



**Port St. Lucie
High School
2023-2024
Student
Handbook**

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WELCOME: DEDICATED TO ACHIEVEMENT

Port St. Lucie High School welcomes you. We hope that you will always be conscious of the traditions we have established at our school and be part of the spirit which helps us fulfill our mission of excellence in all that we do daily.

Port St. Lucie High School is proud of its sports and other extracurricular programs. However, we never want to lose sight of our overall purpose of achieving our highest academic goals. It is important that you contribute to the overall school success of Port St. Lucie High School.

The school personality, the overall environment, values and shared benefits affect each one of us at Port St. Lucie High School. Our personality can be distant, cold and representing failure, or it can be exciting, warm, and celebrating success! Together we face a challenge as we shape the PERSONALITY of Port St. Lucie High School.

NOTE: All rules and regulations are subject to change due to changes in federal, state, and district laws and policies.

JAGUARS

EXPECT MORE. ACHIEVE MORE.

Mission

The mission of Port St. Lucie High School is to ensure all students feel safe and cared for, equipped with the knowledge, skills, and desire to succeed.

Port St. Lucie High School

1201 SE Jaguar Lane
Port St. Lucie, FL 34952
772-337-6770
Fax: 772-337-6780

Principal

Ms. Nicole Telese

Assistant Principals

Dr. Myrna Belgraves
Mr. Matthew Lee
Mrs. Kathleen Manchester
Mrs. Louisa Saget

Deans

Mr. Kareem Rodriguez
Mr. Ronald Wright

St. Lucie County School Board

9461 Brandywine Lane
Port St. Lucie, FL 34986
772-429-3600

Superintendent

Dr. Jon Prince

Board Members

Mr. Troy Ingersoll, Chairman - District #5
Ms. Debbie Hawley, Vice Chairman - District # 1
Mr. Jack Kelly- District #2
Dr. Donna Mills, - District #3
Ms. Jennifer Richardson - District #4

ALMA MATER

Port St. Lucie Alma Mater School we love so well;
Let each loyal son and daughter Loud your praises tell

Time and faith will bear us onward Scatter us afar,
Let the lessons you have taught us Be our guiding star

Red and Black our royal colors
Reaching for the sky

We will always love and cherish Port St. Lucie High
We will always love and cherish Port St. Lucie High.

Port St. Lucie Fight Song

Port St. Lucie Jaguars
We are winners all the way
Black and red our colors shine
Our team is here to stay
GO JAGUARS!
We have spirit, honor, and might
When we hustle we do it right
Jaguars are #1
All hail Port St. Lucie High!

School Colors

Red and Black

School Mascot

The Jaguar



Port St. Lucie

High School

2023-2024 Dresscode

Students May Wear:

1. "School Appropriate" clothing
2. Collared, crew neck, V-neck, or official spirit shirts of an appropriate length that has sleeves and does not reveal cleavage or midsection.
3. Dresses, shorts, skirts at mid-thigh or pants and leggings.
4. Pants or shorts with rips above the mid-thigh must not show any exposed skin.
5. Shoes, sneakers, sandals, flip flops, slides, Crocs or boots.
6. Outerwear (sweatshirts or jackets).
7. Hats may be worn, but may not be large in nature or obstruct the learning environment.

***Leggings may not be see-through, pants must be above hipbone and skirt slits cannot be above mid-thigh.**

Students May **NOT** Wear:

1. Crop tops or any shirt that reveals the midsection or excessive cleavage. This includes having an unzipped sweatshirt.
2. Tank tops.
3. Bandanas.
4. House slippers in any form.
5. Anything that exposes undergarments or is see-through or sheer in nature.
6. Hoods may not be worn on the head.
7. Clothing, accessories, or jewelry associated with gangs or referencing drugs, tobacco, alcohol, weapons, violence, or sex.
8. Accessories that create a safety concern (wallet chains or large rings).

***No blankets may be worn around campus (If there is a hardship for outerwear, please see administration).**

The school's administration/designee shall be the final judge of wearing apparel/accessories and will determine whether such items are appropriate, disruptive, offensive, distracting, or in violation of health and safety rules.



Inappropriate Dress

Each student is responsible for displaying respect for self and others through appropriate dress that maintains an orderly learning environment. Each student is prohibited from, while on school grounds during the regular school day, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment.

*Students may not wear the hood of a sweatshirt or jacket on their head. If this is violated, they will lose the privilege of wearing a hoodie. A student who violates this dress code policy will be subject to disciplinary actions.

Dress code violation consequences:

During arrival to school, students will be checked and sent to a location to fix the dress code infraction. If the offense is correctable, students will be returned to class. Uncorrectable offenses will be handled by the Dean or administrator. Repeated violations will result in a discipline referral.

JAGUAR SCHOOL COUNSELING

Students are assigned to Counselors alphabetically based on their last names.

Monica Brooks	Director of School Counseling 9-12 Dual Enrollment Counselor, 9-12 Last Name W-Z <ul style="list-style-type: none"> • 9-12 Dual Enrollment Coordinator and Counselor College Visits on PSLHS Campus • NCAA/NAIA Clearing House Contact • Career and College Readiness Events Coordinator • Threat Assessment Team Guidance Lead • Scholarship Organization and Distribution (Co-coordinator) Senior Scholarship Night • Classroom Grade Level Academic/Career and Post-Secondary Planning Coord. Curriculum Guide Updates • PSLHS Counselor Website Updates • Course Selection Forms and Registration Coordinator • Senior Survey and Small Career/Post-Secondary Group Planning Power BI lists for monitoring ACCEL Point and Scheduling Edgenuity Lab Liaison • Field Trips (Great Explorations, SOTJC, HBCU, etc) Support Comprehensive School Counselor Calendar • Grade Level Academic Parent Nights for Career and College • Planning "At HOPE" for graduation (parent night for at-risk) • SAC Representative
Marcia Griffin	9-12 School Counselor, Last Names A-F <ul style="list-style-type: none"> • ESOL Support Back Up • Field Trips (Great Explorations, SOTJC, HBCU, etc) support Threat Assessment Team Support • SAT/ACT Sign Up Drive Assistance 941B and Push-In 9-12 Grade Level Presentation Presenter • 9-12 Academic Advising and PST's non-ESE based College/Academic/Trade Decision Days Celebration Support Senior Scholarship Night Support • Scholarship Organization and Distribution (Support) • Senior Survey and Small Career/Post-Secondary Group Planning Grace Pack Support • Grade Level Parent Night Support Edgenuity Lab Liaison • At HOPE for graduation (parent night for at-risk)

