

Student Handbook 2025-2026



“Soaring to Greater Heights”

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St. Lucie Public Schools 2025-2026 School Year Calendar

July, 2025							0
Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

July 4: Holiday for All - 4th of July
July 21: 11-Month Employees' First Day

August, 2025							15
Su	M	Tu	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Aug. 4 - 8: Teacher Pre-Planning Days (5)
Aug. 11: Students' First Day
Aug. 27: Early Release Day - Recordkeeping

September, 2025							20
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

Sept. 1: Holiday for All - Labor Day
Sept. 10: Teacher PL Day (District led) No School

October, 2025							21
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Oct. 2: Fall Holiday for all
Oct. 10: End of 1st 9 weeks (42 Days)
Oct. 13: Teacher Workday
Oct. 29: Early Release Day - FC Choice

November, 2025							14
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

Nov. 11: Holiday for All - Veteran's Day
Nov. 22 - 30 Thanksgiving Holiday
(12-month employees work Nov. 24 - 26)

December, 2025							15
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

Dec. 19: Early Release Day - FC Choice
Dec. 19: End of 2nd 9 weeks (43 Days)
Dec. 20 - Jan. 4: Winter Break Holiday
(12-month employees are off Dec 24-Jan 1st)

Work Year for 183 Day employees
Work Year for 10 month (196 day) employees
Work Year for 11 month (216 day) employees
Work Year for 12 month (250 day) employees

8/11/2025 - 6/2/2026
8/4/2025 - 6/3/2026
7/21/2025 - 6/16/2026
7/1/2025 - 6/30/2026

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

January, 2026							18
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Jan 2 : 12-month employees work
Jan 5: Teacher Workday
Jan. 6: Students Return
Jan. 19: Holiday for All - MLK Day

February, 2026							18
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

Feb 11: Early Release Day - PL
Feb. 16: Holiday - President's Day (12-mo empl's work)
Feb. 25: 1/2 Teacher PL & 1/2 Recordkeeping

March, 2026							16
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

March 13 Early Release Day-FC Choice
March 13: End of 3rd 9 weeks (46 Days)
March 14 - 22: Spring Break Holiday
(12-month employees work March 16 -20)
March 23: Teacher Workday

April, 2026							21
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

April 3: Holiday for All - Spring Holiday
April 22: Early Release Day - FC Choice

May, 2026							20
Su	M	Tu	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

May 25: Holiday for All - Memorial Day

June, 2026							2
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

June 1: Early Release Day - Record Keeping
June 2: Early Release Day - Record Keeping
June 2: Last Day for Students (49 days)
June 3: Teacher Workday/Last Day for Teachers
June 16: Last Day for 11-month employees
June 19: Holiday for all - Juneteenth

Quarter 1: August 11 - October 10 (42 Days)
Quarter 2: October 14 - December 19 (43 Days)
Semester 1: 85 Days
Quarter 3: January 6 - March 13 (46 Days)
Quarter 4: March 24 - June 2 (49 Days)

Semester 2: 95 Days

Teacher Workday Designation:

Pre-Planning Days: 8/4 - 8/8 (5 days)
Teacher Workdays: 10/13, 1/5, 3/23 and 6/3 (4 days)
Teacher PL Day: 9/10, 1 day
Teacher 1/2 PL & 1/2 Recordkeeping, 2/25 1 day

Teacher Early Release Day Designation:

Recordkeeping: 8/27, 6/1, and 6/2
Professional Learning: 2/11
Faculty Council (FC) Choice: 10/29, 12/19, 3/13 and 4/22

Summer School Dates:

TBD: Summer School Teacher PL
TBD: First day of Summer School for students
TBD: Last day of Summer School for students

Savanna Ridge Elementary Student Handbook

Please complete this page.

Student's Name

Grade

Teacher's Name

2025-2026

Parent and Student Acknowledgment

My child and I have read and discussed the information contained in this booklet.

Parent's Signature

Student's Signature

Date



**Scan here to sign the
agreement**

St. Lucie County Public Schools Mission, Beliefs, Vision

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

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

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

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

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

Quality schools are the responsibility of the entire community.

- Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute the community.
- The community works together to provide the political advocacy and support needed for student success.
- Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.
- The community is responsible for providing and supporting the facilities and Infrastructure necessary to accommodate growth.
- All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.
- The school district has an obligation to achieve quality results for both the schools and the community.

