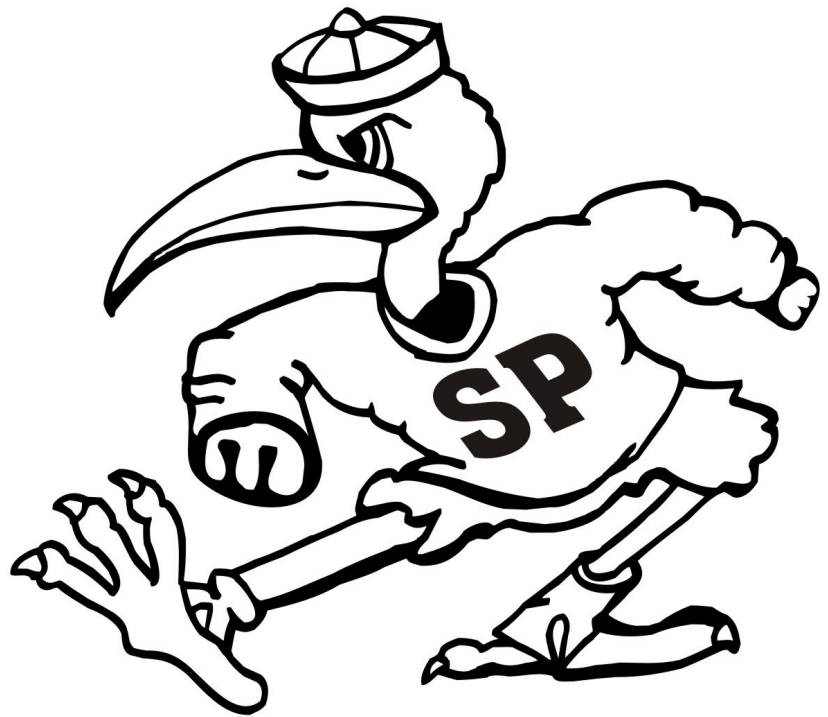


# SOUTHPORT MIDDLE SCHOOL 2024-2025



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@ SPM\_Principal

2420 SE Morningside Boulevard, Port St. Lucie, FL 34952

(772) 337-5900

Website: <http://schools.stlucie.k12.fl.us/spm/>

# Parent /Student Handbook

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### About this Handbook

**Please note**

This handbook is designed to keep students and parents informed as to policies and procedures followed at Southport Middle School and to provide you with a tentative schedule of activities for the 2024-2025 school year. All of the activities and dates are projected and subject to change. If you have any questions about any of the activities listed, please give us a call at 337-5900.



# Mission Statement



## Kids at Hope Pledge

I am a Kid at Hope.

I am talented, smart,  
and capable of success.

I have dreams for the future and

I will climb to reach those  
goals and dreams every day.

All Children are Capable of Success,

**No Exceptions!**

*Our mission is to  
inspire and empower  
compassionate, global learners  
who are committed to creating  
a better and more peaceful world.*



## About the Middle School Program

The Middle School program is designed to provide the adolescent student with the support that he/she needs to make a smooth transition from either the elementary to the middle grades, or from the middle grades to the high school level. The program addresses the unique needs of the middle school child both socially and academically.

Our program specifically tries to implement the following concepts shown by research to be effective in meeting the needs of middle grades students:

- encourage a gradually increasing degree of independence for students
- assure articulation with other schools
- provide an instructional program which introduces the formal academic subjects
- encourage students to explore fine arts disciplines
- encourage teachers to collect and share significant information about students
- assist in affective development and decision making skills

Students will be encouraged to:

- think independently and critically
- take responsibility for their own learning and understand how knowledge is constructed
- learn to respect themselves, others and the world around them
- be active in their communities
- become more culturally aware, through the development of a second language
- be able to engage with people in an increasingly globalized, rapidly changing world

We aim to develop learners that are Inquirers, Thinkers, Communicators, and Risk-takers, as well as being Knowledgeable, Principled, Open-minded, Caring and Balanced.

## Arrival at School

**Students are not permitted on campus prior to 9:15 a.m. as there is no supervision available.** At 9:15 a.m. all students should report **DIRECTLY** to the cafeteria. At 9:20, students may report to class or the cafeteria. Students arriving after 9:35 a.m. should check in with the front office to obtain a tardy pass.

Students who arrive to school after the tardy bell rings must be escorted in to the office and signed in by the parent in the “Tardy Book”. Documentation **MUST** be shown so the student will receive an excused tardy. If a student arrives unescorted, he/she will receive an unexcused tardy. When an unescorted student arrives tardy to school, he/she must go to the front office to obtain a late slip and give the name and homeroom teacher to the attendance clerk.

### Upon arrival

\* Students transported via school bus are not permitted to leave campus for any reason and will be subject to disciplinary consequences.

## Breakfast and Lunch

All St. Lucie Public School Meals will be served according to the USDA guidelines so that both students and staff remain safe. Specific meal service procedures are located on our district website at [www.stlucieschools.org](http://www.stlucieschools.org) under the parent/student tab.

It is **HIGHLY** encouraged for students to apply for Free or Reduced lunch at [Online Meal Application \(stlucie.k12.fl.us\)](http://stlucie.k12.fl.us). Meal prices are:

- Breakfast PreK-12: \$0.00
- Full Paid Lunch PreK-5: \$2.25
- Full Paid Lunch 6-12: \$2.50
- Reduced Paid Lunch PreK-12: \$0.40
- Adult Breakfast – \$3
- Adult Lunch – \$4



Lunch and breakfast menus can be found at: [Southport Middle School - MealViewer Schools](http://Southport Middle School - MealViewer Schools)

## Water Fountains

You can bring a water bottle that must be kept in your backpack. Ask permission to bring it out for a drink. It must then be safely stowed back in your backpack.



## Course Offerings, Grades, Progress Reports & Homework

A variety of courses are offered at each grade level each year. Courses provided for each grade level are listed to the left. Courses offered allow students an opportunity to develop academically, socially and personally. All courses are aligned to the Florida Standards.

