

# **Oak Hammock K-8 School**

## **2022-2023 Student Handbook**



**Jaclyn Lee, Principal**  
**Danita Morgan, Assistant Principal**  
**David Pierce, Assistant Principal**  
**Barbara Ricks, Assistant Principal**

## OAK HAMMOCK MISSION

Teachers will design authentic and satisfying work that will challenge and engage every child, equipping each to become a productive member of a global society.

## OAK HAMMOCK VISION

Oak Hammock K-8 School will be a vibrant learning environment that nurtures each student to continuously improve academic performance. The students will learn to become contributing citizens in a school community that is respectful, responsible, safe, and positive. The school will foster a love of teaching and learning for students to carry through to graduation, so they may reach their full potential in life.

**School Colors:** Purple and Silver

**School Mascot:** Osprey

**School Website:** <http://schools.stlucie.k12.fl.us/oak/>

**School Hours:** 8:45 AM-3:15 PM

**School Theme:** Building Success Together with Positive Connections

**School Address:** 1251 SW California Boulevard, Port St. Lucie FL 34953

**School Number:** 772- 344-4490, Fax: 204-7238

Please LIKE us on:

Facebook: [Oak Hammock K-8](#)

**Early Release Hours- 8:45 AM-1:15 PM**

## SLPS MISSION

The mission of the St. Lucie Public Schools is to ensure all students graduate from safe and caring schools, equipped with the knowledge, skills, and desire to succeed.

## SLPS 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 is 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!

### ST. LUCIE PUBLIC SCHOOLS FOCUS AREAS

Teaching and Learning

Talent Development and Growth

Safe and Caring Schools

Communication/Community Engagement/Customer Service

## KIDS AT HOPE

**WE BELIEVE-**Children succeed when they are surrounded by adults who believe they can succeed.

**WE CONNECT-** Children succeed when they have meaningful, sustainable relationships with caring adults.

**WE TIME TRAVEL-** Children succeed when they can articulate their future.

Kids at Hope Pledge:

*"I am a Kid at Hope, I am talented, smart, and capable of success. I have dreams for the future, and I will climb to reach those goals and dreams every day."*

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The health and safety of all employees and students is a priority in SLPS. These efforts are subject to change depending on guidance from the FDOH and the CDC. *SLPS COVID-19 policies and procedures will remain flexible and vigilant as circumstances change.* **Please refer to the SLPS COVID Management Plan 2022-2023: [Microsoft Word - SLPS COVID Management Plan 8.4.22.docx \(stlucie.k12.fl.us\)](https://stlucie.k12.fl.us)**

**Safety is Our Priority**

Parents please continue to monitor your child’s health daily, using the **Daily Home Screening for Students:**



**Daily Home Screening for Students**

**Parents: Please complete this short check each morning with your child or children before**

**Symptoms**

Does your child have any of the following symptoms, that indicates a possible illness that may decrease the student’s ability to learn and also put them at risk for spreading illness to others? Please check your child for these symptoms.

Yes	No	Cold-like symptoms, runny nose, coughing or sneezing.
Yes	No	Temperature 100.4 degrees Fahrenheit or higher
Yes	No	Sore Throat
Yes	No	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
Yes	No	Diarrhea, vomiting, or abdominal pain
Yes	No	New onset of severe headache, especially with a fever

**If the student/parent/caregiver answers YES to any of the above questions in Section 1, the student must stay home until symptom-free for at least 24 hours without fever reducing medications.**

**If the student answers YES to any question in Section 1, then:**

- If positive test for COVID, student should stay home for 10 days until symptom free and at least 24 hours without fever reducing medications. If these criteria are met, the student does not need a negative test or doctor’s note to return to school.
- If student has a negative COVID test obtained during current symptoms, student should stay home until fever free for at least 24 hours and all other symptoms have gone away.

## STUDENT ARRIVAL

Students are permitted on campus at 8:20 AM. There is no adult supervision prior to 8:20 AM. Once students arrive, they must remain on campus.

### **Walkers/Bike Riders**

When dropping off your child, please remain in your vehicle and staff members will assist, if needed. School starts at 8:45 AM. Students arriving to campus after 8:45 AM must report to the front office with a parent for a tardy pass.

When walking with your child, parents should stop at the corner crosswalk and not enter the sidewalk area of the car rider lane. For the safety of all children, parents may not walk on campus during arrival and dismissal.

## STUDENT DISMISSAL

### **Dismissal Order**

Wave 1- Car Riders & Wave 1 Buses  
Wave 2-Walkers & Bike Riders  
Wave 3-Bus Riders  
Wave 4-Bus Riders

### **Car Riders**

A car rider is a student who is picked-up through our car rider loop by a vehicle. Students are not to leave this area except in their vehicle.

**Students will remain in classrooms until parents have entered the car rider lane. We will be using the PikmyKid app for dismissal. Please download this App from the app store. Instructions will be provided. Teachers will have access to the web-based program while in their classroom to see when the parent enters the car rider lane. As parents are in the queue, students will be dismissed to the car rider lane and will immediately enter their parent's car. Parents must remain in their car and students must enter their parent's car using the door closest to the car rider sidewalk.**

Parents must follow the car rider directions and not park in the grass areas, fire lanes, or any other areas not designated for car riders. Students will only be dismissed to a car located in the car rider area. Parent cooperation in following staff direction will keep the pick-up line running smoothly.

### **Walkers/Bike Riders**

A walker/bike rider is a child who walks/bikes off campus.

**If a parent chooses for their child to be a walker, they will wait for their child by the crossing guards. Parents will not be permitted to enter campus during dismissal times. Parents who are walking their children must wait at the crossing guards.**

The front loop/parking lot is designated for buses only. Parents walking to the school to pick up their child must walk along the sidewalk alongside California Blvd. Parents will not be allowed to walk through the bus loading zone.