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

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

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

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

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

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



***Savanna Ridge Elementary is a
Kids At Hope School!***



Kids at Hope Student 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 everyday.

Kids at Hope Adult Treasure Hunter Pledge

As an adult and a Treasure Hunter,

I am committed to search for all the talents,
skills and intelligence that exists in all
children and youth.

I believe all children are capable of success,

NO EXCEPTIONS!

Savanna Ridge Elementary Points of Pride

The Points of Pride at Savanna Ridge Elementary are multifaceted. We emphasize Reading, Writing, Mathematics, Technology, Science, and the Environment. Our goal is to help students prepare to continue their education in an ever-changing technological world and develop both the ability and desire to become proficient readers and writers to meet the demands of that world.

- Kids at Hope School
- 5 Star and Golden School Award
- PBIS Silver Model School
- Each student is provided a laptop.
- Children are encouraged to read for enjoyment as well as knowledge.
- Reading is emphasized in all subject areas and is integrated with other communication skills.
- Children's speaking, listening, reading, writing and math skills are enhanced through school-wide activities.
- Students are exposed to the natural environment in which the campus is situated. They are active participants in cultivating this natural setting by developing an appreciation and respect for their surroundings.
- Scientific processing is cultivated in a laboratory setting to include “real-world” investigations. Students learn by doing.
- Students are provided hands-on experiences to develop a robust mathematical and scientific knowledge base.



School Colors

Teal and Maroon

School Mascot

Cranes

School Hours

Office	8:00 AM – 4:00 PM
Students	8:45 AM – 3:15 PM

Savanna Ridge Elementary Mission Statement

All students will learn at Savanna Ridge Elementary. Through a nurturing environment, which supports quality and equitable achievement, we will create a strong educational foundation on which future experiences can be built.

Accident/Illness: When a student is injured on school property or ill, the parent shall be notified as soon as possible. When the injury/illness is serious and a parent cannot be located, the school staff must take the responsibility of securing emergency treatment and/or transportation to the nearest hospital. It is essential that emergency numbers be provided for each child and that any changes in work or home telephone numbers are provided to the office.

Animals: Animals are not permitted on campus unless they are a service animal.

Arrival Procedures: **STUDENTS ARE NOT ALLOWED ON THE SCHOOL GROUNDS BEFORE 8:15 A.M.** The school does not provide supervision before this time. Parents of students arriving prior to 8:15 a.m. will be asked to make other arrangements for their child's supervision.

Students may enter the building at 8:15 a.m. and go to breakfast or directly to their assigned waiting area. Instruction begins at 8:45 a.m.

Attendance: It is the responsibility of the parent to encourage consistent school attendance. An absence will be considered "unexcused" unless an absence excuse note is received. It is the responsibility of each student's parent/guardian to write a note to the school within three (3) days of the absence. Please include your child's full name, teacher's name, dates absent, and reason for the absence. NOTE: A phone call does not constitute an excused absence. If the child will miss more than five (5) consecutive days, the absence must be approved in advance by the principal to be considered excused. *Please see the SLPS elementary Student Progression Plan for detailed description.*



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

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

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

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

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

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

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

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

Student/Parent Copy

Bicycles: Bike riders are required to wear helmets and lock their bikes always at the bike rack. **THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN BIKES.**

Breakfast and Lunch Programs:

Savanna Ridge Elementary students will receive breakfast and lunch at no cost for the 2025-2026 school year. Children need healthy meals to learn. St. Lucie County School District offers healthy meals every school day. Meals will be served according to USDA guidelines so that both students and staff remain safe. Specific meal service procedures and the meal charging policy are located on our district website at www.stlucieschools.org under the parent/student tab.

Snacks: Students may not have soda or gum on campus. **If your child has an allergy to any type of food, please notify the front office, teacher, health clinic and cafeteria manager in writing from your child's doctor.**

Should a parent/visitor wish to join a student for lunch, he/she must come to the front office to sign in and have their identification checked on the Florida Sexual Offenders and Predators website. Once approved, the visitor will receive a special "Lunch Visitor Pass" sticker and will be seated in the designated "Visitor Area" in the cafeteria. A healthy choice of delicious food items are available to purchase by visitors. Please refrain from bringing fast foods, such as McDonalds and Burger King for yourself or student.

