

# Parkway Elementary School



## Student and Families Handbook

2023-2024.

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Principal

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Assistant Principal

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## Welcome to Parkway Elementary School!

Parkway is a very special place and we are excited that your child is here and that we get to share in their education. Excellence in education is our goal and your child is our priority.

Parkway Elementary has received several accolades in recent years; FLDOE Five Star School, Gold Level PBIS program, and Golden School Award for volunteerism. These awards acknowledge and affirm the work we do at Parkway Elementary. We are proud of our students and staff because of the high standards we strive to reach on a daily basis.

This handbook is designed to be a reference for you. You will find many of our procedures outlined within these pages. We have also included some state and district policies for your review. It is important that you are familiar with this handbook. Your child's safety is a priority for us, and these guidelines help us provide an orderly, safe, and nurturing environment.

We invite you to become part of our Parent Teacher Organization (PTO) and our School Advisory Council (SAC). The PTO works with the school to provide much-needed support for our programs that enhance the core curriculum. The SAC meets monthly and helps guide important decisions for the school. Please let our front office know if you are interested in more information about either organization.

In addition to the above-mentioned groups, we LOVE volunteers! Volunteers help in classrooms, the media center, and other places around the school. Volunteers also chaperone field trips and help in special classroom events. If you are interested in volunteering or chaperoning, you are required to complete a volunteer application. It takes about two weeks to process this application, so we recommend you complete one at the beginning of the year and have it on file. If you have any questions about this process, please feel free to call us.

There is a parent signature page at the back of this book. Please sign it and return it to school.

We look forward to a wonderful year!

## **St. Lucie County Public Schools Mission, Vision, and Pillars**

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

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

### **PILLARS:**

- Teaching and Learning
- Safe and Caring Schools
- Talent Development and Growth
- Communication/Community Engagement/Customer Service

## **Parkway Elementary Mission and Vision**

**Vision:** Our Vision at Parkway Elementary, in partnership with parents and community members, is to become a culture of lifelong learners that master challenging content, exceed state standards, and apply critical, independent thinking skills.

**Mission:** Our mission at Parkway Elementary School is to instill the treasures of knowledge, citizenship, and self-esteem in all students. The Parkway family will provide engaging instruction in a safe and caring environment while fostering success and creating lifelong learners.

**Motto:** “Where ALL Students are Treasured!”

**Mascot:** Parkway Pirates

**Colors:** Red and Black

## **“DRESS FOR SUCCESS” AT PARKWAY ELEMENTARY**

**Shirts:** Must be correctly sized, in good repair, and **solid in color**.

- All shirts must have a collar except for school spirit shirts.
- All shirts must have sleeves that cover the shoulders.
- Parkway "spirit" or school-sponsored t-shirts may be worn any day.
- Shirts can have a small embellishment **no larger than a quarter** (appropriate graphics/manufacturers' emblems).

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**Pants:** Must be **solid in color**, correctly sized, and in good repair, (no rips, tears, distressed sections, and/or holes).

- Jeans are permitted.
- All pants must be worn at the waist.
- Pre-K and Kindergarten students are encouraged to wear pants with elastic waistbands.
- Athletic wear, (gym shorts, sweatpants, etc.), is NOT permitted.
- Leggings and tights of any kind ARE NOT allowed unless they are solid in color AND worn under a skirt or dress.

•

**Shorts/Skirts/Dresses:** Must be **solid in color**, correctly sized, and in good repair.

- All shorts/skirts/dresses must be fingertip length, even when worn with leggings or shorts.
- All shorts/skirts must be worn at the waist.
- Camouflage, plaid, and other patterns are not permitted.

•

**Shoes:** Shoes must be safe and in good repair.

- Shoes must have closed toes and closed backs that cover the heel.
- If shoes have shoelaces, the laces must be properly laced and tied.
- All shoes with heels must be less than one inch high.
- No shoes with wheels may be worn on school grounds.

•

**Outer Garments:** Outer garments, (such as jackets, sweatshirts, and sweaters), must be **solid in color**, correctly sized, and in good repair.

- Jackets may not be worn around the waist or as a cover for blouses and shirts not in the dress code.
- **Hoods are not allowed to be worn on campus.**
- Hats are not permitted.

•

**Hair and Hair Accessories:**

- Hairstyles and colors must not distract from the learning environment.
- Solid-colored headbands are permitted without 3-D attachments (i.e.: bows, animal ears, etc.).

•

**Other Accessories:**

- Cell phones and other electronic devices must be turned off and in backpacks.
- Jewelry must not distract from the learning environment.
- Toys are not permitted (this includes stuffed animals, trading cards, fidgets, etc.).

**The use of face masks will be optional.** St. Lucie Public Schools will continue to work with the Health Department and will closely monitor the schools and the community for any changes and adjust as needed.

**Compliance with the school dress code is required.**

**Non-compliance after being warned by staff may result in disciplinary action.**

**Administration reserves the right of final decision on questionable attire and accessories.**

## St. Lucie Public Schools 2023 - 2024 School Year Calendar

| July, 2023 |    |    |    |    |    |    | 0 |
|------------|----|----|----|----|----|----|---|
| Su         | M  | Tu | W  | Th | F  | Sa |   |
|            |    |    |    |    |    |    | 1 |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |   |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |   |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |   |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |   |
| 30         | 31 |    |    |    |    |    |   |

July 4: Holiday for All - 4th of July  
 July 20: 11-Month Employees' First Day

| August, 2023 |    |    |    |    |    |    | 16 |
|--------------|----|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |    |
|              |    |    |    |    |    |    |    |
|              |    | 1  | 2  | 3  | 4  | 5  |    |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |    |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |    |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |    |
| 27           | 28 | 29 | 30 | 31 |    |    |    |

Aug. 3 - 9: Teacher Pre-Planning Days (5)  
 Aug. 10: Students' First Day  
 Aug. 30: Early Release Day - Recordkeeping

| September, 2023 |    |    |    |    |    |    | 18 |
|-----------------|----|----|----|----|----|----|----|
| Su              | M  | Tu | W  | Th | F  | Sa |    |
|                 |    |    |    |    | 1  | 2  |    |
| 3               | 4  | 5  | 6  | 7  | 8  | 9  |    |
| 10              | 11 | 12 | 13 | 14 | 15 | 16 |    |
| 17              | 18 | 19 | 20 | 21 | 22 | 23 |    |
| 24              | 25 | 26 | 27 | 28 | 29 | 30 |    |
|                 |    |    |    |    |    |    |    |