**Students are prohibited from returning to campus once they have been dismissed.**

### **Student Sign-Outs**

Parents may sign-out their children prior to 2:30 PM (12:30 PM Early Release Days). Please consider this policy when making appointments for your child. **Parents should call the front office to make transportation changes.** Students will be sent to the Main Office upon arrival of the parent/guardian. Proper identification must be shown for sign-outs. Please allow 15 minutes for pick-up and sign-out procedures.

## ATTENDANCE POLICIES

Every absence will be listed initially as unexcused. To excuse an absence, the school must receive a note within three (3) days of the student's return to school. **The note must include the student's first and last name, dates of the absence, specific reason for the absences and a daytime telephone number. The note must be written on a separate sheet of paper and not in the student's planner.** Tardy notes and absence notes may be accepted by email or fax instead of handwritten notes.

Email to: [Elaina.Prakash@stlucieschools.org](mailto:Elaina.Prakash@stlucieschools.org)

Fax: (772) 204-7211

Any documentation that supports the absence, including any physician explanation, should be included. A list of excused and unexcused absences can be viewed on the St. Lucie County Schools Website at [www.stlucie.k12.fl.us](http://www.stlucie.k12.fl.us) and click on Student Progression Plan

### **Compulsory School Attendance & Declaration of Intent to Terminate School Enrollment (F.S. 1003.21)**

Pursuant to Section (F.S. 1003.21), all children who are either six years of age or who will be six years old by February 1, or who are older than six years of age but who have not attained the age of 18 years, must attend school regularly during the entire school term. A student between 16 and 18 years of age is not subject to compulsory attendance if the student completes a formal declaration of intent to terminate school enrollment with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and that the disenrollment will be reported to the Department of Safety and Motor Vehicles. The declaration of intent to terminate school enrollment must be signed by the student and the student's parent or legal guardian. The school must notify the parent or legal guardian of receipt of the student's declaration of intent to terminate school enrollment. A student who attains the age of 18 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age.

### **Official Attendance**

Official daily attendance is recorded during the second-class period for middle school students and at the beginning of the day for elementary school students. Middle school attendance must also be taken for every period of instruction.

### **Enforcement of Attendance (F.S. 1003.26)**

Parent is Required to be contacted after each unexcused absence or absence for which the reason is unknown. Contact can be by phone, auto call system, mail, in-person by school representative.

#### *Required Documentation*

- Phone log by noting date and time of call, official making call, family member contacted, and outcome of conversation.
- Mail-copy of dated notice or postal service return-receipt.
- Personal Contact-parent's signature on form(s)/letter.

#### *Referral to Student Services*

- Refer prior to or upon the 10<sup>th</sup> unexcused absence in any 90-day period and after school efforts to resolve have not been successful. Schools will provide Student Services with documentation of efforts to resolve the truancy.

### **Parent/Guardian Responsibility**

Each parent and guardian of a child within compulsory attendance age is responsible for the child's attendance as required by law (F.S. 1003.24). The only conditions under which the parent or guardian is not responsible are: (1) The student missed school with the permission of the principal. (2) The student cannot attend due to

the financial inability of the parent to provide necessary clothes for the child and this inability is reported in writing to the Department of Student Services or as soon as the inability is determined. Not reporting the financial inability to the Department of Student Services does enable the school district to pursue all interventions, including filing a truancy petition in the Circuit Court. The inability to provide clothes must be substantiated by the Department of Student Services. (3) The student does not attend due to sickness, injury or other insurmountable condition, which makes attendance inadvisable, and the student is not eligible for Homebound/Hospitalized services.

### **Project ROCK**

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

### **Reporting Attendance Cases to Problem Solving (PST)/Attendance Committee (F.S. 1003.26) When:**

Student has accumulated at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences or absences for which the reasons are unknown within 90 calendar days.

**By Whom:** Teacher or any school staff with knowledge of the student's attendance required. Required participants: School Worker or contracted caseworker, school attendance officer, parent shall be invited and encouraged to attend.

**Purpose of Meeting:** To determine if a pattern of non-attendance is developing or exists and to develop interventions that shall be implemented.

**Interventions:** Interventions may include, but are not limited to:

- Frequent communication between school and family
- Mentoring
- Counseling
- Evaluation for alternative education program
- Agency referral(s)
- Other interventions, including but are not limited to a Truancy Petition pursuant to (F.S. 984.151)

### **Truancy Petition**

The Superintendent may file a truancy petition pursuant to procedures in F.S. 984.141 when:

- A student has 5 unexcused absences in a calendar month or 10 unexcused absences in a 90 calendar-day-period.
- The PST/SST has met and efforts to correct the attendance has been unsuccessful.
- The parent has been notified as to the unexcused absences or absences for which reasons are unknown and that a Truancy Petition is being filed.

### **School's Responsibility:**

- Partner with Student Services to prepare the Petition Provide Student Services with all verifications of notification to and conferences with the parent to inform and discuss attendance.
- Maintain copies of all parent and physician excuses and phone logs.
- Verification that the recorded attendance is true and correct according to School Board policy.

### **Filing of Truancy Petitions:**

- Filed in Circuit Court in the 19<sup>th</sup> Judicial Circuit
- All supportive documentation becomes part of the Court file
- Parent(s) name in the Petition will receive a copy of the Petition when the Petition is served

### **Tardy**

A student is considered tardy if they are absent at the time attendance is taken provided the student is in attendance before the close of the day. Tardies will either be excused or unexcused. Acceptable documentation

to excuse a tardy is the same for excused absences. Every 5<sup>th</sup> unexcused tardy for students in grades K-5 will convert to an unexcused absence and can be used to meet the criteria to file a truancy petition in circuit court. **Students must be signed in by a parent in the front office.**

### **Early Pick-Up**

The absence will be excused if the parent provides written document that the need to leave school early was for the same reasons that an absence from school would be excused. Students in grades K-5 who are picked up from school prior to the end of the day will be marked as tardy for the day.

