student's team leader. Every attempt will be made to hold all conferences virtually or by phone.

Please call the main office to make an appointment with one of our guidance counselors.

VISITORS

Visitors on campus will be limited for the 2023 - 2024 school year. For the safety of students, all visitors to the school must report to the office, sign in and receive a Visitor's Pass before proceeding to any part of the campus. Parents will not be allowed to eat lunch with their child(ren) on campus.

TARDIES/ABSENCES/SICKNESS

Students arriving after 9:30 a.m. should report with a parent to the attendance office for an admit slip before going to class. Students who arrive in their classroom after 9:30 a.m. will need to show the pass to their teacher to be admitted to class. Repeated tardiness and absences can be referred to the school social worker. Tardy and absence notes will be accepted via email instead of handwritten notes.

Parents should keep their child home from school if he or she is sick. Students who present with a fever will be isolated away from others until a parent can pick them up. Students who had a fever must stay home for a minimum of one day. If positive for Covid-19, students must follow the policy of the St. Lucie County Department of Health.

If a child is seriously ill or injured and a parent can't be reached, 911 Emergency Services may be called with Administrative approval.

RECOMMENDED DAILY HOME SCREENING FOR STUDENTS

Section 1: Please check your child daily for any of the following symptoms that indicate a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others:

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Congestion and runny nose

ARRIVAL/DISMISSAL

No students should arrive before 9:00 a.m. There is no supervision of students prior to 9:00 a.m.

- Car Riders: Students are to be dropped off and picked up only in **LOOP C**
- Bicycle Riders: Bicycle racks are provided to lock up student bicycles. Bicycle helmets must be worn while riding to and from school. The school cannot assume responsibility for damaged or stolen bicycles. Students are not allowed to ride bicycles through the campus. All bicycles should be locked up.
- Breakfast begins at 9:00 a.m. Students eating breakfast should pick up their breakfast at one of the carts and report directly to their homeroom classroom.
- Upon arrival, students should report directly to their homeroom classroom if not eating breakfast.
- Dismissal is at 4:00 p.m. (2:00 p.m. on early release days).
- Staff members will be on duty to supervise dismissal procedures.

PARENT DROP-OFF/PICK-UP PROCEDURES

Morning

- Parents may begin dropping off students at 9:00 a.m. **in LOOP C only**
- Parents who drop off students after 9:30 a.m. must physically accompany their child into the main office to sign them in for the day. Any student arriving after 9:30 a.m. is tardy.
- Visitors must obtain a visitor's pass from the main office before proceeding to any part of the campus. Visitors will be limited this school year.

Afternoon

- Students are dismissed at 4:00 p.m.
- All K-3 students are walked to the Parent Pick-up area and seated on the benches designated for their area. 4th – 8th grade students report to the gym and wait to be called.
- Parents who are picking up their children should pull forward until the traffic stops.
- Full attention should be paid to the traffic and students at all times. **Please, NO CELL PHONE USE IN THE PARENT DROP-OFF/PICK-UP AREA.**

- All drivers need to use patience and courtesy. Your behavior should serve as an example to our students and your children. Friendly smiles are always welcomed.
- Afternoons are always hectic, so bring extra patience.
- All students need to be picked up by 4:20 p.m.
- Students not picked up by 4:20 p.m. will be moved into the main office. Parents will need to park their vehicle in Lot A and come in to sign them out.

PLEASE BE ON TIME TO PICK UP YOUR CHILD. IF AN EMERGENCY ARISES, CONTACT THE MAIN OFFICE IMMEDIATELY AND HAVE ALTERNATE PLANS AVAILABLE TO ENSURE YOUR CHILD GETS HOME SAFELY.

SIGN-OUTS

If a student is to leave school during the day, the attendance clerk will verify the reason for leaving with the parent or guardian. A student can only be released to the parent, legal guardian, or authorized designee listed on the emergency card. **Authorized designees must be 18 years old or older. Identification will be checked before the student will be released.**

Dismissal, on a regular school day, is at 4:00 p.m. Students are released at 2:00 p.m. on Early Dismissal days; therefore, sign outs will not be authorized after 3:00 p.m. on regular school days and 1:00 p.m. on early dismissal days.

If there is an emergency and you need to change the dismissal arrangements for your child, please contact the office before 3:15 P.M. (1:15 p.m. on early dismissal days). This will allow us time to get the information to the student prior to dismissal.

Students should know how they are getting home each day prior to coming to school.

BUS TRANSPORTATION AND REQUESTS

Transportation is provided for students living two (2) miles or more from school. If a student's behavior creates a safety hazard on the bus, it may become necessary to deprive the student of bus riding privileges for a specified time. Parents will be notified of incidents and asked to encourage proper behavior. **Loss of bus riding privileges does not excuse a student from attending school.**

Please review the St. Lucie County Code of Conduct, *Student Transportation Responsibilities and Safety Rules*, with your child(ren).