Birthdays: Birthday treats may only be shared during a child's designated lunch time. All food items must be **STORE BOUGHT and PRE-PACKAGED.** Any food items brought in for sharing that do not meet the required guidelines will not be permitted. Thank you for contributing to the safety and nutritional health of our children.

Bus Rules: In order for students to ride school buses in a safe and orderly manner, the following rules must be observed. **Back to back, bottom to bottom; Use voice level 2; Stay in seat.** Eating and drinking is not allowed on the bus. Skateboards and other toys are not allowed on the bus.

The parent/guardian must notify the office of any dismissal changes for their child. Dismissal changes can be sent in writing or by calling the front office at 772-460-3050 prior to 2:15 p.m.

Cell Phone Use:

Beginning with the 2025-2026 school year, elementary and middle school students **are not permitted to use** a wireless communication device including cell phones **during the school day.** In accordance with new legislation recently signed into law, students may not use their cell phones or wireless communication devices at school throughout the entire school day including during lunch or class changes.

Allowable Exceptions:

Students may only use their cell phone or wireless communication device during the school day for the following reasons;

1. If authorized by a school administrator in the front office or clinic.
2. If a physician licensed under Chapter 458 or Chapter 459 has certified in writing that it is necessary based on clinical reasoning or evidence or,

In accordance with

3. The student's Individual Education Plan or,
4. The student's 504 Plan under section 504 of the Rehabilitation Act of 1973.

Please see the student Code of Conduct for additional information related to violating this policy.

Change of Address: If you move, you are required to provide the school with verification of your new address within **five (5) days of the change**. Proof of your address change must be a utility bill or a phone bill dated within the past thirty days, or a rental agreement showing your name and new address.

Checkout During the School Day: Students must be checked out through the office by a parent/guardian. Teachers are not allowed to dismiss students from the classroom, cafeteria, or playground without prior notice from the office.

Due to end of the day activities, homework assignments, class movement, and dismissal, there will be **no dismissing of students from school after 2:45 p.m. on regular days or after 12:45 p.m. on Early Dismissal days unless there is a documented family emergency.** Students will only be released to adults whose names appear on the emergency card. Parents must notify the office **immediately** of any changes in legal custody. Anyone checking out a student must show identification to the office staff.

Clinic: If a student becomes ill or injured during school hours, he/she will be sent to the clinic. Parents/guardians will be notified to pick up sick children. In order to notify parent, we must have the current home and work telephone number of every parent on file. **Please keep additional emergency contact numbers current.**

Medication - The parent is responsible for the delivery of the medication and the physician's authorization form to the school clinic. **No medication will be administered without a physician's form completed by the physician and the parent/guardian.** This applies to all prescription and nonprescription medications.

Students are not permitted to carry any kind of medication on them at any time, including aspirin, cough drops, Tylenol, etc. (unless authorized by a physician). Medications without a physician's authorization form will be confiscated and held in the front office to be picked up by the parent/guardian. If a child needs emergency medications such as inhalers and/or epi-pens, that medication may be carried by the student with physician and parent approval. In the event of a serious medical emergency requiring medical treatment above that which is available at the school site, the principal or a designee shall call 911. Once the emergency medical service (EMS) personnel arrive at the scene, they assume responsibility for the care of the individual.

Code of Conduct

St. Lucie Public Schools (SLPS) has established a uniform Disciplinary Response Code. The Code of Conduct applies to all students enrolled in the district. The Code of Conduct is available in three languages located on the SLPS website under the Parents and Students tab.

Conferences: The communication between the home and school is a key factor in monitoring a child's progress. Conferences with teachers and other school personnel are encouraged and can be made by calling the school at 460-3050 or by sending a note to the teacher. Please allow 24 hours notice for an appointment. You will be contacted by your child's teacher prior to conference time to schedule an appointment. **We encourage every parent to attend at least two (2) face-to-face conferences during the school year.**

Custody: School personnel will release pupils to either parents, guardians, or their designees unless there is on file in the school a copy of a Florida court order which grants custody or denies access to one parent or a third party. Proper identification (driver's license, picture ID, etc) for release of pupils will be required.

Dismissal: Dismissal begins at 3:15 p.m.