Christine Derry	9-12 School Counselor, Last Name G-M
	<ul style="list-style-type: none"> • 504 Support Back Up • Threat Assessment Team Support • SAT/ACT Sign Up Drive Assistance in 941B and Reading Class Push-in • McKinney Vento Homeless Liaison(Back Up) 9-12 Grade Level Presentation Presenter • 9-12 Academic Advising and PST's non ESE based • Field Trips (Great Explorations, SOTJC, HBCU, etc) Support College/Academic/Trade Decision Days Celebration Support Senior Scholarship Night Support • Scholarship Organization and Distribution (Support) • Senior Survey and Small Career/Post-Secondary Group Planning Grade Level Parent Night Support • Edgenuity Lab Liaison • At HOPE for graduation (parent night for at-risk)
Joseph Anton	9-12 School Counselor, Last Name N-V
	<ul style="list-style-type: none"> • Field Trips (Great Explorations, SOTJC, HBCU, etc) Lead Military Contact—ASVAB • Threat Assessment Team Support • SAT/ACT Sign Up Drive Assistance in 941B and Reading Class Push-in 9-12 Grade Level Presentation Presenter • 9-12 Academic Advising and PST's non ESE based College/Academic/Trade Decision Days Celebration Senior Scholarship Night Support • Scholarship Organization and Distribution (Co-coordinator) Senior Survey and Small Career/Post-Secondary Group Planning Edgenuity Lab Liaison • At HOPE for graduation (parent night for at-risk)
Cassandra Adams	9-12 School Counselor, ESOL students
	<ul style="list-style-type: none"> • 504 Coordinator • ESOL Compliance and School Counselor • 9-12 ESOL Academic Advising and Support Threat Assessment Team Support • Mental Health Resources Lead (Including Mobile Crisis) PST Meetings (ESE based) • Grace Packs • McKinney Vento Homeless Liaison SEL Grade Level Guidance Lessons • SEL Small Group Interventions based on Power BI Discipline Grade Level Parent Night Support • Edgenuity Lab Liaison • At HOPE for graduation (parent night for at-risk) Signs of Suicide Coordinator • SAT/ACT Registration Pushin for Seniors all year and Juniors semester 2

Dana Sheffield	Graduation Coach
	<ul style="list-style-type: none"> • At-Risk Students Case Manager • SAT/ACT Registration Drive Push-in Assistance via Reading Classes • At HOPE for graduation (parent night for at-risk) Coordinator* October/January • Edgenuity Data Management Coordinator • Data chats with counselors for at-risk students • 18-credit diploma consultant • Senior Awards Night Program Co-coordinator • Co-Planning and Facilitating At Risk Bootcamps • Routine parent communication and meetings with at risk senior parents

TARDY POLICY AND PROCEDURES

Late Arrival to School

School begins at 7:28 a.m. and the late bell rings at 7:33 a.m. Prompt arrival to school is the responsibility of the student and parents. Late arriving students transported by parents are considered tardy. **Examples:** Over-sleeping, car breakdowns, traffic problems, and missing the school bus are considered tardies. Additionally, Tardies are defined as any unexcused late entry throughout the day!

All students arriving late to school must receive an admit slip. Once the student receives the admit slip, they should immediately report to class.

Tardies to classes

Students will be completely inside the classroom door before the late bell stops ringing. No heads, no hands, no legs outside the doorframe. It will be important not to waste time and then try to rush in. Other students in the doorway could keep you from being on time. Students who are tardy do not only cause the teacher to lose valuable teaching time, but keep other students from having as much time as possible in which to learn.

Consequences

Administrators will provide additional consequences for students who continue to lose valuable class time and who keep other students from getting the education they deserve.

Skippping Class

Students who do not report to their assigned classes on time will face disciplinary action for skipping class. Refusal to report to class is in direct defiance of school policy. Specifically, students arriving to class after the first 10 minutes will be considered “**skipping**”.

Freeze Time

Students are not permitted to leave the classroom within the first 10 minutes and last 10 minutes of class. This is considered freeze time and all movement around classroom should cease.

STUDENT PARKING POLICIES

Parking on campus is a privilege afforded to the students of Port Saint Lucie High School. Parking permits give the holders permission to park on campus. Any student violating parking lot rules may have his/her driving privileges suspended or revoked. The school assumes no responsibility for loss or damage to any vehicle (car, truck, bicycle or its contents) operated or parked on the school's campus.