### Grades

Each teacher will explain how grades are calculated and/or weighted within their course. The grading system will be either a numerical (90-100) or a letter (A, B, C) grading system. The grading scale used at Southport Middle School is as follows:

A=Excellent	100-90	4.0-3.6
B=Above Average	80-89	3.5-2.6
C=Average	70-79	2.5-1.6
D=Below Average	60-69	1.5-0.8
F=Failure	59-0	0.7-0.0

### Progress Reports

Student academic progress reports are updated and posted on Skyward Family Access every three weeks beginning in September. You may access your child's progress report by completing a Skyward Family Access form. Please be sure to register with Mrs. McFadden at the front desk to obtain a user name and password. You will need to have a photo ID to complete the process. Paper copies are available upon request. These reports give you an idea as to how your child is progressing during the nine week period. If you request paper reports, they are sent home with the student. **They are not mailed. It is critical that parents consistently monitor their child's progress by checking Family Access on designated progress report dates and communicate directly with their teacher if there is a concern.**

### Homework

It is the belief at our school that a student's success in class depends on the daily completion of homework. Therefore homework is assigned and graded. Homework is the learning experience that allows the student to practice the concepts learned in class. Parental supervision is a must for a child's success in school. To add to your child's academic success please check their agenda on a daily basis to monitor assigned homework and make an effort to check the completeness, promptness and organizational format of your child's homework. **All students are required to read independently 20 minutes each school night and complete their Reading Plus dashboard each week.**



## Grade Six

### Core Courses:

Mathematics I (or Advanced Mathematics 1)  
Language Arts/Reading (Literacy)  
Comp Science I  
World History

### Electives:

Chorus  
Art  
Physical Education  
Band  
Drama  
Peers as Partners in Learning

## Grade Seven

### Core Courses:

Mathematics II (or Algebra Honors for advanced students)  
Language Arts/Reading (Literacy)  
Comp Science II  
Civics

### Electives:

Art  
Physical Education  
Band  
Drama

## Grade Eight

### Core Courses:

Mathematics (Pre-Algebra/Algebra/Geometry Honors)  
Language Arts/Reading (Literacy)  
Comp Science III  
US History

### Electives:

Chorus  
Art  
Physical Education  
Band  
Drama

Career planning is required for promotion to high school and is incorporated into the US History course.

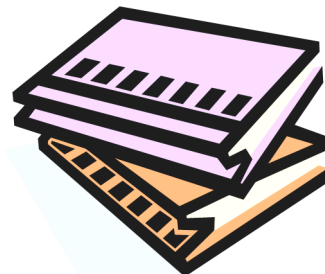
NOTE: The State of Florida requires Physical Education for all students not needing remediation for at least one semester per year. Parents must sign a waiver under certain conditions for their child not to take Physical Education such as if they choose to take a full year course elective.

## Student Attendance & Make-Up Work

All students should try to attend school every day. State and district mandates make student attendance more important than ever. Keep in mind that a student's attendance may impact whether a student is promoted or retained for the year. If a student is absent from school, keep in mind that when he/she returns it will be necessary to have a note written by their parent or parent's physician explaining their absence. This note should include:

- the student's full name
- the date (s) the student was absent
- the date the note is written
- the specific reason for the absence
- signature of the parent/guardian

Notes should be submitted within 3 days of the student's return and given to the student's homeroom/first period teacher.



### Make-up work:

\*Allowed for all absences, excused or unexcused

\*Students have **1 day to (2 days if on an alternating block)** to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.

\*All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year. \*Students whose work is turned in after the end of the grading period for quarters one through three, will receive an "I" or incomplete. If the work is turned in on-time, the student will receive the grade for the work.

\*Incomplete grades become "F" or "0" if not replaced with the grade for the makeup work that was turned in on time

\* Students will take announced tests on the first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence.

### Grade 6-8 Provisions:

\*Teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments.

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

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

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

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

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

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

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

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

*Student/Parent Copy*

## What you can do

- Tell your child that you expect good school attendance
- Partner with the school in monitoring your child's school attendance
- Call the attendance office to confirm their child's attendance in all classes
- Register for Skyward Family Access at the school to view your child's academic and attendance progress online
- Send a signed and detailed note to school within 3 days of absence
- Request makeup work immediately upon your child's return to school or during the absence. All makeup work must be turned in within 1 day of each day absent unless the Principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.
- Apply for the Homebound/Hospitalized School Program by contacting the Guidance Office if your child is confined to the home for a minimum of fifteen (15) days
- Respond immediately to all calls or letters from the school indicating that your child is accumulating un-excused absences or tardies
- Send a copy of medical documentation to the school when your child has missed school and seen a physician. Retain the original documentation for yourself
- If you suspect your child is skipping classes or school, contact the school immediately
- Carefully read the school's student handbook

### SAFETY FIRST

We have new door entry protocols in place. Safety is our priority. Please follow the instructions below to gain entry to the school:

- Please press the buzzer
- State your purpose, and once verified, you will be buzzed into the building
- Proceed to the office, and show your ID to obtain a visitor's pass

**\*Visitors are not permitted to hold the door open for others**



## CAMPUS VISITORS



Our campus uses the Raptor system for visitors. Please be advised that anytime you visit our campus, **YOU MUST REPORT DIRECTLY TO THE MAIN OFFICE.** In order to better protect our students, visitors and staff, all visitors will be required to show a valid, government-issued ID.

Thank you for your cooperation.



## Parent Communications How We Keep You Informed

Good communication between the school and its parents is an essential part of a good education. Without good communication parents don't know what is happening on campus and the school lacks information that it can use to better help its students. For this reason, Southport Middle School has a number of regularly scheduled communication options for parents. These include:

- Parent newsletters from our Principal posted on school website and emailed to parents.
- Progress reports are available 3 times each nine weeks beginning in September.
- School web page at [www.stlucie.k12.fl.us/spm](http://www.stlucie.k12.fl.us/spm)
- Email blast via Skyward
- School Messenger telephone messages from our Principal, as well as absentee notification from the district.

### **Communication is the key to success!**

\* The most effective and efficient way to communicate with your child's teacher is by using their email address identified in their course syllabus and/or on the school webpage. **Please do not email teachers through Skyward email.**

A Student PLANNER is issued to each student at Southport Middle School. The purpose of the planner is to:

- Record student class work and homework assignments each day
- Communicate between home and school
- Monitor student progress
- Use as a hall and bathroom pass (must be written in ink)

It is the responsibility of each student to have their planner in each class and to enter all assignments and necessary information. Parents should review the planner daily as a way to keep informed about your child's progress and the content of their classes. This required plan is provided free of charge to all students. ***Replacement planners must be purchased in the guidance office at a cost of \$3.00.***

## How to Check a Student Out of School

Students are not to leave campus without checking out through the Front Office. Before a student can leave campus during the school day, the front office clerk must be able to verify the reason for leaving with a parent or guardian. A written note with a phone number for parent contact is necessary if the parent is not checking the student out in person. Students can only be released to parents, legal guardians or their authorized designees. Authorized designees must be 18 years of age or older. Identification will be checked before the student will be released to anyone.

### **IDENTIFICATION IS MANDATORY.**

If there is someone to whom a student should not be released, please let us know at once.

**If you need to pick up your child before dismissal, please arrive at the school before 3:30pm. Parents arriving to pick up their students after 3:30pm will have to wait until the 4:00pm dismissal bell to get their child, unless a doctor's appointment notice to excuse the absence for the rest of the day requesting early pick-up is submitted in advance in which case the child will be given a pass to leave class and will wait in the front office for parent's arrival. If a note is not available, the student can bring notice the following day for the absence to be changed from unexcused to excused.**

If you have any questions regarding our sign-out procedures please contact the front office clerk at 337-5900 X 0.

## Southport's Dress Code & Appearance Policy 2023-2024

Parents and students have the primary responsibility for ensuring that students are appropriately dressed for school. An individual's grooming and the way he/she dresses have a bearing on how others react to him/her, and therefore effects his/her behavior. Any form of dress or hairstyle that is considered contrary to good hygiene or which is disruptive to the purpose or conduct of the school will not be permitted. If a style constitutes a threat to the health and safety of the students, it will not be permitted at school. Administration will make the final determination.