Sept. 4: Holiday for All - Labor Day  
 Sept. 13: Teacher PD Day  
 Sept. 25: Fall Holiday for all

| October, 2023 |    |    |    |    |    |    | 21 |
|---------------|----|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |    |
|               |    |    |    |    |    |    |    |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |    |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |    |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |    |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |    |
| 29            | 30 | 31 |    |    |    |    |    |

Oct. 13: End of 1st 9 weeks (44 Days)  
 Oct. 18: Teacher Workday  
 Oct. 25: Early Release Day - FC Choice

| November, 2023 |    |    |    |    |    |    | 17 |
|----------------|----|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | Sa |    |
|                |    |    | 1  | 2  | 3  | 4  |    |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 |    |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 |    |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 |    |
| 26             | 27 | 28 | 29 | 30 |    |    |    |

Nov. 20 - 24 Thanksgiving Holidays  
 (12-month employees work Nov. 20 - 22)

| December, 2023 |    |    |    |    |    |    | 15 |
|----------------|----|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | Sa |    |
|                |    |    |    |    | 1  | 2  |    |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |    |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |    |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |    |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |    |
| 31             |    |    |    |    |    |    |    |

Dec. 21: Early Release Day - FC Choice  
 Dec. 21: End of 2nd 9 weeks (43 Days)  
 Dec. 22 - Jan. 5: Winter Break for Students  
 (12-month employees are off Dec 22-Jan 1st)

|  |                       |
|--|-----------------------|
| Work Year for 183 Day employees            | 8/10/2023 - 5/30/2024 |
| Work Year for 10 month (196 day) employees | 8/3/2023 - 5/31/2024  |
| Work Year for 11 month (216 day) employees | 7/20/2023 - 6/13/2024 |
| Work Year for 12 month (260 day) employees | 7/3/2023 - 6/28/2024  |

|   |
|---|
| Teacher Workday or PD Day - no students |
| Holiday                                 |
| Early Release Day                       |
| Students Return                         |

## St. Lucie Public Schools 2023 - 2024 School Year Calendar

| January, 2024 |    |    |    |    |    |    | 17 |
|---------------|----|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |    |
|               |    |    |    |    |    |    |    |
|               | 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |    |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |    |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |    |
| 28            | 29 | 30 | 31 |    |    |    |    |

Jan 2 - 4: 12-month employees work  
 Jan 5: Teacher Workday  
 Jan. 8: Students Return  
 Jan. 15: Holiday for All - MLK Day

| February, 2024 |    |    |    |    |    |    | 19 |
|----------------|----|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | Sa |    |
|                |    |    |    | 1  | 2  | 3  |    |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 |    |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 |    |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 |    |
| 25             | 26 | 27 | 28 | 29 |    |    |    |

Feb. 7: Early Release Day - PD  
 Feb. 19: Presidents' Day Holiday  
 (12-month employees work)  
 Feb. 28: Teacher PD Day

| March, 2024 |    |    |    |    |    |    | 14 |
|-------------|----|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |    |
|             |    |    |    |    | 1  | 2  |    |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |    |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |    |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |    |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |    |
| 31          |    |    |    |    |    |    |    |

March 14 Early Release Day-FC Choice  
 March 14: End of 3rd 9 weeks (46 Days)  
 March 15: Teacher Workday  
 March 18 - 22: Spring Break  
 (12-month employees work March 18 - 22)  
 March 29: Holiday for All - Spring Holiday

| April, 2024 |    |    |    |    |    |    | 22 |
|-------------|----|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |    |
|             |    |    |    |    |    |    |    |
|             | 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |    |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |    |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |    |
| 28          | 29 | 30 |    |    |    |    |    |

April 17: Early Release Day - FC Choice

| May, 2024 |    |    |    |    |    |    | 21 |
|-----------|----|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |    |
|           |    |    | 1  | 2  | 3  | 4  |    |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |    |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |    |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |    |
| 26        | 27 | 28 | 29 | 30 | 31 |    |    |

May 27: Holiday for All - Memorial Day  
 May 29: Early Release Day - Record keeping  
 May 30: Early Release Day - Record keeping  
 May 30: Last Day for Students  
 May 30: End of 4th 9 weeks (47 days)  
 May 31: Teacher Workday/Last Day for Teachers

| June, 2024 |    |    |    |    |    |    | 0 |
|------------|----|----|----|----|----|----|---|
| Su         | M  | Tu | W  | Th | F  | Sa |   |
|            |    |    |    |    |    |    | 1 |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |   |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |   |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |   |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |   |
| 30         |    |    |    |    |    |    |   |

June 13: Last Day for 11-month employees  
 June 19: Holiday for All - Juneteenth

|  |
|--|
| Quarter 1: August 10 - October 13 (44 Days)          |
| Quarter 2: October 17 - December 21 (43 Days)        |
| Semester 1: 87 Days                                  |
| Quarter 3: January 8 - March 14 (46 Days)            |
| Quarter 4: March 25 - May 30 (47 Days)               |
| Semester 2: 93 Days                                  |
| <b>Teacher Workday Designation:</b>                  |
| Pre-Planning Days: 8/3 - 8/9 (5 days)                |
| Teacher Workdays: 10/16, 1/5, 3/15 and 5/31 (4 days) |
| Teacher PD Day: 9/13, 2/28 (2 days)                  |

|  |
|--|
| <b>Teacher Early Release Day Designation:</b>            |
| Recordkeeping: 8/30, 5/29, and 5/30                      |
| Professional Development: 2/7                            |
| Faculty Council (FC) Choice: 10/25, 12/21, 3/14 and 4/17 |
| <b>Summer School Dates:</b>                              |
| TBD: Summer School Teacher PD                            |
| TBD: First day of Summer School for students             |
| TBD: Last day of Summer School for students              |
| ***July 4, 2023 will be a student/teacher holiday***     |
| ***June 19, 2024 will be a student/teacher holiday***    |

## **BEFORE SCHOOL**

**Please do not drop students off before 8:00 AM. This is a serious safety concern as there is no supervision until 8:00 AM.**

8:15 am First bell

8:30 am Late bell

If your child arrives later than 8:30 am he/she must be **escorted by an adult** to the office first to be signed in. Parents are notified of continuous tardiness.