Registration of Vehicle and Parking Permits

- Effective August 2023-2024 school year:
- All motor vehicles operated by students on Port Saint Lucie High School's campus must display a current permit. **TEAL** parking permits should be mounted on the front windshield in the bottom right corner (driver's side). Abbreviated schedules and dual enrollment **PURPLE** permits should also be mounted on the front windshield in the bottom right corner (driver's side). Permits should be visible at all times.
- Parking permits may be obtained in Rm. 443. A driver's license, car registration, insurance, and schedules are required to obtain a permit.
- Cost of decal - \$25.00 per permit.
- Students must have a parking decal by **8/23/23** or their cars will not be allowed on campus. Periodic checks for parking permits will occur and students who bring their vehicles on campus without permits will be ticketed and their vehicle may be booted or towed and referred to the Dean's Office.
- If a student already has a 2023-2024 parking permit and purchases a new vehicle, the old parking permit must be peeled off (in pieces) and returned to Rm#443 prior to obtaining another permit for the new vehicle free of charge. *If we do not receive the permit from the previous vehicle, there will be an additional charge of \$25.00 for the new vehicle.*

Parking/Driving Regulations

Port Saint Lucie High School is a closed campus. Students attempting to leave campus during the day require prior permission from Jag Services in the form of an off-campus pass, or be scheduled for Dual Enrollment or other special curriculum-based activities, which call for off-campus travel.

- **Students are not permitted to leave campus for lunch or transport other students off campus under any circumstance.** According to Florida Statute **787.30** anyone 18 and over can be arrested if they transport a minor off school grounds. This is a third-degree felony.
- Students should demonstrate safe and courteous driving practices and should park in the outer parts of the parking lot as the front spots are reserved for Staff.
- Loitering is not allowed in the parking lots. Immediately upon arrival at school, students must proceed directly to the main campus.
- During regular school hours, students are not allowed in the parking lot without administrative authorization.
- Once cars are on campus, they will remain there until the end of the day.
- The speed limit is **10 MPH** on campus.
- Students who drive must report to school on time. **Students with five (5) tardies will have their parking permits suspended.**
- Repeated referrals to the Dean's Office may result in revocation or suspension of parking privilege.

- Students who violate safe and courteous driving practices or the rules stated will be subject to the suspension or revocation of their parking privileges or may receive a traffic citation.
- **Students are permitted to park in parking spaces only.** Parking on grass, on the sidewalk, parking in a teacher's parking spot, handicap spot, or in the traffic area of the parking lot will result in the revocation of parking privileges.

Maintaining your Parking Permit

- Students granted parking privileges must demonstrate responsible conduct both academically and behaviorally.
- Not being **TARDY** to school.
- Attendance – Students who have excessive unexcused absences (more than 5 per 9 weeks) may have their permit revoked or suspended and be reported to Florida Dept. of Motor Vehicles. Your driver's license may be suspended.
- More than 2 referrals may result in the loss or suspension of the privilege for a period determined by an administrator.

Consequences of Parking Rule Violations

For any vehicle parked on campus, parking or driving infractions will result in:

- **1st Offense – Warning**
- **2nd Offense – Warning**
- **3rd Offense – Possible Boot or vehicle could be towed at owner's expense**

This applies to any student who does not park in a parking space (i.e. parks on the grass, double parks, parks in an unauthorized area).

All students who drive to and park at Port Saint Lucie High School must display a valid parking permit for the **2023-2024** school year. Students who do not have a permit for their vehicle, and students who do not clearly display the permit on their vehicle will receive a violation and may have their vehicle booted and/or towed.

Any student who is found to have either supplied or obtained an illegal parking permit will have their parking privilege revoked for the remainder of the school year.

PBIS EXPECTATIONS

What is PBIS? PBIS is a SCHOOL-WIDE design to promote a positive school culture. It is for (and by) ALL students, ALL staff, and in ALL settings. The two major components of PBIS are:

1. Teaching appropriate behavior in all settings.
2. Recognition when behaviors are met.

Guidelines for Awarding Tickets

Why

- The Jaguar Ticket is a positive behavior recognition to encourage students to consistently demonstrate Jaguar core values:
- Jaguar Tickets should ONLY be given to students who are consistently demonstrating our core values.

Who can distribute tickets

- All staff (teaching, office, building service, cafeteria, bus drivers and substitute teachers) can award Jaguar Tickets.

When

- Jaguar Tickets should be linked to the appropriate behavior based on the expectation.
- Jaguar Tickets should be given immediately to students when a PBIS Expectation is consistently observed.



CAFETERIA POLICIES

The following rules apply to the use of the cafeteria:

- Students should enter the Cafeteria through the main serving line. Students are not permitted to enter the Cafeteria through the exit doors (opposite the Clinic).
- The main serving line will be closed 5 minutes before the end of lunch. See Administration if you need to enter the Cafeteria after that time.
- Students are reminded that cutting in line is not fair to other students and this practice will not be permitted. If a student is thought to be cutting the line they will be asked to exit the line and move to the end. Students who refuse to acknowledge staff requests related to behavior issues may receive disciplinary consequences.
- Students are expected to see that their area is clean when leaving. Trays and garbage must be disposed of in the proper areas.
- Students who bring their lunch may eat inside the students' dining room. They are expected to see that trash goes in the provided bins.
- **Students are not allowed to leave campus** for lunch under any circumstances. Those who leave campus for lunch will receive disciplinary actions against them.
- Delivery of food, including by parents, is prohibited – Students not interested in eating meals at school may bring items from home.
- Students eating in the Courtyard should not cross the red line and must clean up after themselves.
- Students must also remain in the designated lunch area during lunches.
- Students may not eat or drink in the classroom.

MEAL CHARGING POLICY / PROCEDURE

All St. Lucie Public Schools must adhere to the Meal Charging Policy set forth by USDA. No student who qualifies for a free meal benefit will be denied a meal even if there are meal charges on the account. Students accounts can accrue up to \$10.00 of charges for reimbursable meals only. No ala carte items are permitted to charge. No adults are permitted to charge.