- **Parent Pick-Up Procedures**

- Parents will drive through the designated car line to pick up their child
- Parents must remain in their vehicles while in the car line
- At the beginning of the school year, parent pick-up tags will be issued and the car tag must be visible during dismissal. Tags can be transferred to a different vehicle if someone else is picking up the student.
- If the parent/car does not have a tag, the parent must park and show identification in order to pick up the student
- 2:45 p.m. is the deadline to pick students up early
- Students are not permitted to walk across the parking lot to a parked vehicle

- **Walkers**

- Students who live on the north side of Savanna Ridge, toward Kitterman Road, will exit the campus using the bus loading zone sidewalk.
 - K-2 students must be picked up at the bus loading zone sidewalk by an adult before leaving campus
 - 3-5 students are permitted to walk home without an accompanying adult
- Students who live on the south side of Savanna Ridge, toward Prima Vista Boulevard, will exit the campus on the parent pick-up sidewalk.
 - K-2 students must be picked up in the parent pick-up area by an adult before leaving campus
 - 3-5 students are permitted to walk home without an accompanying adult

Dress Code:

PERMITTED	<u>NOT PERMITTED</u>
<u>SHIRTS/TOPS MUST BE...</u> ○ T-shirts with sleeves (graphics must be school appropriate) ○ Shirts with SRE logo ○ Long enough to not expose midriff	<u>SHIRTS/TOPS</u> ○ Ripped or holes ○ Oversized ○ Tight fitting, revealing or sleeveless ○ Wearing a hood of a sweater indoors
<u>PANTS/BOTTOMS MUST BE...</u> ○ Jeans, slacks, capris, shorts, & skorts ○ Jeans with holes below the knee ○ Shorts/skirts must extend beyond the fingertips ○ Fitted at the waist ○ Jumpers must have a collar shirt with sleeves ○ Dresses must have sleeves	<u>PANTS/BOTTOMS</u> Jeans with holes above the knee, frayed or distressed Sleeveless dresses Spandex, leggings Baggy (loose fitting, oversized) Displaying visible underwear Belt buckles larger than 2 inches
<u>SHOES MUST BE ...</u> ○ Sneakers & Athletic Shoes ○ Boots with 1 inch heel or less ○ Closed toe and have a back or back strap ○ Laces properly tied and Velcro properly fastened	<u>SHOES</u> ○ Sandals or open toes ○ Shoes with wheels ○ Shoes with lights ○ Shoes with heels greater than 1 in ○ Crocs (NOT PERMITTED)
<u>OUTERWEAR MUST BE ...</u> ○ Sweatshirts, Sweaters, Jackets and Pullovers in any color (graphics must be school appropriate) ○ Shirts must be worn underneath all outerwear	<u>OUTERWEAR</u> ○ Inappropriate or obscene pictures ○ Pajamas (unless it is pajama day)
<u>HEAD ATTIRE/HAIR/JEWELRY MUST BE ...</u> ○ Headbands of any solid color ○ Earrings 2 inches or smaller ○ Piercings on ears only ○ Hair styles, hair accessories & jewelry should be appropriate to school setting & must not distract the learning environment ○ Sunglasses (outdoors only)	<u>HEAD ATTIRE/HAIR/JEWELRY</u> Caps, Hats, Bandanas Inappropriate and/or distracting images, writing or designs through the shaving of a head Tattoos of any kind Sunglasses (not permitted indoors)

Dress Code Violations:

1st Incident:	Dress Code Violation Form sent home and Teacher/Student conference
2nd Incident:	Parent contact and lunch detention for a day
3rd Incident:	Mandatory parent conference with administration and loss of privileges
4th Incident:	Referral and loss of privileges

Electronic Devices: Misuse of telecommunication services or networking for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall include all acts defined as a violation of local, state, or federal laws. Inappropriate use includes any act that violates or is inconsistent with the District's mission, goals, policies, or procedures. Obscene activities include all acts that violate generally accepted social standards for use of a publicly owned and operated communication vehicle. In cases of substantial disruption, such misconduct may be the basis for expulsion. Please refer to the SLPS Digital Citizenship policy for detailed information.

Emergency Drills/Evacuations: The safety of our students is one of our greatest concerns. The school holds regular fire, tornado, armed aggressor, bomb threat and suspicious package drills to teach the students to respond calmly in the event of an emergency. Each classroom has a designated escape route to an outside area located a safe distance from the building. Students are expected to follow the teachers' instructions. Bus evacuation drills are conducted twice per year, per the directions set forth by the Saint Lucie County Transportation Department.