**Students MUST be dropped off through the parent drop-off line. Please do not drop students off in the parking lot. Please be sure to follow this procedure so that all children can be safe.**

**\*\*As of now, due to COVID-19 protocols, visitors will not be allowed to eat in the cafeteria with their students.**

## **BIRTHDAYS**

To encourage time on task in the classroom, **birthday celebrations may only take place during lunch in the cafeteria.** Small cupcakes or cookies are the ideal snacks to provide as a birthday treat. Balloons, party favors, hats, etc. are **not permitted.** If you wish to hand out birthday party invitations at school, invitations must be given to the entire class.

## **CAFETERIA**

### Breakfast

Breakfast is available for all students from 8:00-8:30 am. The cafeteria closes at 8:30 am and breakfast will not be served after this time. Students in the cafeteria after 8:30 am will be marked tardy for class.

### Lunch

Students are dismissed for lunch with their classroom teacher according to a published schedule. Check with your child's teacher for the scheduled lunch time.

## **CELL PHONES**

Cell phones are permitted in school but must be turned off and kept in a safe place during school hours. **The school is not responsible for lost, damaged, or stolen cell phones, tablets, iPods, etc.**

## **CLINIC AND MEDICATION PROCEDURES**

The health paraprofessional monitors the clinic and performs a vision, hearing height, and weight screening for all students at designated grades. Student health records are maintained by the health paraprofessional. The health paraprofessional also monitors, with the assistance of the St. Lucie County Health Department, adherence to immunization schedules.

Children who become ill during the day will be sent to the clinic for attention, rest, or to make parent contact. If a child is injured, first aid is administered promptly. The clinic will make every attempt to contact the parents by phone if the injury is serious. An accident report is completed if a student is injured.

Emergency Cards are sent home at the beginning of the year. **Parents are responsible for keeping these cards and contact names current.**

No medication will be administered except under the following circumstances:

Prescription medication only;

1. Medication in the original container.
2. Physicians' Authorization Form must be completed by a physician and a parent/guardian. The form must be brought to the school health aid and placed in the clinic.
3. The medication must be brought to the school health aid to supervise the administration of the medication.

Non-prescription medication (cough drops, aspirin, etc.) may not be administered at school. Please **DO NOT** send non-prescription medication to school with your child. If students must take non-prescription medication the Physicians' Authorization Form will need to be on file in the clinic. The same rules apply to prescription medication.

### **HEALTH SCREENING**

In accordance with Florida Statue 381.0056, St. Lucie Public Schools, in cooperation with the St. Lucie County Health Department, will conduct health screening activities for selected student groups during the school year. The screenings will include:

- Height/weight, which will include Body Mass Index (BMI) calculation for Grades 1 and 3
- Vision and hearing screenings for Grades K, 1, and 3

Parents must sign a consent to have their children screened.

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

If a parent **DOES NOT** want their child to participate in school health screenings, they must **NOTIFY THE SCHOOL IN WRITING AND INCLUDE THE CHILD'S NAME AND GRADE.**

### **DAILY SCHEDULE**

|                           |             |
|---------------------------|-------------|
| School office hours       | 7:30 – 3:30 |
| School hours for students | 8:30 – 3:00 |

### **DISMISSAL – AFTER SCHOOL**

Walkers/bike riders are dismissed at 3:15 pm Parent pick-ups are dismissed at 3:00 pm.

Bus students are dismissed in waves according to the time the bus arrives.

Dismissal will only take place in the designated Parent Pick-up area.

**Please do not ask your students to meet you anywhere other than the designated area.** Parents picking up students must remain in their cars during dismissal in order to maintain a safe and orderly dismissal process. Parking and walking up to get your child is not permitted. For safety reasons, the Parent Pick-up Area is a "cell phone free" area. (Please note: Accommodations are provided for Pre-K students and those students with physical disabilities. These must be arranged through administration.)

### **DISMISSAL – DURING THE DAY**

For safety reasons, students must be checked out through the school office. The parent or guardian must come into the front office to sign the student out and provide proper identification, which must match the information on file. The office staff will call the student to the office.

**Students may not be released after 2:00 pm as the office staff will be busy with school dismissal.** An early dismissal will be recorded as a tardy.

It is the responsibility of the parent to keep the school informed of who may pick up their student(s). Those who are not on your child's information card will not be able to pick up your child. If you would like to add additional people to your list, it must be done in writing. It is also imperative that you keep current phone numbers on emergency cards for emergency purposes.



## DISMISSAL – CHANGING THE WAY A STUDENT GOES HOME

Should you need to change how your student goes home, you must do the following:

Send a **written note** with your child to be turned in to the teacher.

Ex. "My child will be a car rider instead of a bus rider on 8/24/23."

If you are unable to send a written note due to an emergency, **we are not able to make changes over the phone.** In such cases, you may fax a change to (772) 340-4807 or email your child's teacher.

If you want your child to go home with another child (via car or school bus), the parents of BOTH children must send a note about the arrangements. Both notes must be turned in to an administrator for approval, as the transportation department needs to be contacted in cases with school buses. **Please note that not all bus changes are approved.** An administrator must contact transportation for approval to confirm that the bus has room for additional students.

## CONTACT INFORMATION

In the event of an emergency, the school needs to have accurate contact information. Please contact the school whenever you need to update any information. This includes:

- Home phone number
- Cell phone number
- Work phone number
- Home address
- Email (many reminders are sent via email)
- Names and phone numbers of other adults who can pick up your child

## EMERGENCY DRILLS

We participate in monthly fire drills and periodically in other emergency drills. Some of these are announced to students before the drill while others are not. Please remind your child of the importance of learning our emergency procedures.

## INSURANCE

All parents are encouraged to carefully consider enrolling their children in the School Child Insurance Program. This could be of great assistance in case of accidental injury. Students are offered a choice of school-day coverage or 24-hour coverage. **Appropriate forms are sent home during the first week of school.** Florida KidCare or Florida Healthy Kids Insurance forms are available in the front office and online.

## LOST AND FOUND

Articles found in and around the school should be turned into the cafeteria where the owners may claim their property. Uncollected items will be donated to a charitable organization at the end of each semester. **It would be extremely helpful if your child's clothing, lunchbox, and backpacks were marked with your child's name.** Please encourage your child to leave valuables at home.