1. Students are allowed to charge up to \$10.00 for receiving a reimbursable meal. The student will be provided the same school lunch that other students are receiving.
2. Students that have accrued a negative balance will receive notification of charges through the district communication system, written notification and/or a phone call from the school. Parents will be encouraged to make a payment through either our online prepayment system or through the cafeteria.
3. Households will continue to receive notification of charges until charges are paid in full. Notifications through the district communication system will occur twice a week.
4. Up to three days of replacement meals including both breakfast and lunch, will be offered to students who have maximized their charge limit. A replacement meal for lunch consists of a cheese sandwich, vegetable, fruit and low-fat white milk which represents a regular reimbursable meal. A replacement meal for breakfast includes cereal, fruit, and white milk, which represents a reimbursable meal. The school meals program will maintain a list of students receiving or refusing a courtesy meal.

5. If a pattern of receiving replacement meals is evident, attempts will be made by the Child Nutrition Services Department to discuss the issue with the parent and encourage them to complete a free and reduced meal application. If the practice continues and the parents are unresponsive, the Child Nutrition Services Department will initiate a plan for Student Services to contact the household to complete meal application for the student and determine if the student is known to be needy.
6. Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing a la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.

STUDENT CODE OF CONDUCT

Refer to the Student Code of Conduct for all Rules of Discipline. The Code of Student Conduct outlines the rights, responsibilities, and consequences relative to student conduct.

<https://www.stlucie.k12.fl.us/pdf/codeofconduct.pdf>

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

The Code of Student Conduct adopted by the School Board of St. Lucie County applies to students when the student is waiting for School District transportation at a designated stop, being transported to and from school on School District transportation, at school, or participating in a school-sponsored activity no matter where the activity is occurring. In addition, the student may be subject to the Code of Student Conduct for off-campus activities, regardless of the time or place where the conduct occurs, if the student's conduct is found to have a detrimental effect on the health, safety, and welfare of other students while at school. An electronic copy of the Code of Student Conduct can be found at: www.stlucie.k12.fl.us/departments/student-services/

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

INAPPROPRIATE DISPLAYS OF AFFECTION

According to the Student Code of Conduct, amorous physical contact and inappropriate displays of affection are a Level 1 offense, which will result in disciplinary action.

OBLIGATIONS

All students are responsible for proper care of property and books assigned to them. Failure to return property or books shall result in the suspension of the student from participation in extracurricular activities, the suspension of student parking privileges, and the exclusion of the student from participation in school activities such as prom and graduation ceremonies.

SEXUAL HARASSMENT

Sexual Harassment is a type of misconduct and abuse that subjects an individual to sexually offensive conduct, sexual demands involving any promise or threat, other offensive verbal, visual, or physical conduct, or activity of a sexual nature. There are severe disciplinary consequences for sexual harassment, and legal consequences may occur as well.

SMOKING AND POSSESSION OF TOBACCO PRODUCTS AND PARAPHERNALIA

Any person under the age of 18 caught smoking by a law enforcement officer on, in, or near school property could be issued a civil citation. The 1000-foot drug free zone will be used to determine (near) school property.

BULLYING / HARASSMENT

Bullying and harassment is prohibited. It is the policy of the St. Lucie County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in this policy, is prohibited. Additional Information regarding Bullying/Harassment and reporting Bullying/Harassment can be found at: <http://www.stlucie.k12.fl.us/policies/bullying/>

TRESPASSING (PSLHS CAMPUS)

Individuals not authorized to be on campus may be subject to warning and/or arrest by School Resource Officers/Deputies.


NOTE: Students who receive an out-of-school suspension are not permitted to return to the campus, or any school activity until the day they return from suspension. All students who are not directly involved with activities, and students who are not with their coaches or sponsors after school will be considered trespassers. Students not involved in activities must leave campus no later than 2:00 p.m.

School Identification Cards

It is the expectation that all students carry a school issued identification card (ID) as students will be required to present it upon arrival to school daily along with school related functions. Each student will receive an ID Card, and can also opt to download the Digital ID from Leonard's [Leonard's Digital ID \(leonards.com\)](http://Leonard's Digital ID (leonards.com)) www.new.leonards.com/digital_id.aspx on their cellphones and present it as their ID.

School Informational App

Be sure to download, and stay up to date with all things school related: news, events, announcements and so much more.





PORT ST. LUCIE

HIGH SCHOOL

DOWNLOAD TODAY!

Stay up-to-date with school news and announcements, keep track of upcoming events, and stay organized.



PERSONAL PROPERTY

The school is not responsible for the damage to, or theft of, personal property belonging to students. This includes automobiles parked in campus parking lots, electronic devices, bicycles, personal property left in the school lockers, etc. **Students are strongly encouraged to leave valuable personal property at home.**

LOST AND FOUND

A lost and found section for all articles is provided in the Clinic. Found articles and books should be turned in promptly and students should check for lost property.

TELEPHONES

Students who need to contact their parents due to illness must use the phone in the Clinic.

VENDING MACHINE USAGE

Vending machines are located on campus. Students are asked to please dispose of all cans and bottles in the trash receptacles that are located around campus.

- Students may not receive a hall pass to go to the vending machines.
- Students may not drink or eat items from vending machines during class.

COMPUTER-RELATED MISCONDUCT

With technology taking a more active role in today's educational environments it is important to protect our students by strictly enforcing computer-related misconduct. Manipulating computer data is a Level IV offense in the Student Code of Conduct. This is a very serious offense that can result in a 10-day out-of-school suspension and recommendation for expulsion.

Students using school computers to access, view, display, or distribute improper material will receive a suspension for their behavior, and can receive a 10-day out-of-school suspension with possible recommendation for expulsion. For additional information, please refer to the **Technology Policy and Procedures** section in this Handbook.