Students will be expected to strictly adhere to the Dress Code/Appearance Policy and upon arrival at school each student is required to be in compliance with the Dress Code Guidelines.

### **2023-2024 DRESS CODE GUIDELINES (LEVEL 1):**

**Shirts:** Please note that all students are required to wear solid color crewneck Southport Middle School t-shirts, Cane Character shirts or Southport Middle School spirit/club shirts. Various colors of the required t-shirts will be available. Spirit t-shirts include band, drama, PE, class or team t-shirts that represent Southport Middle School.

*Shirts can also be purchased online through our Dragonfly Graphics online store. Shirts orders can be picked up at no additional cost at their Location off Bayshore Blvd in PSL.*

**Pants/Shorts/Skirts:** All pants must be worn at the waist without visible undergarments. Students may wear solid colored, plaid or patterned pants, shorts, skirts or jeans. All clothing must fit appropriately and can not reveal significant portions of skin on the upper leg/thigh. Administration reserves the right to determine overall appropriateness. Lewd or graphic pictures and writing are not allowed on clothing. Skirt or shorts must be knee length. Pajama bottoms are not allowed as part of our dress code.

**Jackets/sweaters/sweatshirts:** Only garments intended as outerwear such as JACKETS, SWEATERS, or SWEATSHIRTS may be worn OVER the Southport Middle School t-shirt. All other styled shirts including collared, long sleeve t-shirts, flannels or thermals must be worn under the Southport Middle School t-shirt. **No hooded attire allowed.**

**Shoes:** Shoes must be flat and have closed toes and closed backs. Sneakers are strongly suggested for both boys and girls. Crocs are allowed but only with a back strap. **FLIP FLOPS AND SLIPPERS ARE NOT ALLOWED.**

**Other garments:** Hats, caps, visors, scarves, bandanas, and sunglasses (unless prescribed by a doctor) are not permitted on school grounds. Ear buds may not be worn in the ears or around the neck or undershirts while on campus.

**PBS Incentives:** PBS will design an incentive program for dress code which would allow occasional t-shirts, striped shirts, sports clothing, hats, etc. Parents will be notified for exception to the dress code policy.

When a student's appearance at school becomes a disruptive factor, a safety hazard, or an impropriety, parents will be called to bring appropriate clothing.

If a parent is unavailable or unable to provide appropriate clothing, the student will receive the following consequences each semester:

**LEVEL 1 OFFENSES:** (non-school shirt, non-approved pants, etc.)

**First Offense:** Contact Parent via phone

**Second Offense:** Written Warning; Notice Home and Contact Parent via phone and Lunch Detention

**Third Offense:** Referral is issued; Half Day BIC (Behavior Intervention Classroom) Assignment

**Fourth Offense:** Referral is issued; Full Day BIC (Behavior Intervention Classroom) Assignment

**Fifth and Succeeding Referrals:** Referral is issued; One day Out of School Suspension

(BIC availability pending funding, policy may change)

### **STATE MANDATED DRESS CODE (LEVEL 2)**

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

**LEVEL 2 OFFENSES:** (clothing that reveals skin or undergarments etc.)

**First Offense:** Verbal warning, Principal or designee calls parent or guardian.

**Second Offense:** Student is ineligible to participate in any extracurricular activity for a period of up to 5 days, and the Principal or designee shall meet with the student's parent or guardian.

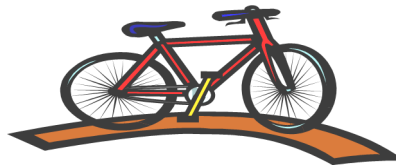
**Third and Succeeding Offenses:** Student shall receive a BIC assignment not to exceed 3 days, is ineligible to participate in any extracurricular activity for a period not to exceed 30 days and the principal shall call the student's parent or guardian and send a written letter regarding the student's BIC assignment and ineligibility to participate in extracurricular activities to the parent or guardian.

**Note:** The administration reserves the right to determine whether a student's dress is disruptive, unsafe, or improper. It is the expectation that all staff members enforce the dress code and violations are reported to the dean's office by the team leader.

School shirts can be purchased in the book store in the 600 building from 9:15—9:40 every morning or by visiting the Dragonfly Graphics link designed specifically for Southport Middle School shirts at <https://southport2020spirit.itemorder.com>

You will be able to place your order and have it delivered to the school for pick up or delivery directly to your student.

# Bicycles



Students riding bicycles will find racks available in the front of the school near the gymnasium. Each student riding a bike to school is urged to lock it securely inside the bike rack. It is suggested that students not have accessories attached to the bicycle that may be easily removed.

Students who lock their bike outside the bike rack may find the bike missing or their lock cut off at the end of the school day. Be sure to secure your bike within the bike rack area.

Students are reminded that when riding a bicycle the law requires riders to wear a helmet at all times.

Southport Middle School takes no responsibility for damaged or stolen bicycles. Students are not permitted to ride bicycles on the school grounds, bus loading areas, or in the parent pick-up area.

## Transportation Information

Each year we encounter numerous requests from parents asking about their child riding a bus other than the one to which they are assigned. Generally, requests are made so that one child can attend an activity with another child, work on a project or just be with their friends. We find ourselves in an awkward position with such requests. We cannot approve notes for students to ride other buses for social reasons. Requests made for social reasons will not be approved under any circumstances. The bus system is for transportation to and from school only. It is not a transit system to take students where they want to go.

If there is an **emergency** or situation where a parent will be out of town and a different bus is needed to provide adult supervision for the child, we will try to work with you. However, understand that we cannot allow students to ride different buses if there are no available seats on the requested bus regardless of the emergency situation. If there is no room on the bus, permission will be denied and it will be the responsibility of the parent/guardian to make alternative arrangements.

To get permission for your child to ride another bus or have someone ride his/her bus, write a note including the reason for the change, the address where he/she will be going or who is going home with him/her and phone numbers where we can reach you and the person he/she is to stay with. **If we cannot verify a note, it will not be approved.** Verbal, or phone requests will not be approved. All requests must be submitted in writing and turned in at the **beginning** of the school day to the executive secretary. **Remember that notes must be turned in from both students' parents.**

Students must do the following:

- bring notes to the main office **first thing in the morning**
- return to the office the same afternoon to pick-up the initialed note with approval to give to the bus driver
- notes will not be approved in the bus loading zone



# Student Behavior Expectations and Disciplinary Procedures

## Positive Behavior Support (PBS)

Students are directly taught specific expectations that are to be followed throughout the school day on the entire campus. All staff members speak the same language and have the same expectations for every student. Students are rewarded for appropriate performance of these expectations. Through the use of this system we will continue to decrease the number of discipline referrals and classroom disruptions, thus increasing the use of instructional time.