## MEDIA CENTER

All students in grades K – 5 are granted the privilege to check out books. Students must return borrowed books before they are allowed to check out new books. If the student loses the book, it is the student's responsibility to pay for it.

## REPORT CARDS

Report cards are issued approximately two weeks following the end of each nine-week grading period. Parents may access Report Cards via Skyward Family Access.

### **SCHOOL EVACUATION PROCEDURES**

It is required to advise parents annually of school evacuation procedures. In case of an emergency at the nuclear power plant or another emergency, evacuation is as follows:

No action will be taken with classes of emergency known as “unusual events” or “alerts.” These emergency classifications generally involve a minor incident at the plant site that requires no public action.

In a “site area emergency” or “general emergency” which involves a more serious incident, evacuation may require students to be transported to predetermined centers. Do not attempt to pick up students at school.

Not all schools require evacuation, but if evacuation is required, students from the affected areas will be transported to St. Lucie County Fairgrounds on Midway Road. **Parents are not to go to schools to pick up their children.** St. Lucie County Public Safety, in coordination with the School District, will issue press releases to local radio and television stations informing them when parents may pick up their children.

Local radio and television stations will announce when and where parents can pick up their children.

### **TEXTBOOKS & LAPTOPS**

Adopted textbooks and laptops shall be issued free to students. The full purchase price shall be collected for any lost, destroyed, or damaged textbooks/laptops. Students will be charged for any damaged textbooks/laptops. Damaged textbook charges are decided at the discretion of the administration.

### **TUESDAY FOLDERS**

Each Tuesday, pertinent information from the school is sent home in a special folder. Parents will receive progress reports, parent newsletters, and current samplings of their children’s class work regularly and can send notes to the teacher or school staff using this system.

### **STUDENT PLANNER**

Students will receive one student planner that will be the student’s academic time manager and a communication tool between the parent and teacher(s). This booklet should be carried every day and kept available. Each student will receive one planner free of charge at the start of every school year.

### **VISITORS**

As of now, due to COVID-19 protocols, visitors will not be allowed on campus. This information is subject to change. Please see the district’s COVID Handbook for further information.

## VOLUNTEERS

School volunteers may work with students individually, in classrooms, chaperone field trips, and help perform clerical duties once a security check has been cleared. A parent or grandparent may not volunteer in their child's class. An application must be completed and processed two weeks before any volunteer work may begin, according to the Jessica Lunsford Act (Section 1012.465, Florida Statute). If you are interested in serving as a school volunteer, please follow the link below to complete your online volunteer application. If you have any questions, please contact the school and the volunteer coordinator will be glad to assist you. Volunteer applications are managed online.

Visit:

<https://www.stlucie.k12.fl.us/our-district/volunteers/>

Then choose "apply now." You'll be able to select "volunteer" and complete your online application.

You will need to upload a valid photo ID. The volunteer coordinator will be glad to assist you with this step.

\*\* Due to COVID-19 protocols, this information is subject to change. Please see the district's COVID Handbook for further information.

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavioral Interventions & Supports (PBIS) include proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognizes that maintaining and changing student behaviors involves a continuum of acknowledgments, supports, and interventions.

All Parkway students must know what is expected of them in every part of the school. Expectations are high at Parkway, so students are taught the rules and procedures for every area of the school. Students are better able to learn in an environment that is safe and orderly.

Our campus-wide expectations for all students and staff are: **Be Respectful, Be Responsible, Be Prepared to Learn.**

At Parkway Elementary, we use ClassDojo school-wide as our reinforcement system. Dojo Points will be given intermittently, anytime a student is following expectations. Staff members are encouraged to give Dojo Points out in a variety of settings other than their classrooms. Each time a Dojo Point is given to a student there should be a verbal explanation of why they are earning it. Students may spend their Dojo Points to earn various tangible/non-tangible rewards and events. Parents may connect to their child's ClassDojo account to may monitor their student's behavioral progress and communicate with the teacher.

## **ATTENDANCE POLICIES**

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

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

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

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

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

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

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

In grades, K-2 will be awarded a number of grades according to this scale.

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

Students in grades 3-12 will be awarded letter grades to indicate student progress.

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

### **ACADEMIC AWARDS**

At the end of each nine-week grading period, students in grades 3-5 may qualify for an honor roll based on academic achievement.

- **Principal's Honor Roll**

- All A's, including Academics, Resource Classes, and all S's in conduct (including resource classes)

- **Parkway Honor Roll**

- All A's and B's, including Academics, resource classes, and no more than one P and no N's in conduct

### **PROGRESS REPORTS**

Interim progress reports will be available on the first and third Tuesday of the month. Parents can view student grades via Skyward Family Access.

### **SPECIALIZED INSTRUCTION**

Parkway Elementary provides a continuum of services for all students inclusive of students with disabilities and students that require supplemental support. If you have questions about the services below, please contact the school's ESE Specialist or School Counselor.

- Exceptional Student Education (ESE) and Individualized Education Plans (IEP)
- Occupational Therapy
- Physical Therapy
- Speech and Language Therapy
- Section 504 Accommodations
- English for Speakers of Other Languages (ESOL) Services

### **RETENTION**

The principal will establish procedures for notifying parents of a student who is not meeting promotion requirements. Parents of a student not making satisfactory progress should be notified throughout the year. If a student is being considered for retention, the parents must be notified by the classroom teacher no later than the end of the third nine-week period. A student who is not meeting promotion requirements must be identified by the classroom teacher and be provided targeted interventions as determined jointly by the Problem-Solving Team and parents.

### **RETENTION AND PROMOTION OF ESOL STUDENTS**

ESOL students should not be retained solely based on their limited English proficiency. Limited English Proficient (LEP) students with less than two years of English for Speakers of Other Languages (ESOL) instruction can be promoted in third grade if they fail the state assessment for Good Cause Exemption.

### **STUDENT PROGRESSION PLAN**

Parkway Elementary will follow Saint Lucie Public Schools Student Progression Plan. The plan clearly defines state and district grade-level proficiencies, grading criteria, and promotion and retention criteria. Please refer to this document (available on the SLPS website) for more information.

### **STUDENT RECORDS**

All student record requests by a parent and/or guardian shall be honored within three business days. No request will be given without proper identification (i.e. driver's license).