## **ATTENDANCE REQUIREMENT FOR EXTRACURRICULAR ACTIVITIES**

Attendance and participation at sporting events, performances, extracurricular activities and social functions are privileges that require attendance at school for at least half of the school day of/or prior to the event.

### **BALLOONS AND FLOWERS**

Students and parents may not bring or balloons, flowers, stuffed animals, candygrams, etc. to the school. If these items are brought on campus they will be held in the front office until the end of the day.

### **BICYCLES & SKATEBOARDS**

Students who ride bicycles to school are responsible for parking them inside the bike rack. All bicycles should be securely locked. Oak Hammock takes no responsibility for damaged or stolen bicycles or skateboards. Students must walk their bikes and skateboards once on campus. Students are not permitted to ride bicycles on the school grounds, bus loading areas, or in the parent pick-up areas. Students are reminded that when riding a bicycle, the law requires riders to wear a helmet at all times. Students who bring their skateboards to school should secure their skateboard in the front office. Skateboards may be picked up at the end of the school day.

### **BULLYING, HARRASSMENT & SEXUAL HARRASSMENT**

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. A full description on St. Lucie County's Bullying and Harassment Policy can be located at <http://www.stlucie.k12.fl.us/policies/bullying/>

School Board policy 2.71 outlines the district and school's Title IX obligations and procedures that must be followed in the event that there is knowledge or a report/allegation of sexual harassment. AP Danita Morgan is the school coordinator.

### **BUSES**

**We ask that riders adhere to social distancing whenever possible. Students from the same household will be allowed to sit together, otherwise riders will be spread out as much as possible. Bus windows will be lowered to improve ventilation as much as possible.**



### **School bus passengers will observe the following rules:**

1. Use a safe route walking to the bus stop. Walk facing traffic. If there is no sidewalk, walk as far away from traveled portion of the road as possible.
2. Stand off the road while waiting for the bus.
3. Stay in your seat at all times when the bus is moving.
4. Keep your arms, legs, head, and other parts of your body inside the bus.
5. Wait for the bus driver's signal before crossing the road. Cross five (5) feet in front of the bus after the driver has signaled.
6. Do not engage in unnecessary conversation with the driver.
7. Exhibit appropriate classroom behavior on the bus.
8. Be absolutely silent at all railroad crossings.
9. Obey the driver. **The driver is in full charge of the bus and its passengers.**
10. Sit in an assigned seat if the driver assigns one.
11. Do not eat, drink, or smoke on the bus.
12. Be at the bus stop on time.
13. Do not abuse the privilege of riding the bus.
14. Do not bring band instruments or other items on the bus that may interfere with the safety of others.
15. Do not bring reptiles, snakes, bugs, animals, or marine life (dead or alive) on the bus.
16. Do not bring glass containers on the bus.
17. Use care when leaving the bus stop. Use the same precautions when leaving the bus stop as when approaching the bus stop.
18. Stand away from the bus as it pulls away.
19. Do not throw or discard objects from the bus windows.
20. Enter and exit from the front of the bus, unless otherwise directed by an authorized person.
21. Do not wear shoes with cleats or spikes on the bus.
22. Do not use abusive or profane language on the bus.
23. Do not ride a bus other than the one you are assigned without authorization from your school.
24. Do not get on or off the bus at any other stop other than your regular stop, except upon written authorization from the school principal.
25. **School rules and dress code are in effect while riding the bus. Violation of bus regulations will result in disciplinary actions.**

Students following bus procedures and rules may be recognized through the PBIS token economy system, redeemable at the school.

### **Permission to ride another bus**

Plans to ride a different bus must be made in advance through the school. Students must provide a signed note from home, which will be verified by the school. Students should turn in the parent request to the Dean's office no later than the morning of the request for a different bus.

## **CAFETERIA POLICIES**

***When we determine it is safe to do so, the following procedure will be followed:***

- Sign-in and receive a visitor's pass from the Main Office before entering the cafeteria
- Sit at the designated family dining area located outside and available weather permitting.
- Only your child may eat with you

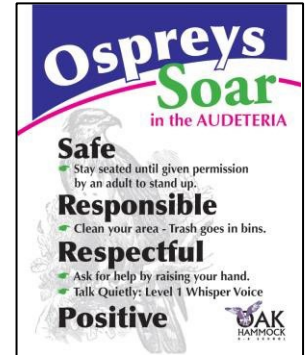
- Please do not visit your child's table
- Please do not enter any building except Building 3, Administration Building when leaving.
- Please do not walk your child back to class
- Sign-out and exit through the Front Office
- Fast food items, including drinks, cannot be dropped off for student lunch
- No food delivery is permitted (Door Dash, Grub Hub, etc.)

### **Birthday Celebrations in the Cafeteria**

- Only store-bought cupcakes are allowed. No cakes
- Distributed by school staff to your child's lunch table
- Only given to child's lunch table

### **Student Expectations**

- Remain at assigned lunch table in assigned seat until dismissed to lunch line
- Go through lunch line once
- Conversation Level 1
- Throw away your trash when asked
- Respond to High Five
- Raise your hand for help or before leaving your seat
- Keep hands, feet, and objects to yourself
- Food and drinks must be consumed at lunch and may not be removed from the cafeteria
- Food/drinks are not permitted to be shared with other students in the lunch/classroom
- **Kitchen knives may not be brought on campus, including for lunch purposes.**



## CLINIC

Oak Hammock will provide clinical spaces to meet the needs of our students.

### **“Primary Health Clinic”**

- Students who need first aid, medication, health screenings or change of clothes will be sent to the main “Health Room”.
- All students and staff are required to wash hands upon arrival and leaving of the Health Room.