Southport is a Positive Behavior Support (PBS) School. As such, we pride ourselves on the high expectations we have for student conduct. Southport students are always expected to follow the PBS guidelines for behavior as follows:

## School Wide Positive Behavior Support Expectations

Show respect.

Practice responsibility.

Make an effort.

Stay safe.

## POSITIVE BEHAVIOR SUPPORT (PBS)

### CLASSROOM RULES

- Arrive on time with supplies/assignments
- Remain in your seat unless directed by the teacher
- Remain silent when the teacher is speaking
- Keep your hands, feet and objects to yourself
- Comply with staff directions
- Wear your face mask

### CAFETERIA RULES

- Comply with staff directions
- Stay in line
- Remain seated
- Pick up all garbage and put it in the trash can
- Keep your hands, feet and objects to yourself

### HALLWAY RULES

- Go directly to your destination
- Have a pass
- Keep your hands, feet and objects to yourself
- Walk on the right side of the corridor
- Wear your face mask

### DISMISSAL RULES

- Go directly to your assigned area
- Keep your hand, feet and objects to yourself
- Comply with staff directions

In addition to following PBS guidelines, we expect students to adhere to the Secondary Code of Student Conduct. A copy can be accessed on the district website. **Dress code violations are handled by the Deans.** The deans determine the consequences for repeated misconduct of higher level referrals based on the guidelines of the Secondary Code of Conduct. The school administration becomes involved in disciplinary action when the misconduct is a Level 3 or 4. There is **Zero Tolerance** for major disruptions such as fighting in public areas, possession of drugs or other illegal substances, bullying or assault and/or battery of a student or staff member. **The administration refers suspected illegal violations to the School Resource Deputy who will make a determination as to whether or not the violation is a crime. Students who participate in criminal activities or repeated major disruptive behaviors will be recommended for expulsion by the administration.**

When a referral is made to the Deans Office, parents are contacted by phone by the office clerk for Level 1 offenses or by the appropriate dean if it is a Level 2 offense or higher. **Copies of referrals are sent home within 24 hours of the action taken.** A parent may request a meeting with administration if he/she wishes to have a suspension reduced. **Students receiving Behavior Intervention Classroom (BIC) are given behavioral counseling as well as school work as are students who attend Project Rock during an out of school suspension. Consequences for behavior infractions may include lunch detention, work detail, or an alternative "Restorative Action Plan", depending on the type of violation and/or frequency/severity at which it occurs, BIC assignment or out of school suspension.**

## DEAN'S OFFICE

If you wish to discuss any disciplinary problems, you may contact the Dean's office as follows:

Nicholas Carey—Dean of students for all 6th grade students and 8th grade students whose last name begins with A-L.

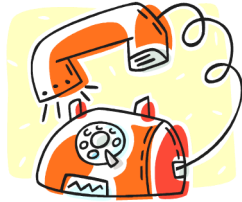
772- 337-5928

Yolanda Parks—Dean of students for all 7th grade students and 8th grade students whose last name begin with M-Z.

772-337-5923

Demetrius Bryant—  
Dean's clerk

772-337-5905



**DO NOT bring hoodies, radios, ipods, mp3 players, stuffed animals, cameras, tablets, skateboards, toys, tapes, scooters or other personal property that is not class related to school. Items not permitted on campus are subject to confiscation. Confiscated items can be picked up from the deans office or Assistant Principal's Office by a parent or guardian 24 hours after being confiscated. The school is not responsible for lost, stolen or damaged items that should not be on campus.**



### Zero Tolerance Policy

Fighting, possession of drugs or weapons, or other disruptive behaviors will not be allowed on the Southport Middle School campus. Students involved in fights or disruptive activities will be referred to the school administration for parent conference, suspension from school and/or legal action. Suspected legal violations are referred to the SRD's.

Students found to have drugs or other illegal substances in their possession will be referred to the school administration for suspension, recommendation for expulsion and/or arrest or additional legal action.

The Secondary Code of Conduct, which is reviewed with each student at the beginning of the school year, details various student offenses and consequences that may result from these offenses. Parents and students are encouraged to review this document.

### Cell Phones and Phone Messages



If you need to get a message to your child, or need to have your child contact you during the course of the school day, please call our main office at 337-5900 so we can help you. You must be an authorized individual on the contact information for the student in order to leave a message. **Please remember** - it takes a few minutes for any message to be delivered. Calling five minutes before dismissal may result in a message not being able to be delivered. We strongly encourage parents to use e-mail to communicate with teachers.

Students needing to call home should use the telephones located in the main office. The telephones are available for student use in case of an emergency or extenuating circumstances. Telephones are not available for social calls. Students must obtain a pass from a teacher to be in the office to utilize the telephone.

phones. Although cell phones are allowable on campus, they are to be turned off and stored in student's backpacks or purses. Cell phones that are on and/or visible will be confiscated and will be made available to be picked up by the parent/guardian the following school day in the administrative office.

Please understand that this policy is for the benefit and protection of ALL of our students in order to limit distractions and to ensure a safe environment conducive to learning. It is also for the purpose of respecting the confidentiality of all of our students, ensuring that no students are photographed without their knowledge/consent.

### Tardiness to Class

Teachers take attendance at the beginning of each class. Students are expected to be present and in each of their assigned classes on time. A student is considered tardy if he/she is not in the classroom at the time designated by the teacher.

Students who are tardy to class will serve silent lunch detention. Repeated tardies may result in a disciplinary referral.

## Guidance Department

Guidance Counselors are assigned to each student and are especially trained to work with students wanting or needing help. Any student who wants to see a counselor should fill out an appointment slip, or ask their teacher for permission to go to Guidance. Students may not stay in guidance without a pass from a teacher or an administrator.

All students may be sure that things of a personal nature discussed with a counselor will be kept strictly confidential unless otherwise agreed upon by the counselor and student or unless information is potentially harmful to the student.

Counselors:

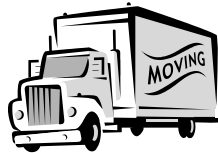
Ms. Jakubiak (A-L)

Ms. Sparks (M-Z)

## Changing Your Address and Contact Information

If you have moved or changed your address since the start of the school year, it is important that you let the school know your current address. We periodically send information to you through the mail and/or email. It is very difficult to keep you informed if your correspondence is returned because of a wrong address or inaccurate contact information.

If you have moved, changed your phone number or email, or if you think your address information may be incorrect please contact us. We will be happy to verify your current contact information according to our records, or to update your new information. Please remember that it is necessary for us to receive proper address verification when changing your address on our system (i.e.: copy of a lease or mortgage agreement, or a copy of a utility bill such as FPL or BellSouth). Please help us help you stay informed about your child's progress at Southport Middle School.



## Setting Up a Conference

Need more information about your child's progress? Do you have concerns that you need to discuss with guidance or your child's teachers? Are you wondering about why you haven't received progress reports or report cards? If you answered *yes* to any of these questions, you probably need to schedule a school conference.

Conferences can be scheduled for discipline problems, information sharing, conduct, grades or for personal reasons. Whatever your reason, feel free to arrange a conference at any time during our regular school hours.