**HOMELESS EDUCATION (MCKINNEY VENTO ACT)**

Our district and school provide support for families in transition. This includes if you lost your housing due to foreclosure and now live doubled-up with family or friends; in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; or in another type of temporary or inadequate housing, your child(ren) may be able to receive help through a federal law called the McKinney-Vento Act. Additional information is available in the front office or through our school counselor.

**GRACE PACKS**

Parkway partners with Grace Packs Inc. to provide weekly bags of non-perishable foods to students who are struggling with food insecurity. If you would benefit from receiving a weekly Grace Pack, please contact the front office or school counselor.

## NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

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

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



committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

\* \* \*

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

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

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

\* \* \*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

(3) Procedure

(a) Any student or applicant for admission who believes he or she has an equity grievance should first discuss the grievance with the principal of the school involved. If the grievant is not satisfied with the outcome of such discussion, or if the school principal is involved in the alleged incident, the grievant should communicate the grievance and the specific relief requested in writing to the Coordinator within sixty (60) calendar days of the alleged incident.

(b) The Coordinator, after receiving the grievance shall notify the school principal of the filing of the grievance within fifteen (15) working days of the filing of the complaint.

(c) If the Coordinator determines that the grievance alleges a potential violation, that there is probable cause that such a violation has occurred, and that the School Board is able to provide the specific relief requested, the Coordinator shall set a date for an informal hearing and include any essential personnel germane to the case. If the Coordinator determines that the grievance is insufficient, that there is no probable cause to proceed, or that the School Board is not able to provide the specific relief requested the Coordinator shall so notify the grievant in writing. A determination of insufficiency, of no probable cause, or of unavailable relief shall be subject to appeal as provided in subsections (3)(g) and (h) of this policy.

(d) If an informal hearing is set, the Coordinator shall encourage the grievant to discuss the matter informally with the person against whom the grievance has been lodged. Upon request, the Coordinator shall accompany the grievant in an attempt to conciliate the matter. If conciliation is not effected, the hearing shall proceed.

(e) Notwithstanding any other provision of this policy, the grievant shall not be required to confront the person against whom the grievance has been lodged, particularly in instances in which the grievant has alleged acts or practices of discrimination, including but not limited to harassment, retaliation, or coercion. At the informal hearing, both the grievant and the person against whom the grievance has been lodged shall be afforded an opportunity to present witnesses and other evidence in support or defense of the grievance.

(f) If an informal hearing is held, the Coordinator shall render a recommendation in writing to the grievant and the person against whom the grievance has been lodged within ten (10) working days of such hearing. The principal of the involved school shall be responsible for taking any action required to implement the Coordinator's recommendations.

(g) Either the grievant or the person against whom the grievance has been lodged may appeal the recommendation of the Coordinator to the Superintendent with ten (10) working days of receiving notice of such recommendation. Any appeal to, and the decision rendered by, the Superintendent shall be in writing. The decision of the Superintendent shall be rendered within ten (10) working days of the filing of an appeal from the Coordinator recommendation.

(h) The decision of the Superintendent may be appealed to the School Board within ten (10) working days of the appealing party receiving notice of such decision. Any appeal to, the School Board shall be in writing and shall appear on the agenda for the next regularly scheduled public meeting that will be held not less than seven (7) working days after receipt of the appeal. The School Board shall render a written decision on the appeal within ten (10) working days of the meeting. All affected parties will be notified and provided with a copy of the decision of the School Board. The decision of the School Board shall be administratively final.

(i) If a violation is determined to have occurred, the District shall take appropriate steps to prevent the recurrence of any discrimination and to correct the discriminatory effects on the grievant and others. Based upon the circumstances, such steps may include, but are not limited to:

1. Imposing consequences, including referral for discipline when appropriate, upon the person against whom the grievance was lodged,
2. Undertaking such remedial measures as appropriate in the circumstances to address and resolve the grievance and to protect the grievant and witnesses for the grievant from retaliation or future discrimination,
3. Undertaking referrals for counseling, when appropriate, of the grievant and the person against whom the grievance was lodged, and
4. Re-emphasizing instruction of students and training of employees on identifying, preventing, and responding to acts of discrimination.

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

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

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

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

**St. Lucie Public Schools  
Title IX Formal Complaint**

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

Please explain the incident below:

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA, does not discriminate in employment, treatment, in admission or access to its programs and activities on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, sexual orientation or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or any employment conditions or practices conducted by this School District, except as provided by law. The School Board provides equal access to the Boy Scouts and other designated youth groups<sup>1</sup>. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. (SLPS SB Policy 2.7

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

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

#### STUDENTS (2.70) EQUITY POLICY

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

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

#### Adult COMPLAINT PROCEDURES:

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

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

#### Student COMPLAINT PROCEDURES:

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

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



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

A. Policy Against Discrimination

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

(2) The School Board shall comply with all state and federal laws which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

(3) Except as otherwise required by law, School Board shall admit students to District Schools, identified programs and classes without regard to ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, or sexual orientation.

(4) Employees shall also refer to Human Resources Policy 6.304.

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

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

(2) The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities and to all vendors or service providers who have access to School Board facilities.

(3) This policy against discrimination prohibits and deems unacceptable and intolerable all forms of sexual harassment or intimidation, including:

(a) Any unwelcome staff to staff, third party to staff, student to student, or student to staff verbal or sexual advance, request for sexual favor, or other inappropriate statement, communication, or physical conduct of a sexual nature.

(b) Any welcome or unwelcome staff to student or third party to student verbal or sexual advance, request for sexual favor, or other inappropriate statement, communication, or physical conduct of a sexual nature, and

(c) Any verbal or physical act or conduct of a sexual nature that has the effect of unreasonably interfering with an individual's work or learning performance or that creates an intimidating, hostile, or offensive work or learning environment.

C. Retaliation and Coercion Prohibited

(1) No person shall be discriminated against because such person has opposed any act or practice prohibited by this policy or Policy 3.43, Bullying and Harassment, or because such person made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing concerning such an act or practice.



(2) No person shall be coerced, intimidated, threatened, or interfered with in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right recognized or protected by this policy or Policy 3.43, Bullying and Harassment.

**D. Violations**

(1) Any student who violates this policy will be subject to appropriate disciplinary action as provided in the Code of Student Conduct adopted in accordance with Policy 5.30.

(2) Any employee who violates this policy shall be subject to appropriate disciplinary action as provided in the prohibition against violation of policy and laws set forth in new Policy 6.30 and the employee standards of conduct set forth in Policy 6.301.