### **“Care Clinic”**

- Students who become ill or have been identified as having a fever or flu-like symptoms will report to this isolation room.
- All students and staff are required to wash hands upon arrival and leaving of the Care Clinic.
- If a student has a fever, the parent will be called to take the student home per St. Lucie Public Schools Clinic Policy.
- **Any student with a fever must stay home for a minimum of 24 hours after the time they are diagnosed with a fever. Any student positive for COVID19 must stay home for 5 days plus 24 hours after the last day of fever.**

### **“Breathing Room”**

- Students who are medically fragile or who must use a nebulizer at school.
- All students and staff are required to wash hands upon arrival and leaving of the Breathing Room.

Students with symptoms of COVID-19 should not attend school. Symptoms of asthma and COVID-19 may overlap, including cough and shortness of breath. Therefore, *students experiencing acute asthma attacks should not be attending school without approval by a healthcare provider*; if an asthma attack starts at school, a student may need a bronchodilator treatment before being sent home or before an ambulance arrives.

**Nebulizer treatments at school should be reserved for children who cannot use or do not have access to an inhaler (with or without spacer or face mask).**

### **Medication**

Written parental consent, authorized by a physician, must be provided to the clinic for medication to be dispensed. ALL medications must be secured in the health clinic. This includes prescription and non-prescription medications. No medications, prescription or nonprescription can be given at school without a written Physician Authorization for Medication form (PA Form) filled out completely and signed by a Physician. Medication should be brought to school by the parent and MUST be in the original container as dispensed by the pharmacist and labeled to match the physician’s orders. **Students are not allowed to have any medication (prescription or nonprescription) in their possession. Parents must provide the clinic with all medication and should not be sent with students.**

## CODE OF CONDUCT & DISCIPLINE

The **Student Code of Conduct** policy will be discussed and reviewed with students during the first week of school. Specific questions regarding behavioral consequences can be directed to the Dean’s Office at (772) 204-7200.

The Code applies to all students enrolled in the School District. There are four levels of offenses and each level represents progressively more serious offenses. The Code of Conduct outlines the appropriate discipline for the offense. A copy of the St. Lucie County Public Schools Student Code of Conduct can be located at <http://www.stlucie.k12.fl.us/parents-students/>

## DRESS CODE



## Dress Code 2022 - 2023

Our primary goal is the education of students in a safe environment that allows students to concentrate on academics without undue distraction. School Administration/designee shall be the final judge of wearing apparel/accessories and determine whether such items are appropriate, disruptive, offensive, distracting, or in violation of health and safety rules.

We encourage students to take pride in their attire as it relates to the school setting. Students are to dress in a manner that, in addition to the following guidelines, takes into consideration the safety, health, and welfare of self and others, and does not disrupt the learning environment. **Appropriateness of dress shall be determined by the school administration** according to Governing Board Policy.

### All Students MUST:

**Be covered from shoulders to knees. This includes any pants that have rips or frays. Skin may not show through rips or frays above the knee.**

**Wear properly fastened shoes with closed toe and back, that fit securely on the foot; preferably athletic shoes (a must for PE).**

**Earbuds, and Headphones should not be visible and will be used only when they are academically called for and permission has been granted.**

### What students are NOT permitted to wear:

- **No** head wear permitted, including but not limited to – hats, visors, bandanas, hoods on head, or sunglasses.
- **No** Biking or “Soffee” shorts, running shorts, leggings, yoga pants or pajama pants. No shorts or pants with writing on the backside. Pants/shorts must be worn at the waist and cover to the knee. No excessively baggy shorts or pants.
- **No** Skin may show through rips and tears in pants. Leggings may be worn underneath to prevent skin from showing through.
- **No** Crocs, clogs, sandals, slippers, backless shoes or shoes that have just a backstrap; no heels over 1”. No shoes that are unsafe in a multi-floor campus. No jewelry considered unsafe (dangling earrings, knuckle type rings, studded belts, chains)
- **No** sleeveless shirts, tank tops, cami tops/ spaghetti straps, shirts with cutouts or that expose the midriff or cleavage. **No** Sheer (see-through) fabrics. Undergarments must not be visible.
- **No** clothing that is offensive and promotes violence, alcohol, tobacco, drugs or has the potential to compromise campus safety or cause a disruption or distraction.

*The privilege of a relaxed dress code will be removed for students who are unable or unwilling to abide by these standards. School administration/designees shall be the final judge of dress code and have the authority to determine if the apparel is distracting, disruptive, or the cause of harm to students or the educational process.*

**\*\*State Law – 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 progressive disciplinary actions as outlined by the Code of Conduct.**

All electronics must be off and away once students walk through the gates onto campus. Students can use electronics with teacher permission for academic purposes only. Students can access electronics once they exit the gates at dismissal. Smart watches should not be worn on campus. Earbuds should remain stored unless being used for an academic purpose.

Please refer to St. Lucie County’s policy regarding Wireless Communication Devices in the Code of Student Conduct for additional information.

## FOOD & DRINK

- Students are encouraged to bring their own water bottle(s). Students can refill their water bottle at a fountain.
- Energy drinks, as well as beverages purchased from fast food restaurants are not permitted
- Gum and Glass bottles are not permitted
- Water bottles should be in an identifiable water bottle
- Fast food items cannot be dropped off for student lunch
- Food is not permitted to be eaten anywhere other than the lunchroom.
- Food/drinks are not permitted to be shared with other students in the lunchroom
- Food delivery (Doordash, Grubhub, Ubereats, etc.) are prohibited on campus

## GRADING SYSTEM

In grades K-2, the indicators are:

- 4 – Advanced
- 3 - Meets Expectations for Target
- 2 - Partial mastery of target. Demonstrates partial understanding, or can perform portions of the target with assistance
- 1 – Little or no mastery. Cannot demonstrate mastery, even with instructor assistance.