ELECTRONIC DEVICES

Excerpt from House Bill 379 "...requiring each school district to prohibit and prevent student access to social media through Internet access provided by the school district; providing an exception; prohibiting the use of certain platforms on district-owned devices and through Internet access provided by the school district...**requiring that school districts' codes of student conduct prohibit student use of wireless communications devices during instructional time**".

Students may use their headphones and cell phones until the bell rings at 7:28 to go to class. Electronics must be put away during class time, unless instructed by a teacher to use the item as part of a class assignment. Students must follow the school-wide classroom rules for electronics. Students may use their electronics again at lunch time, using the following parameters:

1. Student cell phones must be off and away during instructional time. **See HouseBill-379**
2. You may wear headphones and listen to music, but no one else should be able to hear your music. This includes class transitions. **Additionally, while transitioning students should wear one earbud for safety reasons.**
3. You may not text others in class or make phone calls.
4. These changes only apply during your specific lunch time.
5. You may not use phone or electronic devices for social media or inappropriate uses (i.e., taping conversations, unauthorized photography or videography of any kind, or any activity that could infringe upon the rights of students, teachers, and staff members).
6. Students may again use their electronics after the bell rings for the end of school.

It is imperative for school safety that you do not use your cell phone or other electronic devices during a Code Red.

Consequences for misuse of electronic device:

- If the electronic device is used inappropriately and/or does not follow the school wide expectations of being off and away during instructional time, it will be taken and picked up at the end of the day. If a student refuses to comply a referral will be written for open defiance of policy. Staff will not be held liable for misplaced or damaged items, as it is school policy to not bring personal items to school.

ACTIVITIES

Obligations/Activities

The failure to collect textbooks or school property upon reasonable effort by the school principal shall result in the suspension of the student from participation in extracurricular activities, the suspension of student parking privileges, and the exclusion of the student from participation in school activities such as prom and graduation ceremonies.

Extra-curricular and club activities are a vital and educational part of our curriculum. Activities are organized at Port St. Lucie High School to improve the school in general and student body by offering to each student opportunities for exhibiting beneficial leadership and service.

Calendar of Events

The school calendar is kept in the office of the Assistant Principal for activities and the Athletic Director's office. Any organization desiring to put dates on the calendar or intending to comply with dates on the FHSAA calendar must receive permission from the Activities Assistant Principal or the Athletic Director.

Fundraisers

The Assistant Principal must approve all fund-raising activities. The sale of any items on campus for individual profit is prohibited. All fundraisers must be approved in advance.

Flowers/Balloons/Gifts

Such items as flowers, balloons, gifts, etc., are prohibited in the classroom. These items tend to be a distraction and will remain in the Administrative office. The office staff is not responsible for the security of these items.

Clubs

Membership in any organization is voluntary. Students taking part in the activities program at Port St. Lucie High assume responsibility associated with these organizations. Whenever duties and meetings conflict with academic work, the **student** involved is responsible for contacting the teacher previous to the time of the activity and is responsible for the work missed. Accepting an officer's position in any organization is an honor, but carries with it additional responsibilities.

Meeting Schedule for Clubs

Clubs will meet according to a schedule indicated in its constitution. No club will meet, either at school or in the community, unless a sponsor is present.

Interscholastic Extracurricular Student Activities

In order for a student to be scholastically eligible to participate in interscholastic athletic or nonathletic extra-curricular activities, he/she must pass five classes and maintain an overall 2.0 GPA.

Spirit Day

Friday is Jaguar Spirit Day. We encourage staff and student members of Port St. Lucie High School to wear the school colors of red and black.

ATHLETICS

There is now a county-wide \$50 fee for a single sport and a \$100 processing fee for multiple sports all athletes this year.

The Port St. Lucie Jaguars are members of the Treasure Lake Conference in the Florida High School Athletic Association. We field the following:

Fall Sports

Bowling
Sideline Cheerleading
Cross Country
Football
Boys Golf
Girls Golf
Girls Volleyball

Winter Sports

Boys Basketball
Girls Basketball
Girls Weightlifting
Boys Soccer
Girls Soccer
Wrestling
Sideline Cheerleading

Spring Sports

Baseball
Softball
Boys Track
Girls Track
Flag Football

Athletic Regulations

- Academic work (2.0 or above) GPA, conduct, and attendance must be above average.
- Abide by all rules and regulations set forth by the FHSAA, SLPS, and PSLHS for various sports.
- Must complete the athletic packet available online or in the Athletic Office before participating, which includes a physical (after June 1st), parent permission, insurance information, residency information, birth certificate, and notarization document.
- All adults & students are expected to pay an entrance fee for all athletic events.

Athletic Academic Eligibility

- **Age** - The student will be eligible until he/she reaches the age of 19 years after June 1st.
- If however, the student reaches the age of 19 years, during a sports season, the student will be allowed to finish out the season in that sport.
- **Limit of Eligibility**- Once the student enters 9th grade, he/she is eligible for no more than four consecutive academic years upon successful completion of the eighth grade as defined by the pupil progression plan of the school in which the student is enrolled.
- **Health Certificate**- A Health Certificate of Physical Fitness is good for one calendar year.
- **Academic Standing**
 - To be eligible to participate in extracurricular student activities, a student must maintain an overall 2.0 or above GPA in all courses required for graduation.
 - An incoming ninth grader must have been regularly promoted from the eighth-grade.
- **Transfer**- A student will be eligible at the first school in which he/she enrolls at the **beginning of each** school year, or at the first school at which he/she makes himself herself a candidate for an athletic team by engaging in an athletic practice that occurs prior to the beginning of the school year. The student will be eligible in this school so far as residence is concerned for as long as he/she remains enrolled in this school, regardless of where he/she lives, with whom he/she lives or which school he/she last attended.