In order for your child to ride another bus, we must have the permission of the Transportation Department. Please send a note including your reason for the bus change and a telephone number where you can be reached. Your child will need to bring the note to the guidance office first thing in the morning so that we can call transportation.

- If the request is approved, the note will be initialed by a school administrator and returned to the student before dismissal.
- If the request is denied, the student and parent will be notified using the phone number provided on the note.

NOTES WILL NOT BE APPROVED AT THE BUS LOADING AREA.

IMMUNIZATIONS REQUIREMENTS

Students may not enter school unless the school clinic has received proof of immunization on a Florida 680 form:

- 5 doses DTP (Diphtheria, Tetanus, Pertussis)
- 4 doses Polio vaccine
- 3 doses Hepatitis B (or 2 dose series)
- 2 doses MMR (Measles, Mumps, Rubella)
- 1 dose Varicella (Grades 2 – 5)

In addition to the above, **incoming 7th graders are required to have completed** the following before entering school: 1 dose Tdap Booster (Tetanus-Diphtheria, pertussis)

MEDICAL INFORMATION AND EMERGENCY CARDS

As a general rule, students should take all needed medication (prescriptions and non-prescriptions) at home. However, we know that there are circumstances under which this may not be possible. Medication **WILL NOT** be administered without the necessary forms on file in the school clinic. A physician's description of anticipated reactions of the student to the medication must also be in the file in the school clinic.

All medicine, prescription and non-prescription must be in the original container and be presented by a parent to the Health Aide for safekeeping and scheduled distribution. Each medicine shall be maintained in the original prescription container, which shall be labeled with the following:

- Name of student
- Name of medication
- Directions for use
- Name of physician
- Name and address of the pharmacy
- Date of prescription

Parents should call to schedule an appointment with the Health Aide to drop off/pick up medication.

Students are not permitted to bring any type of prescription or non-prescription medicine, including cough drops, to school. Should it be necessary for a student to have non-prescription medication at school, parents must provide the appropriate forms indicated above, including the physician's signature to the school clinic.

Violation of the stated medicine policy will be subject to disciplinary action at Level 3 or Level 4 of the St. Lucie County Code of Conduct.

It is critical that correct phone numbers and addresses are provided for all contacts.

CAFETERIA – BREAKFAST AND LUNCH

The district meal prices are being evaluated based on USDA guidance. Pricing will be posted on the district website.

Parents must complete the Meal Application located on the district website at:

<https://foodservice.stlucie.k12.fl.us/>

Breakfast:

- Breakfast is available from 9:00 A.M. to 9:30 A.M. daily

Lunch:

- Students will eat in their assigned cafeteria during their lunch period.
- Serving lines and tables will be sanitized after each class.
- Parents are not allowed to eat lunch with their child on campus (at this time).
- Students will not be allowed to share food or utensils during lunch. Please discourage your child from sharing their meals with others.

Cafeteria Rules:

- Comply with all adult directions
- Stay in line and wait your turn
- Remain seated until directed otherwise
- Pick up all garbage and put it in the trash can
- Keep your hands, feet, and objects to yourself

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT (PBIS)

Northport K-8 is proud to be one of the schools in the state of Florida that addresses problem behavior using **Positive Behavioral Interventions and Support** creating a school-wide culture everywhere on campus. Positive Behavioral Interventions & Supports (PBIS) includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions.

Northport K – 8's school-wide SAIL expectations are:

S – Safety First, **A** – Act Responsibly, **I** – I Show Respect, **L** – Listen Well.

The School Board has provided the **Student Code of Conduct for St Lucie Public Schools**. The internet address is: <http://www.stlucie.k12.fl.us/pdf/codeofconduct.pdf>.

A copy will be provided if you are unable to access the internet.

BULLYING AND HARASSMENT

Bullying and harassment 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.

More information can be found on the district website at:

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

Bullying Policy and Complaint Forms

Bullying Policy 3.43

<http://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#>

Bullying Complaint Forms:

English

<http://www.stlucie.k12.fl.us/pdf/forms/STS0114A.pdf>

Spanish

<http://www.stlucie.k12.fl.us/pdf/forms/STS0114B.pdf>

Creole

<http://www.stlucie.k12.fl.us/pdf/forms/STS0114C.pdf>

ANONYMOUS REPORTING TOOLS

- FortifyFL – Suspicious Activity Reporting App
 - #FORTIFYFL
 - [FortifyFL \(getfortifyfl.com\)](http://getfortifyfl.com)
- St. Lucie Public Schools – See Something, Say Something
 - Search for St. Lucie Public Schools in your app store
- Treasure Coast Crime Stoppers
 - App store – P3 Tips
 - Hotline: 800-273-8477

SCHOOL BOARD OF ST. LUCIE COUNTY

NOTICE REGARDING CODE OF STUDENT CONDUCT FOR SCHOOL YEAR 2023 - 2024

Student's Name (Please Print)

Grade

Schools will no longer distribute paper copies of the Code of Student Conduct. You can now locate an electronic copy of the Code of Student Conduct online at the District website at:

<https://www.stlucie.k12.fl.us/parents-students/>

If you require a paper copy of the Code of Student Conduct, please check the box where indicated below, sign and return this sheet, and one will be provided to your child. Paper copies are available at your school and at the District Administration Office located at 9461 Brandywine Lane Port St. Lucie, Florida. District Administrative Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A paper copy of the Code of Student Conduct may be obtained free of charge at your school or at the District Administrative Office upon request.