Family Access: St. Lucie County utilizes the Skyward System which allows parents the ability to view their child's school information online. Before you can use Family Access, you must have a Username and password for your new account. Please go to your child's school to have your account activated by showing a picture identification for verification. Once logged in to the system, you can access your child's calendar, grade book, message center, attendance, schedule, and current/past assignments. For families with more than one currently enrolled student, Family Access lets you select which child's information you wish to view.

Field Trips: Field trips are one way to improve learning and enrich the curriculum. All students going on field trips must have a signed permission slip from their parent or guardian. Without written permission, the student will remain at school. **Parents who accept responsibility of chaperoning field trips will have to make provisions for younger siblings.** Field trip participation is limited to grade-specific students only. Parent chaperones who want to take their children home after a field trip must sign them out in the office prior to the child leaving campus. Parent chaperones must ride on the school's transportation to and from the event. Additionally, in order for a parent to be a chaperone on a field trip, a Volunteer Application must be completed at least two weeks prior to the field trip. A fee is charged to help defray the costs of field trips. Cost is usually based on the distance traveled and whether a fee is charged for admission.

Grading: At the end of each nine weeks, report cards will be issued indicating the student's academic performance, attendance, and behavior. Student grades are updated frequently to monitor student progress throughout the year via Skyward Family Access.

Uniform Grading System K-2:

Grade	Definition
4	Above Standard
3	At Standard
2	Approaching Standard
1	Below Standard
0	Not Attempting

Uniform Grading System 3-5:

Grade	Percent	Grade Point Average	Definition
A	90-100	4	outstanding progress
B	80-89	3	above average progress
C	70-79	2	average progress
D	60-69	1	lowest acceptable progress
F	0-59	0	failure
I	0	0	Incomplete

At the end of each 9-week period students in grade 3 through 5 are recognized and may qualify for Honor Roll based on academic achievement. The criterion is as follows:

- **Principal's Honor Roll:** Students who have received A's in all academic areas and S's in all personal development areas
- **Honor Roll:** Students who have received A's and/or B's in all academic areas and S's in all personal development areas
- **Perfect Attendance Awards K-5:** Students are recognized for being present all school days during the nine week marking period.

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

- Height and weight, which will include Body Mass Index (BMI) calculation for grades 1, 3, and 6

- Vision and hearing screenings for grades K, 1, 3 and 6

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, PLEASE NOTIFY THE SCHOOL in writing and include your child's name and grade.

Homework: (F.S.1001.41;FS.1001.42, SB2330)

Savanna Ridge Elementary may provide homework that is designed as extra practice. Homework shall be on concepts and skills already taught in class, allowing students the ability to work independently. Homework will not be taken as a grade, but meant to enhance skills and exposure of concepts. Homework that is assigned should stay within the following time guidelines:

K-2: No more than 15 minutes a day total

3-5: No more than 30 minutes a day total

Savanna Ridge encourages all students to read for enjoyment as a daily routine to increase their comprehension, fluency, and the love of reading.

We believe that skills and concepts are reinforced through assignments completed outside the school. Through homework you have the opportunity for enrichment, extension and/or remediation of instructional goals and the opportunity for practice of basic skills.

Homework becomes more valuable when there is a strong partnership between home and school. A role of the home is to provide support, encouragement and a place to complete homework. A role of the school is to assign meaningful homework.

Leader of the Month: Every month each teacher selects one student as Leader of the Month, based on the principles of The 7 Habits of Happy Kids. A habit for each month will be provided to teachers by the School Counselor that students must exhibit. Students are not to be involved in this selection. The following criteria, in addition to the character trait, are used in making this decision.

- **Be Proactive:** You're in Charge
- **Begin With the End in Mind:** Have a Plan
- **Put First Things First:** Work First, Then Play
- **Think Win-Win:** Everyone Can Win
- **Seek First to Understand, Then to Be Understood:** Listen Before You Talk
- **Synergize:** Together Is Better
- **Sharpen the Saw:** Balance Feels Best

Lost and Found: Savanna Ridge maintains a lost and found box where articles may be claimed. All unclaimed items are discarded by the end of the school year. It is imperative that children's clothing, book bags and lunch boxes are labeled.

Media Center: Our media center is open to all students and teachers. There are no fees for overdue books, however, lost or damaged books must be paid for. Students will not be allowed to check out an additional book until the debt is settled.