Recruiting – A student who participates in non-school competition (i.e., AAU, American, Legion, etc.) as a member of a team that is affiliated with any school other than the school which the student attends and who subsequently transfers to that school shall be ineligible to represent that school in inter-scholastic athletic competition for a period of 365 consecutive days from the date of enrollment in that school. A team affiliated with a school is one that is: organized and/or coached by any member of the athletic department staff at, or any person affiliated with, that school; and/or has a team roster comprised of a majority of students who attend that school. Membership by a student on such a team followed by his/her transfer to that school shall be considered a form of recruitment and deem that student ineligible to participate in athletics.



Port St. Lucie

High School

2023-2024 Bell Schedules

Regular Bell Schedule

Red – Odd		Black – Even	
1 st Bell 7:28		1 st Bell 7:28	
Period	Time (Min)	Period	Time (Min)
1	7:33 - 9:03 (90)	2	7:33 - 9:03 (90)
3	9:08 - 10:38 (90)	4	9:08 - 10:38 (90)
5A	10:43 - 11:13 A Lunch (30) 11:18 - 12:48 A Class (90)	6A	10:43 - 11:13 A Lunch (30) 11:18 - 12:48 A Class (90)
5B	10:43 - 12:13 B Class (90) 12:18 - 12:48 B Lunch (30)	6B	10:43 - 12:13 B Class (90) 12:18 - 12:48 B Lunch (30)
7 (daily)	12:53-1:41 (48)	7 (daily)	12:53-1:41 (48)

Early Release Bell Schedule

Period	Time (Min)
1 or 2	7:33 – 8:28 (55)
3 or 4	8:33 – 9:28 (55)
5A or 6A	9:33 – 10:03 A Lunch (30) 10:08 – 11:03 A Class (55)
5B or 6B	9:33-10:28 B Class (55) 10:33 – 11:03 B Lunch (30)
7 (Skinny – Daily)	11:08-11:41 (33)

Activity Bell Schedule

Red – Odd		Black – Even	
1 st Bell 7:28		1 st Bell 7:28	
Period	Time (Min)	Period	Time (Min)
1	7:33 - 8:43 (70)	2	7:33 - 8:43 (70)
3	8:48 - 9:58 (70)	4	8:48 - 9:58 (70)
5A	10:03 - 10:33 A Lunch (30) 10:38 - 11:48 A Class (70)	6A	10:03 - 10:33 A Lunch (30) 10:38 - 11:48 A Class (70)
5B	10:03 – 11:13 B Class (70) 11:18 - 11:48 B Lunch (30)	6B	10:03 – 11:13 B Class (70) 11:18 - 11:48 B Lunch (30)
7 Daily	11:52-12:40 (48)	7 (Daily)	11:52-12:40 (48)
Activity	12:41 – 1:41 (60)	Activity	12:41 – 1:41 (60)

LAPTOP POLICIES, PROCEDURES AND INFORMATION

The purpose of the Port St. Lucie High School 1:1 Student Laptop program is to provide access to our curriculum in a more meaningful way. The use of laptops will restructure the traditional instructional delivery model and allow students to better categorize what they know more critically. By providing laptops to the students instead of a B.Y.O.D. (Bring Your Own Device), we provide an equal environment for all students. This helps the teachers, students and our Information Technology Services Department when everyone is working on the same technology platform.

Distribution

Laptops will be distributed during specified periods for each grade level at the beginning of the school year. Students will retain their original laptop each year while enrolled at Port St. Lucie High School. An annual laptop fee is required.

Return

Laptops and accessories will be returned to the Port St. Lucie High School Technical Support Center in the Media Center at the end of each school year for maintenance, for deleting software not required for the next year and for adding any new software required during the next grade level. Laptops must also be returned when withdrawing or terminating enrollment for any reason.

If a student fails to return the laptop at the end of the school year or upon withdrawal or termination of enrollment, the student will be subject to criminal prosecution or civil liability. A grand theft report will be filed with the St. Lucie County Sheriff's Department. The student will also be charged the replacement cost of the laptop.

Terms

Parents and students must read, sign and return the *Student Laptop Loan Agreement* to Port St. Lucie High, attend a *Laptop Orientation* and pay a *non-refundable fee of \$25*. This fee must be paid before the laptop is issued. Additional charges will be incurred for laptop repairs needed, please refer to the "Laptop Damage Fees" on the Student Laptop Loan Agreement.

A copy of this policy is posted on the Port St. Lucie High website. Students, parents, teachers and staff are expected to comply with the **Laptop** Policy, Procedures and Information Handbook. Failure to fully comply with all terms of the **Laptop** Policy, Procedures and Information Handbook, including the timely return of the laptop at the end of the academic year or upon termination of enrollment, will entitle Port St. Lucie High to declare a student in default. This could result in any of these three actions listed below.

- The laptop can be repossessed.
- The student can be placed on the school's obligation list.
- The student can be charged for the full cost of the laptop.

Standard warranty

- All Dell laptops are covered with a standard three-year warranty. The warranty covers laptop component failures such as CPU, memory, SSD, etc.
- **However, students and their parents/guardians are responsible for the following:**
 - a. Mechanical damages that are not covered by the standard warranty, (examples include but are not limited to cracked screens, deliberate destruction, or broken/ damaged housing).
 - b. Lost or stolen laptops and chargers.
 - c. Deliberately damaged or vandalized laptops.

TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop. Laptops that are broken or that fail to work properly must be taken to the Media Center.

General precautions

- The laptop battery must be charged each night for school the next day.
- While using the laptop, there should be no food or drink close to it.
- Laptops must never be left in a locked or unlocked car or any unsupervised area.
- Cords, cables and removable storage devices such as jump drives must be inserted and removed carefully.
- Never carry the laptop while the screen is open unless instructed to do so by a teacher.
- At the end of the school day, during the last class period, shut the laptop down to conserve battery life.
- Do not write, draw, add stickers or labels to the laptop. The laptop is not personal property. It is the property of the District.