This Code of Student Conduct has been adopted to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians are responsible for the actions of their children and should be actively involved in the education of their children. The school needs your help and cooperation. Please read and discuss the Code of Student Conduct with your son/daughter.

To request a printed copy of the Code of Student Conduct, please sign this sheet and return it to school. This form will be kept in your son's/daughter's cumulative folder.

FAILURE TO READ THE CODE OF STUDENT CONDUCT WILL NOT RELIEVE STUDENTS AND/OR PARENT(S) FROM RESPONSIBILITY FOR KNOWLEDGE OF THE CONTENTS OF THE CODE OF STUDENT CONDUCT AND WILL NOT EXCUSE THE STUDENT FROM COMPLIANCE WITH THE PROVISIONS OF THE CODE OF STUDENT CONDUCT.

☐ Please check if you require a printed copy of the 2023 – 2024 Code of Student Conduct.

Parent/Guardian Signature

Date

If due to a disability, you need special accommodations to receive School Board information or to participate in School Board functions, call 429-3600 and ask for the School Board Secretary.

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* * *

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

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

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

* * *

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

[Ley de Derechos a la Educación y Privacidad de las Familias \(Spanish\)](#) (PDF)

[Lwa sou Dwa ak Entimite Lanseyman pou Fanmi \(Haitian Creole\)](#) (PDF)

**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

Title IX Information

The School Board takes seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972. Title IX is a federal law, enacted in 1972 states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX protects people from discrimination based on sex in educational programs or activities that receive financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, which is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of an aid, benefit, or service of the District on participation in unwelcome conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

More information is available at:

Website Link with contact information:

<https://www.stlucie.k12.fl.us/policies/#titleix>

Title IX Formal Complaint Form:

<http://www.stlucie.k12.fl.us/pdf/forms/XED0262.pdf>

Procedural Safeguards for Students with Disabilities and for Students Identified as Gifted

- [Notice of Procedural Safeguards for Parents of Students with Disabilities](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Spanish](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Haitian Creole](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Arabic](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Amharic](#) (PDF)

- [Notice of Procedural Safeguards for Parents of Students with Disabilities – Chinese Simplified](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities – Chinese Traditional](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - French](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - German](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Portuguese](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Russian](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Tagalog](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities – Thai](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities – Vietnamese](#) (PDF)

- [Procedural Safeguards for Exceptional Students who are Gifted - 6A-6.03313](#) (PDF)

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:

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- Any non-emergency, invasive physical examination or screening as described above.

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

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

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Book

St. Lucie County School Board Policy Manual

Section

Chapter 2: School Board Governance and Organization Title

Title IX Sexual Harassment Complaint and Investigation Procedures Code

2.701

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:

St. Lucie Public Schools
Title IX Formal Complaint

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

Please explain incident below:

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

Name: _____
Signature: _____

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

Book

St. Lucie County School Board Policy Manual

Section

Chapter 2: School Board Governance and Organization Title

Prohibiting Discrimination, Including Sexual and Other Forms of Harassment

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.

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

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

History:

ADOPTED: 03/30/2004

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

Formerly: 2.09, 3.01

Book

St. Lucie County School Board Policy Manual

Section

Chapter 5: Students

Title

Equity Grievance Procedure for Students

Code

5.71

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.

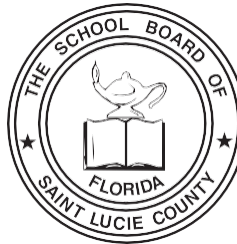
LAWS IMPLEMENTED: [1000.05](#), F.S.

History:

Adopted: 03/30/2004

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

Formerly: 5.65



Board Members:

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

SUPERINTENDENT

Dr. Jon R. Prince

NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE

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

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

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

Heather Roland, Executive Director of Student Services

9461 Brandywine Lane, Port St. Lucie, FL 34986

Office: (772) 429-4577, Fax: (772) 429-4589, E-mail: SS-GRV@stlucieschools.org

Non-Discrimination Policy Inquiries and Complaints by Employees and

Applicants for Employment: Rafael Sanchez, Executive Director of Human

Resources

9461 Brandywine Lane, Port St. Lucie, FL 34986

Office: (772) 429-7508, Fax: (772) 429-7501, E-mail: EMP-GRV@stlucieschools.org

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

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

Dr. Adrian Ocampo, Executive Director of Assessment and Accountability

Equity Coordinator

9461 Brandywine Lane, Port St. Lucie, FL 34986

Office: (772) 429-5538 E-mail: Adrian.Ocampo@stlucieschools.org