Notice of Non-Discrimination, Title IX, and Section 504

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



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

ADULTS (2.70) EQUITY POLICY: PROHIBITING HARASSMENT

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

STUDENTS (2.70) EQUITY POLICY

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

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

Adult COMPLAINT PROCEDURES:

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

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

Student COMPLAINT PROCEDURES:

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

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

TITLE IX POLICY (2.71): PROHIBITING SEXUAL HARASSMENT

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

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

Employee Related:

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

Student Related:

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

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

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

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

School or Department Designee(s)

Adult/Employee Related:

Student Related:

Parking: It is imperative for the safety of students that all drivers on our campus abide by the posted traffic signs and the following rules:

- No private vehicle parking or driving in the bus loading zone.
- Parking must be in designated areas only.

Positive Behavior Intervention (PBIS): PBIS uses school-wide EXPECTATIONS and RULES in specific settings to TEACH students appropriate behavior. PBIS also utilizes a reward system to encourage and model appropriate behavior and effective consequences to discourage inappropriate behavior.

Parent Teacher Organization: Parents are encouraged to attend monthly scheduled Parent Teacher Organization (PTO) meetings with faculty members to provide a positive school experience for the students of Savanna Ridge Elementary.

Safety Patrol: Responsible fourth and fifth grade students are selected as Safety Patrol monitors to help students during arrival and dismissal. They encourage fellow students to follow school rules and safety procedures.

School Advisory Council: The School Advisory Council (SAC) meets monthly and meetings are open to any parent, community, or staff member. We strongly encourage parents to participate in our monthly meetings.

School Counselor: A school counselor is available to help students achieve their highest potential academically, emotionally and socially through individual and small group counseling, classroom guidance and/or conferences with teachers and parents.

Textbooks: Basic textbooks are a loan for students use during the school year. It is requested that they be handled carefully and be kept as clean as possible. You will be required to pay for a lost or damaged book. Failure on the part of the student to pay for lost/damaged textbooks may deprive the student of further issuance of free textbooks. (Fl. Statue 233.42)

Toys: Toys, slime, pokemon cards, fidgets, etc. are NOT permitted on campus.

Valuables: **All students are to leave valuables such as, money, jewelry, toys, electronic devices, etc. at home.** The probability of damage/theft is too great and those items are a distraction to the students throughout the day. While it is tempting to bring a new gift or toy to school, these items, unfortunately, generally end up being damaged or lost, or in some cases, confiscated by adults because they are causing a disturbance or disruption in class. Confiscated items can be picked up in the office by a parent or guardian after dismissal of school. If an adult sees the items on campus at any time it will be confiscated. Savanna Ridge is not responsible for lost, damaged or missing items.

Visitors: Parents are always welcome to visit the school. **ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE TO OBTAIN A VISITOR'S PASS.** Visitors will need to bring their government issued ID to check in before being given a visitor's pass. We will strictly enforce this policy to ensure the safety of all students. Parents who would like to observe a classroom must obtain prior permission from the principal and teacher, and must allow 24 hours notice.

Volunteers: If you are interested in becoming a school volunteer, please visit SLPS district website to apply as a volunteer. Only approved volunteers will be permitted to chaperone field trips and volunteer at school events. We ask that all volunteers dress professionally while working in our school. **Volunteers will not be assigned to their child's classroom. Volunteers may not be accompanied by family members, children, or younger siblings.**

Ways to Help Your Child at Home:

- Attend Parent/Teacher conferences
- Encourage your child to read to you nightly
- Encourage good citizenship in your child: respect, self-control, cooperation, and good sportsmanship
- Ensure your child gets plenty of sleep
- Encourage your child to do his/her homework independently
- Give praise for success and help overcome failures
- See that your child gets to school on time and is absent only when ill
- Take an interest in and understand the goals for your child
- Check your child's backpack daily for work and notices from school
- Provide adequate time and a quiet setting for your child to do his/her homework

Withdrawals: If it is necessary to withdraw a student from school, please notify the office as soon as possible. All library books and textbooks must be returned to the school, and other obligations satisfied, i.e. cafeteria charges, library books, textbooks, etc. A copy of the withdrawal form will be issued, and may be presented to the new school. Records will be forwarded to the receiving school.

Zero Tolerance Policy: Notice of possession, sale or use of controlled substances, or weapons by any student on school property, or in attendance at a school function, is grounds for suspension and/or expulsion. Refer to the student code of conduct.

**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

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.