Screen care

Be careful when handling the laptop screen. It can easily be damaged if subjected to rough treatment. Do not exert excessive pressure on the screen.

- Laptop screens tend to collect dust and other debris that can look unattractive and cause distortions on your page. When cleaning, use a soft, dry cloth or anti-static cloth such as microfiber cloth.
- Do not lean on the top of the laptop when it is closed.
- Do not lean anything against the screen that could put pressure on it.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke, scratch or stick the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks).

Using your laptop at school

Laptops are intended for use at school **each** day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

Laptop is not working

If a laptop is not working, the student who is assigned to the laptop must bring it to the Technical Support Center located in the Media Center.

Loaner laptops

This policy recognizes the need for the use of loaner laptops by students, teachers and staff. Loaner laptops will be authorized based upon availability.

Laptop left at home or battery is not charged

Students it is your responsibility to bring your laptop to school daily and to ensure that it is charged.

Screensavers

- Only school appropriate media may be used as a screensaver.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Sound, music, games and apps

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet games are not allowed on the laptops during school hours. NO games may be installed on the laptops, unless installed by the district. Do not save games or programs to the hard drive. All apps must be provided by the district.

Printing

The 1:1 Laptop project will operate without the use of printers. None of the student laptops will be configured to print on campus. Students are not allowed to install print drivers.

Accessing the Internet off-campus

Students are allowed to access the Internet when off-campus for educationally related activities. When accessing the Internet – whether on-campus or off-campus – the laptop will be configured to route through the district server. Students are prohibited from altering this route in any way.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to OneDrive

Students will use OneDrive to save school-related work. Students will have their own user account and OneDrive folder on the district network. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students should backup their work completed at home the next day into their OneDrive folder. Computer malfunctions are not an acceptable excuse for not submitting work.

Software on laptops

The software originally installed must remain on the laptop in usable condition and be easily accessible at all times. The laptop is supplied with a standard image a Microsoft operating system and Microsoft Office desktop applications. Additional software will be determined by the specific course needs. The laptops are supplied with a desktop icon for downloading required software, if needed.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Students must not load additional apps onto their laptop. Students are responsible for maintaining the integrity of all the apps required for facilitating academic activities. If for any reason, a student needs additional software, the student must get the consent of the Technical Support Center. Any software added must meet the criteria below.

- The software must be appropriate for the school environment and must not infringe on the productivity of the classroom setting.
- All software must be licensed and required for school.
- Software cannot be violent games and computer images containing obscene or pornographic material.

Software upgrades

Upgrade versions of licensed software will be made available from time to time. Updates will automatically run when the student logs-in at school. Students are expected to follow the prompts and instructions that might appear on the screen.

Virus protection

The laptop has anti-virus protection software. This software will scan the hard drive for known viruses. As with software upgrades, the district will update virus protection.

Inspection

Students may be selected at random to provide their laptop for inspection. If technical difficulties occur or illegal software is discovered, the Technical Support Center will copy all files into a *OneDrive folder*. The hard drive will then be re-formatted and authorized software will be installed. The school does not accept responsibility for the loss of any software deleted due to a re-format or reimage.

ACCEPTABLE USE

The District's network facilities and/or laptops are to be used in a responsible, efficient and ethical manner in accordance with the St. Lucie Public Schools' philosophy. Access to network facilities is a privilege, not a right. Laptops will be subject to random inspections and will be turned over to school or District personnel upon request.

Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

General guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Port St. Lucie High School as well as the District.
2. Students are responsible for their ethical and educational use of the technology resources of the District.
3. Access to the District's technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Laptop Policy, Procedures and Information Handbook.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, administrator or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.
6. The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
7. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
8. Use of the computer (including "Instant Messaging") for anything other than a teacher directed or approved activity is prohibited during the school day.
9. When accessing the District's Internet network, Internet computer games or any computer games are prohibited in classes, lobby, hallways, etc.
10. Computers may not be used to make sound recordings without the consent of all those being recorded.

11. Installation of peer-to-peer file-sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist or teacher.
12. Music will only be allowed on the laptop if it is being used for a teacher-directed or approved activity.
13. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Graphic files or pictures that are not for a school project or activity should not be stored on the school computer systems.
14. Students may access only those files that belong to them or for which they are certain they have permission to use.
15. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
16. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
17. The District reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to the following:
18. The user shall not lend their laptop to anyone.
19. The user shall not erase, change, rename, or make unusable anyone's computer files or programs.
20. The user shall not use or try to discover another's password or another person's email or other files.
21. The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
22. The user shall not let other persons use his/her name, logon, password, or files for any reason.
23. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats.
24. The user shall not deliberately access or create any obscene or objectionable information, language or images.

Privacy and safety

Students must protect their data and maximize their **computer privacy**.

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an assistant principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal propriety

It is important to respect the ownership rights of others. Accordingly, compliance with trademark and copyright laws and all license agreements are required. Ignorance of the law is not immunity. If you are unsure, ask a teacher or the media specialist.

- Plagiarism is a violation of the Student Handbook. Give credit to all sources used, whether you use a picture/clipart rendering, use a direct quote or summarize text. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators will be disciplined.
- Computer crimes are violation of applicable state or federal law and will result in criminal prosecution or disciplinary action by the District.

Consequences

The student in whose name computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with **Laptop** Policy, Procedures and Information Handbook will result in disciplinary action as outlined in the Student Handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Laptop violations

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others. Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Computer network violations

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.