To arrange a conference, either e-mail the teacher(s) or call the main office at 337-5900 and leave a message for your child's team leader to return your call to schedule a date and time. Unless otherwise specified, all of your child's teachers will be included in the conference. The main office is open from 8:00am-4:45pm Monday through Friday. Most frequently used numbers are listed below:

<b>Main Office</b>	<b>337-5900</b>
<b>Guidance</b>	<b>337-5901</b>
<b>Dean's Office</b>	<b>337-5905</b>
<b>Attendance Office</b>	<b>337-5906</b>
<b>School Resource Deputy</b>	<b>337-5959</b>
<b>Clinic</b>	<b>337-5902</b>
<b>ESE</b>	<b>337-5915</b>
<b>Media Center</b>	<b>337-5918</b>
<b>Cafeteria</b>	<b>337-5944</b>

Remember...Don't let the year go by with concerns on your mind. Give us a call or email!

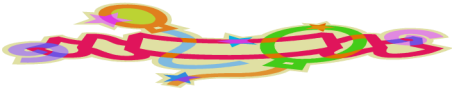


## Promotion Requirements



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

If a sixth or seventh grade student fails multiple core classes and an attainable remediation plan cannot be developed, the student may be recommended to an alternative program or retained in grade level. The final decision regarding grade placement is the responsibility of the Principal.



## Celebrating Student Success

At Southport Middle School, we feel that celebrating our students' achievements and accomplishments is very important. To this end, we try to acknowledge our students in various ways. Some of our more frequent recognition programs are listed below with details provided in other sections:

### Academic Achievement (Honor Roll) Attendance National Junior Honor Society

#### National Junior Honor Society



The National Junior Honor Society is for students in grades 7 & 8 who have achieved and maintained a 3.5 grade point average for at least one year.

Students in NJHS take part in community service projects, school service projects, and assist in tutoring other students in need of academic assistance. Students who qualify are invited to join and are inducted into the organization in the Spring of each school year.



#### Southport Middle School Student Activities/Clubs

Special activities and clubs are available to students on a school wide basis. Among the activities for the 2023-2024 school year are:

- Intramurals
- National Junior Honor Society
- Student Council
- Yearbook Club

#### Honor Roll

Due to restrictions for large assemblies Honor Roll recognition will be held virtually at the end of each nine week period, except the fourth nine weeks, to honor those students who have achieved high academic standards in all of their classes.

Honor Roll recognizes the following categories:

- Principal's Honor Roll** - 4.0 GPA
- Distinguished Honors** - 3.95—3.5 GPA



Students who have a grade of D or F or a U in conduct will not be recognized for honor roll.

#### Student Activities

In keeping with the Middle School concept, activities are an important part of our program. Southport Middle School schedules special student activities throughout the year. However, throughout the year, it may be necessary for large assemblies and special student activities to be planned by the teachers with input from the students and have administrative approval.

## Health Screening Information

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

The screening will include:

- height & weight, which will include Body Mass Index (BMI) calculation for students in grades 1, 3 and 6
- vision and hearing screenings for students in grades K, 1, 3 and 6
- scoliosis screenings for students in grade 6

In addition to these screening activities, your child will receive first aid and care in the event he/she is injured or becomes ill while at school.

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

If you **DO NOT** want your child to participate in school health screenings you must notify the school health aide, in writing, at the beginning of the school year. Please include your child's name, grade level and homeroom teacher.

## Medication at School



As a general rule, we try to encourage students to take all needed medication (prescription and non-prescription) at home, not at school. But we know there are circumstances under which this may not be possible. If your child needs to take medication (exclusive of injections) during the school day, please make sure the following requirements have been met:

- For each prescribed medication, the student's parent or guardian shall provide to school officials a doctor's statement explaining the need for the prescribed medication to be administered during the school day, including when the student is away from school property on official school business. The necessary form may be obtained from the school's clinic.
- A parental signature must be on the statement requesting and authorizing school personnel, without liability to administer the medication in accordance with the prescription. This form must be filed in the student's cum folder.
- A physician's description of anticipated reactions of the student to the medication must be filed at the school in the student's cum folder.
- The medication shall be maintained in the original prescription container which shall be labeled with the following: Name of the student, name of the medication, directions for use, name of the physician, name and address of the pharmacy, and the date of the prescription.

The bringing of all types of non-prescription medication, including cough drops is discouraged. Should it be necessary for the child to have non-prescription medication at the school, students are required to present it to the Health Aide for safe keeping and administering as authorized by the parent on the appropriate form.

## Accidents and Insurance

If students should have an accident, or incur an injury for which treatment is necessary, you should report to the clinic and/or notify someone, either a teacher or an administrator so that appropriate action may be taken.

The school encourages all students to have accident insurance. Insurance may be ordered through the school, but the school does not provide accident insurance for the students. It is strongly recommended that all students purchase school insurance or have insurance under another policy at home.





# MEDIA CENTER

## Mission

The mission of the Southport Middle School Media Center is to support and enhance the curriculum through a variety of materials and resources, to foster an appreciation of literature and a love of reading, and to promote lifelong learning through appropriate reference and research skills.

## VISITING THE MEDIA CENTER

- Student hours are 9:55 AM until 3:45 PM.
- Students visiting on their own must have hall pass **or** student agenda book to check out materials and/or work on computers and must sign in upon arrival and out when they leave.
- Computers are available for access to online resources, as well as MS Office for reports and projects.
- There are special reading areas in the library with sofas and comfortable chairs for students to sit and enjoy reading books and magazines when visiting with their class or with a pass from their teacher.
- Students should enter quietly (Voice Level 1) and remain so to respect those who are working.
- Students will receive one free ID card after Fall pictures are returned. Replacement ID cards are available to purchase for \$4.

## CHECKING OUT BOOKS

- Students may check out up to 4 books from the library. Students with outstanding obligations from prior SLC schools are limited to one book. No more than one book from each series can be checked out at a time without prior approval.
- Books are checked out for a period of 2 weeks and can be renewed once, unless given prior approval for additional time. Books must be returned on time. It is the students' responsibility to return books when they are due, even if they are not scheduled to come to the library with their literacy teachers. There is a \$.05 fine for each day that material is late.
- Students who have overdue books from our library will not be able to check out additional books until they are returned, or the cost for lost or damaged is paid in full.
- Overdue notices are provided to students through their homeroom teachers every Monday through automated e-mail.
- Students can place a hold on one book at a time in the event that book is checked out to another patron.
- Reference books and Encyclopedias are to be used in the library **ONLY**. Worldbook Encyclopedia is available Online.
- EBooks are available for checkout and reading on personal handheld devices and home computers when logged onto Destiny any time.