**E. Protections for Persons with Disabilities**

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

**F. Reporting**

(1) Any act of sexual harassment of a student that may involve harm, or the threat of harm, to the physical or mental health of the student may constitute an act of child abuse or neglect.

(2) Any School Board employee who knows or has reasonable cause to suspect that an act of child abuse or neglect has occurred shall report such knowledge or suspicion to the Child Abuse Registry, the school principal, and the appropriate law enforcement agency in accordance with Ch. 39, Fla. Stat., and Policy 5.37(8).

**G. Procedures**

Procedures for registering, investigating, and determining any complaint alleging a violation of this policy of educational equity are set forth in Policy 5.71 (as to students and applicants for admission to school), Policy 2.71 (as to applicants for employment with the Board and other non-students and non-employees) and Policy 6.35 (as to employees and non-employee volunteers). Complaints regarding identification, evaluation, or educational placement under Section 504 should be filed under the procedures set forth in the Section 504 Manual. For complaints of bullying and harassment, the District shall follow the procedures in Policy 3.43, Bullying and Harassment.

**STATUTORY AUTHORITY: 120.54, 1001.41, 1001.42, 1012.23, F.S.**

**LAWS IMPLEMENTED: 112.51, 119.07, 760.01, et. seq., 1000.05, 1000.21, 1001.43, 1012.22, F.S., 34 CFR, Parts 100.104, and 106.**

**STATE BOARD OF EDUCATION RULE: 6A-19.001 et seq.**

**History:**

**ADOPTED: 03/30/2004**

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

**Formerly: 2.09,3.01**

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

1. Definitions.

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

- a. School District means the St. Lucie County School District.
- b. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
  - i. A School District employee conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
  - ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
  - iii. Sexual assault as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- c. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- d. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- e. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the school's educational environment, or deter sexual

harassment. Schools must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the supportive measures. The school-based Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Remedies are designed to restore or preserve equal access to the school's education program or activity. Remedies may be issued at the conclusion of the grievance process.

- f. Formal complaint refers to a document filed by a complainant or signed by the school-based Title IX Coordinator alleging sexual harassment against a respondent and requesting investigation of the allegation. The formal complaint may be filed in person, by mail, or by electronic mail.
  - g. The District Title IX Coordinator ("District Coordinator") is responsible for coordinating School District compliance with Title IX of the Education Amendments of 1972 ("Title IX") regulations.
  - h. The school-based Title IX Coordinator ("school-based Coordinator") is responsible for coordinating Title IX compliance at an assigned school.
  - i. The Title IX investigator ("investigator") is responsible for conducting the investigation as required by Title IX and preparing the investigative report.
  - j. The Title IX decision-maker ("decision maker") reviews the evidence, determines responsibility for all formal complaints, and provides a written determination to the parties. The decision-maker cannot be the same person as the school-based Title IX Coordinator or the investigator.
  - k. The Title IX appeals decision-maker ("appeals decision maker") is responsible for reviewing the written determination and issuing a written decision describing the result and rationale for the appeal.
- i. Notice. Whenever notice is required in this policy, notice shall be sent to the parent as defined in CFR 99.3 or to the eligible student as defined in CFR 99.3.
2. Scope of Title IX. This policy applies to allegations that meet the definition of sexual harassment as defined in section (1)(b) of this policy, conduct that occurred in a School District education program or activity, and allegations against a person in the United States.
- a. "Education program or activity" includes locations, events, or circumstances over which the School District exercised substantial control over both the respondent and the context in which the sexual harassment occurred.
  - b. Reporting Sexual Harassment. Any person may report sexual harassment, regardless of whether the reporting person is the alleged victim of the conduct. A report can be made in person, by mail, by telephone, or by electronic mail, using the contact information for the District Coordinator or school-based Coordinator. Reports may be made

at any time, including during non-business hours. Any person with knowledge of sexual harassment is strongly encouraged to report the incident. Reports should be made as soon as possible after the alleged incident. A formal complaint must be filed within ten (10) school days after the alleged incident. Failure on the part of the complainant to initiate or follow up on the complaint within this period may result in the complaint being deemed abandoned.

- i. The School District is responsible for responding to complaints of which it has notice even if notice is not received within the aforementioned time frame.
    - c. All School District employees are required to, and must, report, in writing, any allegations of sexual harassment or violations of this policy to the District Coordinator, school-based Coordinator, or appropriate administrator.
3. The Superintendent may identify, upon request of a complainant or respondent, a designee for the District Coordinator when, in the Superintendent's judgment, it is warranted. Should an alternate be designated to investigate a complaint, the complainant may request a review by the Superintendent.
4. Knowledge of Sexual Harassment. When a school-based employee assigned to an elementary or secondary school has knowledge of sexual harassment or allegations of sexual harassment, the School District is obligated to respond.
5. Response to Knowledge of Sexual Harassment. A school must respond to knowledge of sexual harassment in the school's education program or activity against a person in the United States within twenty-four (24) hours or no more than two (2) school days.
  - a. If the alleged sexual harassment might constitute a crime the matter shall immediately be reported to the School Resource Officer ("SRO") or the appropriate law enforcement agency. Any uncertainty regarding whether the alleged sexual harassment might constitute a crime must be resolved in favor of reporting the incident to law enforcement.
  - b. If the alleged sexual harassment might constitute child abuse the matter shall immediately be reported to the Florida Department of Children and Families ("DCF"). Any uncertainty regarding whether the alleged sexual harassment might constitute child abuse must be resolved in favor of reporting the incident.
  - c. When a School District employee is the respondent, the school-based Coordinator or school administrator shall immediately notify the Director of Employee Relations. If the respondent is a School District employee, discipline may be taken, consistent with any applicable collective bargaining agreement provisions or statutory provisions to resolve a complaint of sexual harassment. Upon knowledge of alleged sexual harassment, the school-based Coordinator must:

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

- iv. The School District may take action under another provision of the Code of Student Conduct in the event dismissal is required.
    - b. Permitted Dismissal. Schools may dismiss a formal complaint or any allegations during the investigation or hearing if:
      - i. The complainant provides written notice to the school-based Coordinator of their intent to withdraw the formal complaint or any allegations; or
      - ii. The respondent is no longer enrolled or employed by the School District; or
      - iii. Specific circumstances prevent the school from gathering evidence sufficient to reach a determination.
    - c. Written Notice of Dismissal. Upon a required or permitted dismissal, schools must send written notice of the dismissal and reasons for the dismissal simultaneously to parties within twenty-four (24) hours or no more than two (2) school days.
    - d. Appeal of Dismissal. Parties may request an appeal from a dismissal within two (2) school days of issuance of the dismissal. Requests for an appeal should be sent to the decision-maker, as outlined in section (14) of this policy.
  - 10. Emergency Removal. The School District may remove a respondent from a school's education program or activity on an emergency basis, only after undertaking an individualized safety and risk analysis, and determining if an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and providing the respondent with notice and an opportunity to challenge the decision within two (2) school days following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
    - a. Grievance Process for Formal Complaints of Sexual Harassment. In response to a formal complaint, schools must provide written notice to all known parties and follow a specified grievance process before the imposition of any disciplinary sanctions against the respondent. A school must provide written notice of allegations within two (2) school days of the allegations to all known parties upon receipt of a formal complaint.
      - i. Written notice must include:
        - 1. The identities of the parties involved in the incident, if known;
        - 2. The conduct allegedly constituting sexual harassment;
        - 3. The date and location of the alleged incident, if known;

4. A statement that the respondent is presumed not responsible for the alleged conduct;
  5. The school's grievance process;
  6. A statement that a determination regarding responsibility is made at the conclusion of the grievance process;
  7. A statement informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
  8. A statement advising parties that they may inspect and review evidence, as outlined in section (11)(f)(i); and
  9. A statement informing the parties of any provision in the school's Code of Student Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- ii. If during the course of an investigation the school decides to investigate allegations about the complainant or respondent that are not included in the original notice, the school must provide written notice of the additional allegations to the known parties within two (2) school days, pursuant to the requirements of written notice in this policy.
- b. Response to Complaint. Parties shall be afforded the opportunity to prepare a response regarding the complaint and provide that response during the initial interview. Parties shall have no less than two (2) school days from the date of the written notice to prepare a response. The school-based Coordinator shall conduct the initial interviews with both the complainant and the respondent within five (5) school days. Each individual shall be interviewed separately and at no time will the complainant and respondent be interviewed together. This time frame may be modified for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
  - c. Basic Requirements for Grievance Process. A school's grievance process must:
    - i. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility has been made against the respondent;
    - ii. Require an objective evaluation of all relevant evidence;
    - iii. Include a presumption that the respondent is not responsible for the alleged conduct until the written determination is made at the end of the grievance process;

- iv. Ensure the school-based Coordinator, investigator, decision-maker, and appeals decision-maker are free from any conflicts of interest or bias for or against any complainants or respondents;
  - v. Include reasonably prompt time frames for the conclusion of the grievance process;
  - vi. Include reasonably prompt time frames for filing and resolving appeals;
  - vii. Allow for the temporary delay of the grievance process or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action;
  - viii. List the range of possible disciplinary sanctions and remedies that may be implemented;
  - ix. Include the procedures and grounds for appeal;
  - x. Describe the range of supportive measures available to parties;
  - xi. Not allow, require, rely upon, or otherwise use questions or evidence that seek disclosure of protected information under a legally recognized privilege, unless the person holding such privilege waives the privilege; and
  - xii. Notify parties that the preponderance of the evidence standard will be used to determine responsibility.
11. Procedures for Investigation of a Formal Complaint. The investigation must be completed and evidence provided to the respondent and complainant within five (5) school days of the initial interviews with the complainant and respondent, whichever interview is later. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- a. The School District must ensure that the burden of proof and the burden of gathering evidence rests on the school.
  - b. Confidentiality of Medical Records. The School District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the school obtains that party's voluntary, written consent to do so for a grievance process under this section. If a party is not an "eligible student," as defined in 34 CFR 99.3, then the school must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3;



- c. Schools shall not restrict the ability of either party to discuss the allegations under investigation.
- d. Written Notice of Grievance Proceedings. Notice for any investigative interviews, or meetings must be sent at least two (2) school days prior to the interview or meeting. Notice for any hearings must be sent at least ten (10) school days prior to the hearing. Notice must include the date, time, location, participants, and purpose of meeting to all parties whose participation is expected or invited.
- e. Grievance Proceedings. Both parties must be given an equal opportunity to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding with an advisor of their choice.
- f. Evidence
  - (i) Inspection and Review of Evidence. Both parties must be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility. OTC must make all evidence subject to the parties' inspection and review available at any hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
  - (ii) Prior to completion of the investigative report, schools shall send to each party and their advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. Parties have ten (10) school days to submit a written response to all evidence, for the investigator to consider before concluding the investigative report. If a response is not received within ten (10) school days, the investigator will deem the non-response as a waiver and continue with the investigative report.
  - (iii) Gathering and Presentation of Evidence. Schools may not restrict the ability of either party to gather and present relevant evidence.
- g. Presenting Witnesses. Both parties shall be given the equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- h. The Investigative Report. The investigator shall create an investigative report that fairly summarizes all relevant evidence presented. The investigator must send the report in an electronic form or a hard copy to all parties and all advisors ten (10) days prior to a hearing for their review and written response, if a hearing is required. If a hearing is not required, schools must send the report to all parties and all advisors for their review and written response ten (10) days prior to any written determination. Parties will have ten (10) days from receipt of the

investigative report to provide a written response to the investigative report.

- i. K-12 Questions. After the investigative report has been sent to all parties and before a determination regarding responsibility is made, each party shall be given two (2) school days to submit written, relevant questions to be asked of any party or witness and provide each party with answers within two (2) school days. Parties shall then be allowed two (2) school days to provide no more than five (5) follow-up questions in total from all parties and witnesses. Parties and witnesses have two (2) school days to respond to any follow-up questions.
- j. After parties submit written questions, the decision-maker must:
  - (i) Determine whether a question is relevant; and
  - (ii) Explain to the proposing party any decision to exclude a question as not relevant;
  - (iii) Questions and evidence regarding a complainant's sexual predisposition or prior sexual behavior are only relevant if offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

12. Advisors. Parties may have at least one (1) advisor of their choosing.

- a. The following restrictions will be placed on advisors for both parties:
  - i. Advisors may attend interviews with their party only at their party's request, unless the advisor is a parent or legal guardian;
  - ii. Advisors shall not restrict access to their party;
  - iii. Advisors are only permitted to use the investigative report and evidence received for inspection and review for purposes of the grievance process;
  - iv. Advisors will be required to abide by a non-disclosure agreement that complies with both Title IX and FERPA; and
  - v. Advisors may not request education records that are protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA").