Students in grades 3-8 will be awarded letter grades to indicate student progress.

Grade	Percent	Grade Point Average	Definition
A	90-100	4	Outstanding progress
B	80-89	3	Above average progress
C	70-79	2	Average progress
D	60-69	1	Lowest acceptable progress
F	50-59	0	Failure
I	0	0	Incomplete*
W	N/A	N/A	Withdrawn Dual Enrollment

*\*A student who receives an incomplete has to complete the work within the guidelines of the make-up work policy contained herein. (See Makeup Work Section) If the student does not make-up all work by the designated period of time then for any missing work a grade of Zero will be entered by the teacher and the final grade will be calculated. NOTE: the “I” will calculate as a Zero on the report card until the “I” is replaced with a grade. At that time an adjusted GPA will be calculated for the student.*

### **Calculation of Middle School Grades**

<i>Full Year</i>	1st 9 weeks= 40%	3rd 9 weeks= 40%
	2nd 9 weeks= 40%	4th 9 weeks= 40%
	Semester Exam = 20%	Semester Exam= 20%
	Total First Semester Grade = 100%	Total Second Semester Grade = 100%

#### *Semester 1/Semester 2 only*

1st 9 weeks	= 40%
2nd 9 weeks	= 40%
Semester Exam	= 20%

*In courses with State End-Of-Course Exams, the grading algorithm will change in alignment with F.S. 1008.22:*

<i>Full Year</i>	1st 9 weeks= 35%	3rd 9 weeks= 35%
	2nd 9 weeks= 35%	4th 9 weeks= 35%
	Comprehensive State EOC Exam= 30%	Comprehensive State EOC Exam= 30%
	Total First Semester Grade = 100%*	Total Second Semester Grade= 100%

*\*No credit or grade will be earned in the first semester in courses with EOC State Exams until scores are received and applied at 30% of the grade.*

### **High School Credit Towards Graduation for Grades 6-8**

A course designated in the Course Code Directory as grade 9 through 12, which is taken before ninth grade, may be used to satisfy high school graduation requirements and toward Florida Bright Futures Scholarship Program requirements.

### **Middle School Promotion Requirements**

Beginning with the 2009-10 school year and thereafter students in grades 6-8 will use the course system by semester instead of a yearlong point system for grading. **Students must pass each semester with a grade of “D” or higher in both semesters in the following core subject areas to be promoted to 9<sup>th</sup> grade:**

- Mathematics: Three middle school or higher courses (Six Semesters)
- English: Three middle school or higher courses (Six Semesters)
- Science: Three middle school or higher courses (Six Semesters)
- Social Studies: (Six Semesters), one of which must include the study of State and Federal Government and Civic education

**If a student does not pass a required core semester class in sixth, seventh, or eighth grade, and does not meet one of the alternate documentation methods, parents will be notified that the student will not be eligible for promotion to high school and will be retained in 8<sup>th</sup> grade unless the courses are successfully completed through repeating a course within the day or credit recovery options.** Such notification must be provided at the end of each semester in which a student fails a core class.

### **Middle School Course Recovery**

Students in grades 6-8 may validate mastery of the content standards in the failed courses through the following options:

- Retaking the course through course recovery or participating in an on-line, competency-based course. The students will waive the right to an elective course and enroll in the appropriate remedial course(s).
- On-line competency-based course in the evening or summer from home if available.
- Repeating the course at the school during the elective period.

### **Pass (P) and Fail (F) Letter Grades**

1. PASS (P) or FAIL (F) letter grades, for which equivalent numerical grade point average values and percent as those outlined in FLORIDA STATUTE 232.2463 cannot be ascertained, will be omitted when calculating the cumulative grade point average of students for class ranking. However, a course with a letter grade of PASS (P) will be counted as credit for the purpose of determining credit requirements for grade classification, participation in interscholastic extracurricular activities, and graduation.
2. PASS (P) and FAIL (F) letter grades, with equivalent numerical grade point average values and percent as those outlined in FLORIDA STATUTE 232.2463, will be included when calculating the cumulative grade point average of the students for participation in interscholastic extracurricular activities, class ranking, graduation, and determining credit requirements for grade classification.
3. Upon receipt of PASS (P) and FAIL (F) letter grades for an identified student, an identified staff member for the receiving school shall request in writing an interpretation of the letter grades from the sending school district(s).
4. Written correspondence between the receiving school's staff member and/or letter grades verification from the sending school district(s) will be placed in the identified student's cumulative folder for future reference.

## GUIDANCE SERVICES

The school counselors at Oak Hammock assist students with scheduling, outside agency referrals, academic performance, and personal concerns. Students and parents may see the school counselors by requesting an appointment.

K-3	Sheri Reichard	(772) 204-7204	<a href="mailto:sheri.reichard@stlucieschools.org">sheri.reichard@stlucieschools.org</a>
4-6	Belinda Bogle	(772) 204-7206	<a href="mailto:belinda.bogle@stlucieschools.org">belinda.bogle@stlucieschools.org</a>
7-8	Wes Hedges	(772) 204-7202	<a href="mailto:L.Hedges@stlucieschools.org">L.Hedges@stlucieschools.org</a>

## HEALTH SCREENINGS

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

### The screenings will include:

- Height and Weight, which will include Body Mass Index (BMI) calculation for grades 1, 3 and 6
- Vision and Hearing Screenings for grades K, 1, 3 and 6
- Scoliosis Screenings for grade 6

If you DO NOT want your child to participate in school health screenings, PLEASE NOTIFY THE SCHOOL in writing and include your child's name and grade.

## HONOR ROLL

Honor Roll assemblies are scheduled periodically. Students are recognized for academic achievements based on defined criteria established by our school's Faculty Council and School Advisory Committee.