**DESTINY AND OTHER ONLINE RESOURCES** are available on any device with an internet connection at school or home

**DESTINY Student login: Username – Student ID Password – Lunch number**

- DESTINY Homepage lists links to online databases and many more resources, including:
  - World Book Encyclopedia:** Username: stlucie Password: reads
  - Gale Virtual Reference Library:** Science/Social Studies/Professional E-books Password: student
  - ABDODigital United States Database:** Username: southport Password: books
  - ABDODigital EBooks:** Username: spmstudent Password: reads
  - Capstone Digital Graphic Novel E-books:** : Username: southport Password: school
  - EReadandReport:** Non-fiction EBooks:
  - iReady:** Username: Student ID Password: Lunch number
- DESTINY Catalog tab is designed to search our library for various materials, including print and digital collections
- DESTINY Discover provides access to excellent online databases for reference and research
- DESTINY QUEST for Top 10, New Arrivals, Book Holds, Book Reviews, Resource Lists

## PRINTER ACCESS

- Printing is allowed for school related projects. We request that students use double sided copies when possible. Any pictures should be ¼ of the page, or 4 to a page.

## Textbooks

All textbooks are loaned to students for their use during the school year. Textbooks that are checked out are to be kept clean and handled carefully. The student's name and homeroom number are to be written on the book label in case the book is misplaced.

Remember students are responsible for the books checked out to them. All books must be returned before the end of the school year. Parents/guardians will be required to pay for lost or damaged books assigned to their child. No books will be issued to students who have not returned or paid for books issued during the previous year. End of year activities will be denied to students owing obligations.





# PARENT INVOLVEMENT

## TEACHERS/STAFF + STUDENTS + PARENTS = 1 GREAT SCHOOL

At Southport Middle School we believe that parents and family members are very important members of the team and their involvement is critical to ensuring success for each student. We understand that each family is unique and that parents and families have many demands on their time. As such, we encourage and welcome parent/family participation in ANY way, shape or form; be it volunteering at an event, donating supplies or services, helping beautify our campus, supporting individual teachers, or even just attending our curriculum nights and extra-curricular activities. Please be sure to peruse the brief list below in order to help you think of ways that you can commit to being involved and invested in your student's educational experience.

Join our Parent/Teacher Organization and participate in any of our PTO activities, these include but are not limited to collecting box tops, being a Friday Fairy and assisting with tasks necessary to prepare for and carry out school-based activities (e.g. fundraisers, concerts, drama shows, dances, carnival, etc.).

- Assist our Guidance Counselors and National Junior Honor Society students with school based and community based fund raising efforts
- Assist classroom teachers (This could include but is not limited to taking down and putting up new team bulletin boards, working with small groups of students, monitoring a computer station, creating materials for instruction, etc.)
- Assist the media specialist in our media center
- Assist our front desk staff
- Sort and help stock shelves for our Grace Pack donations
- Volunteer to help supervise our Positive Behavior Support activities
- Work with our PEP team generating donations for Pencils, Erasers and Paper to be used by students in need throughout the school year (contact teacher-Ms. Richards)

Please know that there are many more ways to participate, so please reach out on a regular basis to let us know how you are interested in getting involved and supporting the school and our students.

**WE ARE IN NEED OF OFFICERS FOR OUR PTO FOR THE 2024-2025 SCHOOL YEAR. PLEASE CONTACT MRS. MAZANOSKI AT 772-337-5907, IF YOU ARE INTERESTED.**



### School Advisory Council

The Southport Middle School Advisory Council committee meets monthly. Meetings are held to update parents and community members on school improvement efforts, and deal with ongoing school activities and plans. Meetings are open to any and all parents/community members who wish to attend and participate.

The School Advisory Council is important in that it allows parents to meet with the school's administration to gather information and/or make suggestions. Meeting dates will be forthcoming in the monthly Parent Newsletter.





The school volunteer program at Southport Middle School allows parents and other interested parties to work in various capacities within the school. Working in the classroom, providing assistance at school activities or sharing expertise are just a few of the many ways in which volunteers can assist young people. Persons wishing to volunteer time and/or talents to Southport should contact the school at 337-5900. No amount of time is considered too small. Your assistance will be greatly appreciated ! Here are some ways you can help:

- Work in the production room
- Create bulletin boards
- Read/work with small groups of students
- Assist in the Media Center
- Organize fundraising
- Work with specific teachers

### **Fund Raising Opportunities**

Southport Middle School collects Box Tops for Education and Campbell Soup labels. If you have a Target card or Target Visa, please register it at [www.target.com](http://www.target.com) and help the school earn points. The school code is 42231. Our PTO also sponsors fund raising programs in the fall and in the spring.

## Supplies

Student preparedness is critical to their success and as such all students should come to school each day prepared with pencils, pens, dry erase markers, paper/notebooks and daily agenda. Below are some subject specific resources that may or may not be required depending on the teacher. If you are experiencing a hardship and need assistance with these supplies, please contact our Guidance Office at 337-5901.

### Science

2 Composition notebooks

### Math

Pencil case

2 Composition notebooks

Four function calculator (7th/8th only)

TI-30Xcalculator (Algebra/Geometry only)

Graph Paper/Graph Paper Composition notebook (Algebra/Geometry only)

### Literacy

2 Composition notebooks

### Social Studies

1 Composition notebook

### General

6 - three prong two pocket folders (Organization of subjects)

Sticky Notes

Highlighters

Pencils, Pencils, Pencils

Erasers

Box tissues (homeroom)

12 glue sticks

Colored pencils

Notebook paper as needed

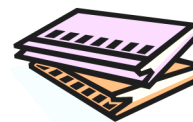
Backpack

Dry Erase Markers

Fiscar Scissors

Face mask

Ear buds



\*\* Students will be utilizing dry erase markers on a daily basis throughout the year in each of their classes.

\*\*Parents please note that you may receive more specific supply requests in course syllabus the first week of school.

\*\*Students will be issued a free planner the first week of school. Replacement planners will be issued at a cost of \$3.00.

It is the responsibility of each student to have their planner in each class and to enter all assignments and necessary information. Parents should review the planner daily as a way to keep informed about your child's progress and the content of

## Parent Concerns

Parents should first talk with the teacher that they have a concern with prior to requesting a meeting with Administration. If the parent concern is not resolved, then parents may request additional support from Administration.



## ATTENTION CHECK WRITERS

Your check is welcome at St. Lucie County Schools. St. Lucie County Schools recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, St. Lucie County Schools has contracted with **Envision Payment Solutions** for collection of returned checks.

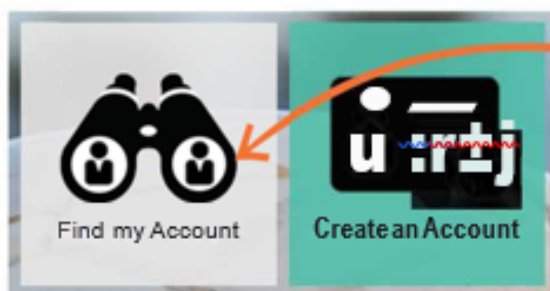
Each person writing a check to a school or the School System should write the check on a commercially printed check with your name, address and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School System, the person writing the check agrees that, if the check is returned, that it may be represented electronically on the same account, and that the fee established by law, may be debited from the same account.