13. Procedures for Written Determination. At the conclusion of the grievance process, the decision-maker must apply the preponderance of the evidence standard to reach a determination and then issue a written determination to the parties simultaneously within three (3) school days. The school-based Coordinator is responsible for implementing remedies stated in the written determination.

- a. The written determination must include:

- i. Identification of the allegations potentially constituting sexual harassment, pursuant to the definition in this policy;
- ii. A description of the procedural steps taken from the receipt of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings;
- iii. Findings of fact supporting the determination;
- iv. Conclusions regarding application of the Code of Student Conduct to the facts;
- v. The result and rationale as to each allegation;
- vi. A determination regarding responsibility as to each allegation;
- vii. Any disciplinary sanctions imposed on the respondent by the school;
- viii. Whether remedies will be provided by the school to the complainant; and
- ix. Permissible procedures and grounds for the complainant and respondent to appeal.

14. Appeals. Each party has the opportunity to appeal from both a written determination, and a dismissal of a formal complaint or any allegations. A request for an appeal from a dismissal must be made within two (2) school days of issuance of the dismissal. A request for an appeal from a written determination must be made within two (2) school days of issuance of the written determination. Requests for an appeal should be sent to the decision-maker.

- a. If an appeal is not filed, the determination regarding responsibility becomes final on the date after the two (2) school days to file an appeal has passed. If an appeal is filed, the determination regarding responsibility becomes final on the date the school provides the written appeals decision.
- b. Grounds for Appeal. Appeals may take place for the following reasons:
  - i. Procedural issues affected the outcome;
  - ii. New evidence that was not reasonably available at the time the written determination or dismissal was made becomes available that could affect the outcome; or
  - iii. There was a conflict of interest or bias by the school-based Coordinator, investigator, or decision-maker, against any complainant or respondent that affected the outcome.
- c. Notification of Appeal. Schools must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both

parties. Parties must be given three (3) school days to submit a written statement in support of, or challenging, the outcome of the written determination. If a written statement is not received within three (3) school days, the appeals decision-maker will deem the non-response as a waiver and continue with the appeals process.

- d. Appeals Decision-Maker. The appeals decision-maker may not be the same person as the investigator, school-based Coordinator, or decision-maker who reached the initial determination of responsibility or dismissal. The appeals decision-maker must not have a conflict of interest or bias for or against any complainant or any respondent.
  - e. Written Appeals Determination. The written appeals determination describing the result and rationale for the decision must be provided simultaneously to both parties within five (5) school days.
15. Retaliation. No school or other person may intimidate, threaten, coerce, or discriminate against any individual for the purposes of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.
- a. Definition of Retaliation.
    - i. Intimidation, threats, coercion, or discrimination, including against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
    - ii. The exercise of rights protected under the First Amendment does not constitute retaliation.
    - iii. A Code of Student Conduct violation for making a materially false statement in bad faith during the course of the grievance process does not constitute retaliation. A determination regarding responsibility alone is insufficient to conclude that any party made a materially false statement in bad faith.
  - b. Confidentiality of Parties. Schools must keep confidential the identity of the following individuals:
    - i. Any individual who has made a report or complaint of sex discrimination;
    - ii. Any individual who has made a report or filed a formal complaint of sexual harassment;
    - iii. Any complainant;
    - iv. Any individual reported to be the perpetrator of sex discrimination;

- v. Any respondent; and
  - vi. Any witness.
- c. Exceptions to Confidentiality. The School District may release confidential information as permitted by FERPA, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
- d. Filing of Retaliation Complaints. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination as outlined in section (6) of this policy.
16. Training. All materials used to train school-based Coordinators, investigators, decision-makers, and appeals decision-makers must not rely on sex stereotypes and must promote impartial investigations and adjudications.
- a. School-based Coordinators, investigators, decision-makers, hearing officers, and appeals decision-makers must receive training on:
    - i. The definition of sexual harassment as defined in (1)(b);
    - ii. The scope of the school's education program or activity;
    - iii. How to conduct an investigation and grievance process, including appeals; and
    - iv. How to serve impartially by avoiding prejudgment of the facts, conflicts of interest, and bias.
  - b. Decision-makers must receive training on:
    - i. Any technology used to conduct investigations; and
    - ii. Relevance of questions and evidence, including the relevance of the complainant's sexual predisposition or prior sexual behavior as set forth in section (11)(j)(iii) of this policy.
  - c. Investigators must receive training on:
    - i. Issues of relevance to create an investigative report that fairly summarizes relevant evidence; and
    - ii. Sending the investigative report, in an electronic or hard copy, to each party and their advisor for their review and written response.
17. Recordkeeping.
- a. Required Recordkeeping. Schools must create records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. If supportive measures are not provided, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

- b. Maintaining Records. Schools must maintain records related to any sexual harassment investigation for seven (7) years, including records of:
  - i. Any actions taken in response to a report of sexual harassment;
  - ii. Any actions taken in response to a formal complaint of sexual harassment;
  - iii. Any supportive measures provided;
  - iv. Each sexual harassment investigation;
  - v. Any determination regarding responsibility;
  - vi. Any audio or audiovisual recording or transcript;
  - vii. Any disciplinary sanctions imposed on the respondent;
  - viii. Any remedies provided to the complainant;
  - ix. Any appeal and written appeal decision; and
  - x. All materials used to train school-based Coordinators, investigators, decision-makers, hearing officers and appeals decision-makers.

18. Dissemination of Policy.

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

19. Publication. Schools must not use or distribute a publication that states the School District treats applicants, students, or employees differently on the

basis of sex, except as permitted by Title IX.

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

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

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

**History: New**  
**ADOPTED:** 03/09/2021  
**Revision Date(s):** \_\_\_\_\_  
**Formerly:**



### **Bullying/Harassment**

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

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

### **Code of Conduct**

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

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

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

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



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

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

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

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

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

\_\_\_\_\_

Print Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Parent/Guardian Name

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**Please sign and return** this page to acknowledge that you have read the Parkway Elementary Student 2023-2024 Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Name Print

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date



## *Kids at Hope Pledge*

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