#### Elementary Grades 3-5:

- Principal's Honor Roll No grade below an A
- Honor Roll No grade below a B

#### Middle Grades 6-8:

- Principal's Honor Roll GPA of 4.0 – No grade below an A
- Honor Roll Minimum GPA of 3.0 with no more than (1) grade of C (No grades of D or F in any subject area)

Notable academic progress toward Access Point standards for ESE students will be recognized at Honor Roll assemblies.

## INSURANCE

Student insurance is available to all students. Students are encouraged to take this insurance, as the school **accepts no financial responsibility for accidents occurring on campus.**

## LATE WORK POLICY (GR. 3-8)

During each 9-week grading period, students will have two opportunities to submit late work:

1. **After** the mid nine-week progress report is distributed, students will have 5 days to complete and submit completed missing assignments listed on the printed report.
2. Students will have 5 days **before** the end of the marking period to complete missing work from the previous 4 weeks.
3. Missing work is defined by any graded assignment in the gradebook.

No less than a 50% will be given to students who have completed missing work by the above time allotted.

## LOCKS & LOCKERS

Lockers are found in Physical Education and the Band Rooms and are to be used for housing only items necessary for these specific courses. It is **MANDATORY** that students lock up all belongings. Lockers will be assigned by the teacher.

## LOST & FOUND



A lost and found area is maintained in the Auditoria. Items will be held for 30 calendar days. The school cannot assume responsibility for lost or stolen items. Students should **never** carry large sums of money or wear expensive jewelry to school. It is recommended that all personal possessions including jackets and sweaters be clearly marked with the student's name on the tag.

## MAKE-UP WORK POLICY

Make-up work is allowed for all absences, excused or unexcused. Student has 1 day to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school. Students will take announced tests on first day of return to school. Student will be allowed 2 days to prepare for tests assigned during the absence.

## MEAL PROGRAM

For the 2022-2023 school year, all SLPS students will receive breakfast at no cost. **All families are requested to complete an on-line meal application to see if they would qualify for free/reduced lunch.** Failure to complete the on-line meal application will by default means the student will need to pay full price for lunch. Meals will be served per USDA guidelines so that both students and staff remain safe. Specific meal service procedures are located on our district website at [www.stlucieschools.org](http://www.stlucieschools.org) under the parent/student tab. All cafeterias will follow CDC guidelines and FDOH guidelines. Student Meal prices are as follows:

- Full Paid Lunch: Pre-K – 5<sup>th</sup> Grade: \$2.25; 6<sup>th</sup> – 12<sup>th</sup> Grade: \$2.50.
- Reduced Paid Lunch for all grades Pre-K – 12<sup>th</sup>: \$0.40.

## MEDIA CENTER USE

Students must have a pass from their teacher to visit the library during class time. Students who lose or damage library materials will be charged a fee to repair or replace the item(s). A fee will be charged to the student for each day a library book is late. Students who do not pay for lost/ damaged books and/or fines will be placed on an obligation list and may be excluded from special events.

## OSPREY OF THE MONTH

Each month various students will be selected as “Outstanding Osprey”. Our 4 school-wide expectations are used as criteria for selection and are as follows:

- Responsibility: September, January, May
- Respect: October, February
- Positive: November, March
- Safety: December, April

## PARENT CONFERENCES

**Parent/Teacher conferences will be held in person, socially distanced or virtually.** All conferences should be scheduled in advance through the teacher of concern. Contacting the teacher may be through phone message at the front office or email. The school counselors are also available by appointment.

## PARENT INVOLVEMENT

Parents, do you have great ideas? Would you like to make a positive contribution to our school? Although Oak Hammock is a dynamic center for learning and social growth, we are always looking for ways to improve. We encourage you to share your perspective and positive ideas for change. Volunteer, PTO, or Advisory roles include school improvement planning, community outreach, and school-based volunteering **PTO/SAC meetings will take place in a space large enough to allow for social distancing and not be during school hours.**

If you would like to become involved in an advisory, PTO, or volunteer capacity, please consider the following options for participation:

### **Parent Volunteers**

To become a parent volunteer, please contact the main office at (772) 344-4490. **Opportunities for volunteers may be limited during the pandemic.** Contact [Barabars.Ricks@stlucieschools.org](mailto:Barabars.Ricks@stlucieschools.org) for more information.

### **PTO**

The Parent-Teacher Organization (PTO) supports the school, its teachers, and your children in more ways than can be recognized. Please consider being part of this valuable team.

### **School Advisory Council (SAC)**

To become part of our school advisory council, please contact the Main Office at (772) 344-4490. The SAC will meet each month as determined by the SAC Committee. Meetings will be held virtually until further notice.

## PETS

Pets are not allowed in the school building or on school grounds during school hours, including arrival and dismissal. Service animals; however, are allowed and must follow St Lucie County School Board policy 3.703.

## PHYSICAL EDUCATION

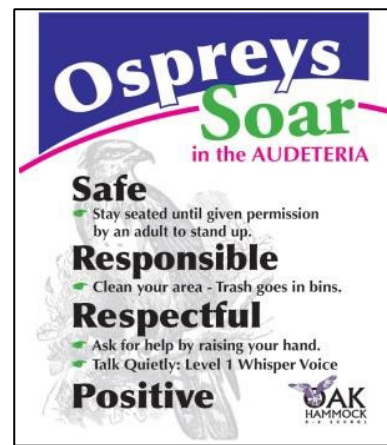
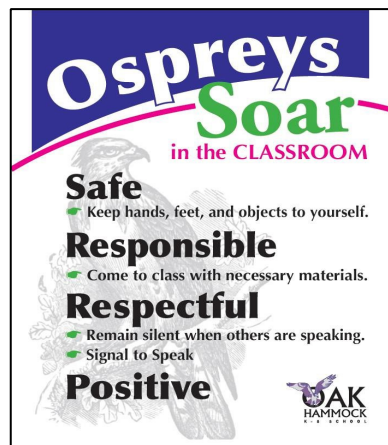
All surfaces and equipment will be sanitized daily including sports facilities and equipment. Physical activities that involve body contact and the sharing of sports equipment, as well as water bottles will be restricted. Drills and exercises will encourage social distancing.