# Introducing... **SchoolPay**<sup>®</sup>

SchoolPay is the safest and easiest way to electronically pay for school-related fees. Eliminate last minute check-writing hassles and lost cash. SchoolPay allows parents to pay for items across many school departments and school non-profits from a unified checkout.

## Registration

Go to [schoolpay.com](http://schoolpay.com)...



1. Click Find My Account

2. Enter your email address

3. Email [In](#) System - Or -

Email Not in System

A password link will be emailed to you. Click the link, select a new password, and you're all set! Your children will be in your account.

You will be guided through creating an account. You will need:

- ◆ Student's ID Number
- ◆ School's Site Name

*\* Important to either scenario: Make sure to check spam folders for auto-response emails coming from [support@schoolpay.com](mailto:support@schoolpay.com). Whitelisting [SchoolPay](http://SchoolPay.com) with your email client will also ensure future mailings.*

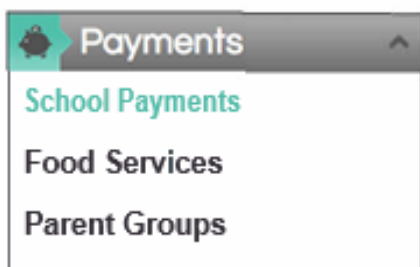
[support@schoolpay.com](mailto:support@schoolpay.com)

888.88.MYPAY (888-886-9729)

## Making Payments

### Item Organization

Make payments from the primary navigation menu titled "Payments". Items are first organized by category: School Payments, Food Service, and Parent Groups; then further organized by relevance to each of your children.



### Combining Items **8**

Every item in SchoolPay can be combined into one user checkout session. Simply click the above "add to cart" icon, then return to shopping mode if you have additional items. You may return to your cart any time.

### Payment History

Access all payment and purchase history from the main menu bar option titled "History". View history by Transactions, Items Purchased, and Food Service Purchase History directs you back to the Food Service dashboard.

## Support

 [support@schoolpay.com](mailto:support@schoolpay.com)

 [888.88.MYPAY \(69729\)](tel:888.88.MYPAY)

**Hours:** Monday - Friday  
7AM - 7PM Central

*\*After hours, weekend, and holiday support by email*

Support for specifics about items should go directly to the school department that supports those payments.

## Security **8**

SchoolPay is a Level-1 Payment Service Provider. As such, we are independently audited annually. Your payment information is being managed according to the highest Payment Card Industry Data Security Standards (PCI-DSS).

## EMERGENCY EVACUATION PLAN

The following is the emergency evacuation plan that is in place for Southport Middle in the event of a nuclear emergency. Please take time to review this important information and familiarize yourself with the procedures we will follow should a nuclear event occur.

When an emergency arises, Administrators will advise teachers and staff of the situation as quickly as possible. To centralize instructions and to give directions to teachers and staff, Administrators, or Administrative designees, will be stationed throughout the school to supervise the campus situation. Unless restricted by the situation, Administrative communication will be maintained through the use of 2-way radios.

Administrators will direct teachers and staff as to any special actions to be taken (evacuation, restricting or redirecting student movement, etc...) as a result of the emergency situation. All staff should listen carefully to all PA announcements and/or read all directives and follow specific directions as given.

In evacuating students and personnel from the school site, teachers and staff are expected to follow the procedures outlined below:

**Teachers stay with their students at all times.** Teachers without class assignments and non-instructional staff should check with the main office to determine their assigned duty.

**All students should be kept IN THE CLASSROOM until time to board buses for evacuation.** Parents will be discouraged from trying to pick up students at the school.

**Once evacuation procedures have begun,** all students are to be kept together as a class, moving from place to place as a group.

**When evacuating,** teachers should calmly escort their students to their designated boarding area and stay with their class.

**Teachers should take class rosters** with them when leaving the classroom. Teachers will be asked to check roll twice—both **BEFORE** any move to evacuate students begins and **WHEN STUDENTS BOARD THE BUS** to confirm who was or was not evacuated. Once loaded onto the bus, each teacher will give a list of students being evacuated to the Administrator supervising the boarding of buses.

**Specific directions** concerning evacuation and the boarding of buses and the movement of students will be given over the PA. An Administrator or Administrative designee will be assigned to supervise the evacuation of each area.

The order of evacuation and boarding of buses is detailed as follows:

**Bus Locations**—All buses used for the evacuation of Southport Middle School will be situated in the afternoon bus loading zone located on the east side of the school and in the parent pick-up area north of the school cafeteria. Buses in the parent pick-up area will be loaded from those nearest the cafeteria to those nearest the loading zone exit. Buses in the bus loading zone area will be loaded from southernmost to northernmost.

### Order of Evacuation to Buses (4 Waves of Movement)

**First Wave**—Classes in Buildings 6 and 3 will exit to the buses simultaneously. Building 6 classes will exit to the buses in the parent pick-up zone and load buses nearest the cafeteria. Building 3 classes will exit to the buses in the east bus loading zone and load from southernmost to northernmost.

**Second Wave**—First floor classes in Buildings 5 and 4 will exit to the buses simultaneously. Building 5 classes will exit to the buses in the parent pick-up area and continue to load next available buses nearest the cafeteria. Building 4 classes will exit to the buses in the bus loading zone and continue to load from the southernmost to northernmost bus.

**Third Wave**—Second floor classes in Buildings 5 and 4 will exit to the buses simultaneously. Building 5 classes will exit to the buses into the parent pick-up area and continue to load next available buses nearest the cafeteria. Building 4 classes will exit to the buses in the bus loading zone and continue to load from the southernmost to the northernmost bus.

**Fourth Wave**—Buildings 1 and 2 and Portables will move to the buses simultaneously. Building 1 and 2 will proceed to the east bus loading zone and fill in remaining buses.

An Administrator or designee will check each area of the school as the evacuation proceeds to insure that all students and staff have cleared the building and boarded a bus. When the building is confirmed clear, the lead Administrator will instruct buses to leave the school.

Students being evacuated from Southport Middle School will be taken to either Port St. Lucie High School or the St. Lucie County Fairgrounds (depending on the nature of the emergency).

Teachers are to remain with their classes throughout the entire evacuation procedure.

Please contact the school at 772-337-5900 should you have any questions or concerns.

## **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**

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



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

## ADULTS (2.70) EQUITY POLICY: PROHIBITING HARASSMENT

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

## STUDENTS (2.70) EQUITY POLICY

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

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

## Adult COMPLAINT PROCEDURES:

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

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

## Student COMPLAINT PROCEDURES:

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

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

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

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

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

**Employee Related:**

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

**Student Related:**

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

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

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

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

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**

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.

l. Notice. Whenever notice is required in this policy, notice shall be sent to the parent as defined in CFR 99.3 or to the eligible student as defined in CFR 99.3.