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



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

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

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

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

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

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

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

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

Student/Parent Copy

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



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

ADULTS (2.70) EQUITY POLICY: PROHIBITING HARASSMENT

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

STUDENTS (2.70) EQUITY POLICY

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

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

Adult COMPLAINT PROCEDURES:

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

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

Student COMPLAINT PROCEDURES:

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

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

TITLE IX POLICY (2.71): PROHIBITING SEXUAL HARASSMENT

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

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

Employee Related:

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

Student Related:

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

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

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

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

Port St. Lucie High School Designee: Mr. Kareem Rodriguez

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 Choose a building block.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; List the range of possible disciplinary sanctions and remedies that may be implemented;
 - viii. Include the procedures and grounds for appeal;
 - ix. Describe the range of supportive measures available to parties;

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

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

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

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

13. Procedures for Written Determination. At the conclusion of the grievance process, the decision-maker must apply the preponderance of the evidence standard to reach a determination and then issue a written determination to the parties simultaneously within three (3) school days. The school-based Coordinator is responsible for implementing remedies stated in the written determination.
 - a. The written determination must include:
 - i. Identification of the allegations potentially constituting sexual harassment, pursuant to the definition in this policy;
 - ii. A description of the procedural steps taken from the receipt of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings;
 - iii. Findings of fact supporting the determination;
 - iv. Conclusions regarding application of the Code of Student Conduct to the facts;
 - v. The result and rationale as to each allegation;
 - vi. A determination regarding responsibility as to each allegation;
 - vii. Any disciplinary sanctions imposed on the respondent by the school;
 - viii. Whether remedies will be provided by the school to the complainant; and
 - ix. Permissible procedures and grounds for the complainant and respondent to appeal.
14. Appeals. Each party has the opportunity to appeal from both a written determination, and a dismissal of a formal complaint or any allegations. A request for an appeal from a dismissal must be made within two (2) school days of issuance of the dismissal. A request for an appeal from a written determination must be made within two (2) school days of issuance of the written determination. Requests for an appeal should be sent to the decision-maker.
 - a. If an appeal is not filed, the determination regarding responsibility becomes final on the date after the two (2) school days to file an appeal has passed. If an appeal is filed, the determination regarding responsibility becomes final on the date the school provides the written appeals decision.

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

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

- iv. How to serve impartially by avoiding prejudgment of the facts, conflicts of interest, and bias.
- b. Decision-makers must receive training on:
 - i. Any technology used to conduct investigations; and
 - ii. Relevance of questions and evidence, including the relevance of the complainant's sexual predisposition or prior sexual behavior as set forth in section (11)(j)(iii) of this policy.
- c. Investigators must receive training on:
 - i. Issues of relevance to create an investigative report that fairly summarizes relevant evidence; and
 - ii. Sending the investigative report, in an electronic or hard copy, to each party and their advisor for their review and written response.

17. Recordkeeping.

- a. Required Recordkeeping. Schools must create records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. If supportive measures are not provided, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
- b. Maintaining Records. Schools must maintain records related to any sexual harassment investigation for seven (7) years, including records of:
 - i. Any actions taken in response to a report of sexual harassment;
 - ii. Any actions taken in response to a formal complaint of sexual harassment;
 - iii. Any supportive measures provided;
 - iv. Each sexual harassment investigation;
 - v. Any determination regarding responsibility;
 - vi. Any audio or audiovisual recording or transcript;
 - vii. Any disciplinary sanctions imposed on the respondent;
 - viii. Any remedies provided to the complainant;

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

18. Dissemination of Policy.

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

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

- a. Website Publication. The School District must prominently display the name, office address, electronic mail address and telephone number of the District Coordinator on the School District's website.

- b. Handbook Publication. The School District must prominently display the name, office address, electronic mail address and telephone number of the District Coordinator in each handbook or catalog made available to students, parents or legal guardians of elementary and secondary school students, employees, applicants for admission and employment, and all unions or professional organizations who hold collective bargaining or professional agreements with the School District.
- c. Training Materials Publication. The School District must make all training materials publicly available on the School District's website.
- 20. FERPA. The School District shall, to the extent possible, interpret Title IX and FERPA in a manner to avoid any conflicts. Where a true conflict exists, the obligation to comply with Title IX is not obviated or alleviated by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99.

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

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

History: New
ADOPTED: 03/09/2021
Revision Date(s): _____
Formerly:

St. Lucie Public Schools
Title IX Formal Complaint

My name is _____ **and I am a student/employee at** _____

Name sexually harassed me on or about _____ at
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

Section: Chapter

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**

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

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

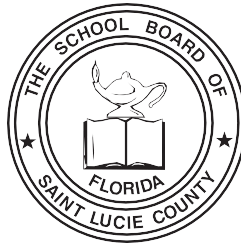
The Code of Student Conduct has been adopted to help your son/daughter gain the greatest possible benefit from his/her education. Please read and discuss the Code of Student Conduct with your son/daughter.

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

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

☐

_____	_____	_____
Print Student Name	Student Signature	Date
_____	_____	_____
Print Parent/Guardian Name	Parent Signature	Date



BOARD MEMBERS

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

SUPERINTENDENT

Dr. Jon R. Prince

NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE

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

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

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

Heather Roland, Executive Director of Student Services

9461 Brandywine Lane, Port St. Lucie, FL 34986

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

Non-Discrimination Policy Inquiries and Complaints by Employees and Applicants for Employment:

Rafael Sanchez, Executive Director of Human Resources

9461 Brandywine Lane, Port St. Lucie, FL 34986

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

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

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

Dr. Adrian Ocampo, Executive Director of Assessment and Accountability

Equity Coordinator

9461 Brandywine Lane, Port St. Lucie, FL 34986

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