Physical education will be conducted outside as much as possible and discourage unnecessary physical contact, such as high fives, handshakes, fist bumps, or hugs.

Middle school students WILL dress out in the locker room and must socially distance.

## POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

PBIS provides positive support and incentives for students following school and classroom expectations found below.



## REPORT CARDS

Report Cards will be issued each nine weeks. All report cards are to be carried home for parental inspection. Exception-Grades 6-8 4<sup>th</sup> Quarter Report Cards will be available in the front office for pickup during summer break.

Interim Reports will also be sent home once during each quarter. Student progress can also be monitored through Skyward Family Access available here <http://www.stlucie.k12.fl.us/parentsstudents/>. Please complete a parent portal access application in the front office.

Report card dates are published but are subject to change. District and school websites will be updated with the most accurate information.

9-week Quarter time Periods	Report Card Date
<b>Quarter 1</b> (8/10/22 - 10/7/22)	October 24, 2022
<b>Quarter 2</b> (10/11/22 -12/16/22)	January 17, 2023
<b>Quarter 3</b> (1/3/23 - 3/10/23)	April 3, 2023

**SCHOOL PAY**

SchoolPay is a way to electronically pay for school-related fees. To register for your account, please visit [www.schoolpay.com](http://www.schoolpay.com).

**SCHOOL PROPERTY**

Oak Hammock students are expected to take a personal interest in the care of facilities, furniture, and equipment. A student who causes damage will be required to pay for the damages and may also face disciplinary action

**SCHOOL SUPPLY LIST**



School Supply List for 2022-2023 School Year

	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Book bag (no wheels)	1	1	1	1	1	1	1	1	1
Pack of #2 pencils (12 or more)	2	2	2	2	2	1	1	1	1
Pencil Box, bag or case	1 <small>Hard box</small>	1 <small>Hard box</small>	1 <small>Hard box</small>	1	1	1	1	1	1
Pack of Bar Erasers	1	1	1	1	1	1	1		
Hand held personal pencil sharpener w/lid				1	1	1	1	1	1
Composition Notebook	5 <small>Primary lined</small>	5	3	3	4	3	6	4	4
Notebook paper (Loose leaf)				1	1	1	1	1	1
Spiral Notebook			2 <small>1-subject</small>			3 <small>1-subject</small>		2 <small>5-subject</small>	1 <small>5-subject</small>
Pocket Folders w/prongs (poly last longer)	3 <small>Red, Blue, Green</small>	4	3 <small>Red, Blue, Yellow</small>	2	2	5	5	4	3
Box of Crayons (16 or 24 count)	2	2	2	2	2	1			
Pack of Colored pencils	1		1	1	1	1		1	1
Pack of Washable markers	1	1		1	1	1	1 (thin)	1 (thin)	1
Pack of multi- colored Highlighters	1		1	1	1	1	1	1	1
Scissors (Blunt tip)	1	1	1	1	1	1	1	1	1
Pack of Glue Sticks (small- 2 to 5 sticks)	2	2	2	2	2	1	1	1	1
Ruler (inch/cm)			1				1		
Pack of Black Dry Erase markers (thin)	1	1	1	1	1	1	1		
Wired (Plug-in) headphones or earbuds	1	1	1	1	1	1	1	1	1
Pack of Index Cards				1				1	1
½ inch 3-ring binder							1		
Pack of 5 dividers with tabs							1		

**Wish List items (donations for class)**

Gallon/Quart sized zip-loc bags  
Copy paper (white or colored)

Any item(s) listed above  
Index cards  
Tissues

Disinfecting wipes/Wet wipes  
Dry Erse Marker (thick)

**STUDENT COUNCIL**

Student Council is an organization of students who coordinate, plan and carry out student activities. All students are invited to become members.

**Qualifications:**

1. 2.5 or higher GPA
2. Exemplary behavior, no referrals
3. Recommendation from teachers
4. Be willing to attend meetings

## TEXTBOOKS

Textbooks are furnished by the school and are on loan to students each year. STUDENTS are responsible for the care of their books. All textbooks are graded on the condition of when they are issued. If a book decreases in value beyond a reasonable degree, the student will be required to pay for the damage. If a student loses a book, he/she will be required to pay for it. A new book will not be issued until payment for the lost book is made. A lost book is NOT an excuse for incomplete assignments.

## THIRD GRADE PROMOTION

Mandatory retention is necessary for third grade students who score Level 1 on the state FSA ELA assessment unless they qualify for Good Cause exemption.

Retained students must be provided intensive interventions in reading to address the student's specific deficiency.

Intensive Interventions may include:

- a minimum of 90 minutes of daily, uninterrupted, scientifically based reading instruction
- small group instruction
- frequent progress monitoring
- tutoring, mentoring
- summer reading academy

## UNAUTHORIZED ITEMS

**Spinners, non-essential money, radios, MP3 players, CD players, trading cards, beepers, hats, playing cards, hand held games, scooters, and/or roller blades or other items not specifically mentioned, but deemed inappropriate are NOT to be brought to school.** Prescription sunglasses are permitted, if administration permission is on file. Hats are permitted only with a physician's note. **Cell phones should remain off and out of sight unless authorized for use by a teacher for academic purposes.** Violation will result in the phone being confiscated and will only be returned to a parent. Students are not to have in their possession electronic telephone pagers (beepers), or such paging devices while on school property or in attendance at a school function. State law states that use or possession of paging devices is grounds for disciplinary action. All items of this nature mentioned above will be collected, turned in to the Dean's Clerk, tagged and labeled with the student's name. The parent will be required to pick up the item within 30 calendar days.