- 2. Scope of Title IX. This policy applies to allegations that meet the definition of sexual harassment as defined in section (1)(b) of this policy, conduct that occurred in a School District education program or activity, and allegations against a person in the United States.
  - a. "Education program or activity" includes locations, events, or circumstances over which the School District exercised substantial control over both the respondent and the context in which the sexual harassment occurred.
  - b. Reporting Sexual Harassment. Any person may report sexual harassment, regardless of whether the reporting person is the alleged victim of the conduct. A report can be made in person, by mail, by telephone, or by electronic mail, using the contact information for the District Coordinator or school-based Coordinator. Reports may be made

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

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

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

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

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

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



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

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

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

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

a. The following restrictions will be placed on advisors for both parties:

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

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

a. The written determination must include:

- i. Identification of the allegations potentially constituting sexual harassment, pursuant to the definition in this policy;
  - ii. A description of the procedural steps taken from the receipt of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings;
  - iii. Findings of fact supporting the determination;
  - iv. Conclusions regarding application of the Code of Student Conduct to the facts;
  - v. The result and rationale as to each allegation;
  - vi. A determination regarding responsibility as to each allegation;
  - vii. Any disciplinary sanctions imposed on the respondent by the school;
  - viii. Whether remedies will be provided by the school to the complainant; and
  - ix. Permissible procedures and grounds for the complainant and respondent to appeal.
14. Appeals. Each party has the opportunity to appeal from both a written determination, and a dismissal of a formal complaint or any allegations. A request for an appeal from a dismissal must be made within two (2) school days of issuance of the dismissal. A request for an appeal from a written determination must be made within two (2) school days of issuance of the written determination. Requests for an appeal should be sent to the decision-maker.
- a. If an appeal is not filed, the determination regarding responsibility becomes final on the date after the two (2) school days to file an appeal has passed. If an appeal is filed, the determination regarding responsibility becomes final on the date the school provides the written appeals decision.
  - b. Grounds for Appeal. Appeals may take place for the following reasons:
    - i. Procedural issues affected the outcome;
    - ii. New evidence that was not reasonably available at the time the written determination or dismissal was made becomes available that could affect the outcome; or
    - iii. There was a conflict of interest or bias by the school-based Coordinator, investigator, or decision-maker, against any complainant or respondent that affected the outcome.
  - c. Notification of Appeal. Schools must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both

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

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

v. Any respondent; and

vi. Any witness.

c. **Exceptions to Confidentiality.** The School District may release confidential information as permitted by FERPA, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

d. **Filing of Retaliation Complaints.** Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination as outlined in section (6) of this policy.

16. **Training.** All materials used to train school-based Coordinators, investigators, decision-makers, and appeals decision-makers must not rely on sex stereotypes and must promote impartial investigations and adjudications.

a. School-based Coordinators, investigators, decision-makers, hearing officers, and appeals decision-makers must receive training on:

i. The definition of sexual harassment as defined in (1)(b);

ii. The scope of the school's education program or activity;

iii. How to conduct an investigation and grievance process, including appeals; and

iv. How to serve impartially by avoiding prejudgment of the facts, conflicts of interest, and bias.

b. Decision-makers must receive training on:

i. Any technology used to conduct investigations; and

ii. Relevance of questions and evidence, including the relevance of the complainant's sexual predisposition or prior sexual behavior as set forth in section (11)(j)(iii) of this policy.

c. Investigators must receive training on:

i. Issues of relevance to create an investigative report that fairly summarizes relevant evidence; and

ii. Sending the investigative report, in an electronic or hard copy, to each party and their advisor for their review and written response.

17. **Recordkeeping.**

a. **Required Recordkeeping.** Schools must create records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. If supportive measures are not provided, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

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

18. **Dissemination of Policy.**

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

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

basis of sex, except as permitted by Title IX.

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

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

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

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

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

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

Please explain the incident below:

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

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

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





### **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

Links for other useful information are as follows:

## **Family Educational Rights and Privacy Act** (PDF)

- \* [Ley de Derechos a la Educación y Privacidad de las Familias \(Spanish\)](#) (PDF)
- \* [Lwa sou Dwa ak Entimite Lanseyman pou Fanmi \(Haitian Creole\)](#) (PDF)

## **Student/Employee Calendar**

[Student/Employee Calendar 2020-2021](#)

## **Bullying Policy and Complaint Forms**

### **Bullying Policy 3.43**

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

### **Bullying Complaint Forms**

English

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

Spanish

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

Creole

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

## **Attendance Policy**

### **Attendance Policy 5.40**

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

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

You may only want to include English and Spanish, but I have included links for other languages as well.

- \* [Notice of Procedural Safeguards for Parents of Students with Disabilities](#) (PDF) Revised 05/2014
- ◇ [Aviso de Salvaguardas Procedimentales para Padres de Estudiantes con Discapacidades](#) (Spanish) (PDF) Revised 05/2014
- ◇ [Avi konsènan Mezi Pwoteksyon pou Paran ak Elèv Andikape yo](#) (Haitian Creole) (PDF) Revised 05/2014
- ◇ (Russian) (PDF) Revised 05/2014
- ◇ [Mitteilung über Verfahrensgarantien für Eltern von Studenten mit Behinderungen](#) (German) (PDF)
- ◇ [Phân B Thông Báo Các Biện Pháp Bảo Vệ Theo Thủ Tu cho Cha Me của Học Sinh Khuyết Tâm](#) (Vietnamese) (PDF)
- ◇ (Arabic) (PDF) Revised 05/2014
- ◇ (Chinese) (PDF) Revised 05/2014

- ◇ [Notification relative aux garanties de procédures pour les parents d'élèves handicapés](#) (French) (PDF) Revised 05/2014
- ◇ [Aviso de salvaguardas procedimentais para pais de estudantes com deficiências](#) (Portuguese) (PDF) Revised 05/2014
- ◇ [Bahagi B Pabatid tungkol sa mga Pansanggalang sa Mga Pamamaraan para sa Mga Magulang ng Mag-aaral na May Kapansanan](#) (Tagalog) (PDF) Revised 05/2014
- [Procedural Safeguards for Exceptional Students who are Gifted](#) - 6A-6.03313 - (PDF) Revised 05/2014
- ◇ [Salvaguardas Procedimentales para Estudiantes Excepcionales Superdotados](#) - 6A-6.03313 - (Spanish) (PDF) Revised 05/2014

**Here are some Infographics from the CDC that you may want to utilize.**

### **Handwashing**

[https://www.cdc.gov/handwashing/pdf/19\\_309599-A-Frankson\\_Handwashing.pdf](https://www.cdc.gov/handwashing/pdf/19_309599-A-Frankson_Handwashing.pdf)

#### **English:**

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

#### **Spanish:**

[https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet\\_esp-508.pdf](https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet_esp-508.pdf)

### **Face Coverings Do's and Dont's**

<https://www.wright.edu/sites/www.wright.edu/files/page/attachments/cdc-face-covering-dos-and-donts.pdf>

### **How to protect yourself and others**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

### **Important Information about your cloth Face Coverings**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>

### **Stop the spread of germs**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

### **Use of Cloth Face Coverings to Help Slow the Spread of COVID-**

#### **English:**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

# It's a great day to be A Cane!!



Administration reserves the right to modify this handbook at anytime for the purposes of safety and success of students, staff, and visitors. Thank you for you cooperation in advance.