Students who continue to violate the policy will be subject to disciplinary action.

## VISITORS

In an effort to continually improve the safety and security of your children, St. Lucie Public Schools uses a visitor management system called Raptor. All campus visitors, including parents and alumni, will need to have their driver's license or military ID available. The Raptor system accesses a national database, preventing anyone who should not be on campus from gaining access. The first time your ID is submitted, the system will take approximately one minute to process.

1. All visitors must report to the Main Office before entering the school. This includes, but is not limited to: volunteers, parents, family members, service personnel, and guests.

2. Visitors and volunteers must sign in, provide a photo ID, and wear an office name tag while on campus. Parents and visitors are only given permission to visit the area of the school they signed into visit. School personnel will report to administration all unauthorized visitors on campus.
3. Visitors should sign out and exit through the Front Office only.

**For the safety of students and staff, please remove all hats, sunglasses, and hoods.**

## WITHDRAWAL

When a student wishes to withdrawal from Oak Hammock, the parent or guardian must come to the school to secure proper withdrawal forms.

- Return all school property (texts, media books, etc.) and make sure any fees owed are paid.
- Take completed forms to the registrar's office for final clearance.

Questions may be directed to Ms. Paratore at (772) 204-7208.

## SUPPLEMENTAL DISTRICT POLICIES

### **386.212** **SMOKING ON OR NEAR SCHOOL PROPERTY** **569.11 POSSESSION OF TOBACCO PRODUCTS**

1. Any person under the age of 18 caught smoking by a law enforcement officer on, in, or near school property could be issued a \$30.00 civil citation. The 1000-foot drug free zone will be used to determine (near) school property.
2. Any person under the age of 18 in possession of any kind of tobacco product could be issued a \$30.00 citation.
3. The civil citation is handled the same as a speeding ticket. You can pay the fine or elect to serve the community service anytime within 30 days after you are issued the citation.
4. If the juvenile wishes to pay the fine or sign up for the community service, they must report to room 210 at the county court house on or before the court date on the citation. They should wait at least three (3) working days after receiving the citation for the paperwork to reach the clerk of court.
5. If the juvenile wishes to plead not guilty, they must report to room 203 at the county court house on or before the court date of the citation, at that time they will be assigned a court date to appear before a judge. If they are found guilty at that time, they will be charged the \$30.00 fine, and also have to pay court costs which is another \$30.00.
6. If a juvenile wishes to serve community service they will have to pay a \$20.00 insurance fee to the C.O.R.E. Program. This fee must be paid before starting community service. The C.O.R.E. Program at 800 Virginia Avenue will be supervising the community service.
7. If a juvenile does not pay the fine or complete the community service on the first violation, the court MUST direct the Department of Highway Safety and Motor Vehicles to withhold issuance of, or suspend the driver's license or driving privilege of that person for a period of 30 consecutive days.
8. If a juvenile does not pay the fine or complete the community service on the second violation, the court must direct the Department of Highway Safety and Motor Vehicles to withhold issuance of or suspend the driver's license or driving privilege of that person for a period of 45 consecutive days.
9. If a juvenile does not have a driver's license and does not pay the fine or serve the community hours, when it comes time for them to apply for a driver's license, the application will be held in Tallahassee until the fine is paid, or the community services is paid.

#### **Student Progression Manual**

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

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

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

#### **Procedural Safeguards for Gifted in English and Spanish**

<http://www.fldoe.org/core/fileparse.php/7690/urlt/0070112-giftgard.pdf>

[http://www.fldoe.org/core/fileparse.php/7690/urlt/0070113-6a-603313\\_span.pdf](http://www.fldoe.org/core/fileparse.php/7690/urlt/0070113-6a-603313_span.pdf)

#### **Procedural Safeguards for Students with Disabilities in English and Spanish**

<http://www.fldoe.org/core/fileparse.php/7690/urlt/0070135-procedural.pdf>

<http://www.fldoe.org/core/fileparse.php/7690/urlt/0070136-safeguards-span.pdf>

#### **Bullying Complaint Form 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>

#### **Title IX Formal Complaint Form**

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

#### **Website Link with contact information**

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

## SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA RETURNED CHECK COLLECTIONS NOTICE

Your check is **welcome** at St. Lucie Public Schools. We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, St. Lucie Public Schools has contracted with CHECKredi, LLC, a company based in Huntsville, Alabama for collection of returned checks.

Each person writing a check to St. Lucie Public Schools should write the check on a commercially printed check with their name, address, and one phone number. When a person writes a check to St. Lucie Public Schools, the person writing the check agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law may be debited from the same account.

CHECKredi will contact you by mail and by telephone in order to make arrangements to pay before attempting to represent the check electronically. Payments may be made to CHECKredi's office by mail to P.O. Box 3829, Huntsville, AL 35810. Payments of the check and fee may be made online at [www.checkredi.com](http://www.checkredi.com) using a credit card, debit card or electronic check without any additional fees. For a convenience fee, payments may be made over the telephone at 877-524-7334 by credit card, debit card or electronic check.



**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

## **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 prejudice 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** \_\_\_\_\_  
\_\_\_\_\_ **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.**

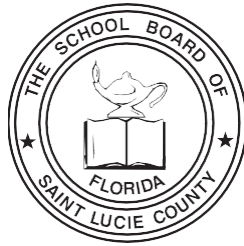
**LAWS IMPLEMENTED: [1000.05](#), F.S.**

**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](mailto: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](mailto: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](mailto:Adrian.Ocampo@stlucieschools.org)