Book St. Lucie County School Board Policy Manual

Section Chapter 5: Students

Title Equity Grievance Procedure for Students

Code 5.71

Status Active

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

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

(3) Procedure

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

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

(c) If the Coordinator determines that the grievance alleges a potential violation, that there is probable cause that such a violation has occurred, and that the School Board is able to provide the specific relief requested, the Coordinator shall set a

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

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

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

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

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

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

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

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F. S.

LAWS IMPLEMENTED: 1000.05, F.S.

History:

Adopted: 03/30/2004

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

Formerly: 5.65

St. Lucie Public Schools Title IX Formal Complaint

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

School Name

_____ sexually harassed me on or about _____ at
Name **Date/Time**

Location

Please explain the incident below:

I am requesting that _____ investigate these allegations.

Title IX Coordinator's Name

Name: _____

Signature: _____

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 nonemployee 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 nonemployee 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 decisionmaker.

- 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 decisionmaker who reached the initial determination of responsibility or dismissal. The appeals decision-maker must not have a conflict of interest or bias for or against any complainant or any respondent.

e. Written Appeals Determination. The written appeals determination describing the result and rationale for the decision must be provided simultaneously to both parties within five (5) school days.

15. Retaliation. No school or other person may intimidate, threaten, coerce, or discriminate against any individual for the purposes of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

a. Definition of Retaliation.

i. Intimidation, threats, coercion, or discrimination, including against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

ii. The exercise of rights protected under the First Amendment does not constitute retaliation.

iii. A Code of Student Conduct violation for making a materially false statement in bad faith during the course of the grievance process does not constitute retaliation. A determination regarding responsibility alone is insufficient to conclude that any party made a materially false statement in bad faith.

b. Confidentiality of Parties. Schools must keep confidential the identity of the following individuals:

i. Any individual who has made a report or complaint of sex discrimination;

ii. Any individual who has made a report or filed a formal complaint of sexual harassment;

iii. Any complainant;

iv. Any individual reported to be the perpetrator of sex discrimination;

v. Any respondent; and

vi. Any witness.

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

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

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

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

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

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

- iii. How to conduct an investigation and grievance process, including appeals; and
- iv. How to serve impartially by avoiding prejudgment of the facts, conflicts of interest, and bias.

b. Decision-makers must receive training on:

- i. Any technology used to conduct investigations; and
- ii. Relevance of questions and evidence, including the relevance of the complainant's sexual predisposition or prior sexual behavior as set forth in section (11)(j)(iii) of this policy.

c. Investigators must receive training on:

- i. Issues of relevance to create an investigative report that fairly summarizes relevant evidence; and
- ii. Sending the investigative report, in an electronic or hard copy, to each party and their advisor for their review and written response.

17. Recordkeeping.

- a. Required Recordkeeping. Schools must create records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. If supportive measures are not provided, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
- b. Maintaining Records. Schools must maintain records related to any sexual harassment investigation for seven (7) years, including records of:
 - i. Any actions taken in response to a report of sexual harassment;
 - ii. Any actions taken in response to a formal complaint of sexual harassment;

- iii. Any supportive measures provided;
- iv. Each sexual harassment investigation;
- v. Any determination regarding responsibility;
- vi. Any audio or audiovisual recording or transcript;
- vii. Any disciplinary sanctions imposed on the respondent;
- viii. Any remedies provided to the complainant;
- ix. Any appeal and written appeal decision; and
- x. All materials used to train school-based Coordinators, investigators, decision-makers, hearing officers and appeals decision-makers.

18. Dissemination of Policy.

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

iv. Inquiries about Title IX are referred to the District Coordinator.

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

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

b. Handbook Publication. The School District must prominently display the name, office address, electronic mail address and telephone number of the District Coordinator in each handbook or catalog made available to students, parents or legal guardians of elementary and secondary school students, employees, applicants for admission and employment, and all unions or professional organizations who hold collective bargaining or professional agreements with the School District.

c. Training Materials Publication. The School District must make all training materials publicly available on the School District's website.

20. FERPA. The School District shall, to the extent possible, interpret Title IX and FERPA in a manner to avoid any conflicts. Where a true conflict exists, the obligation to comply with Title IX is not obviated or alleviated by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99.

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAWS IMPLEMENTED: _____, _____, F.S.

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

Bullying/Harassment

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

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

Code of Conduct

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

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

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

**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 2024-2025

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

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

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

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

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent Signature

Date

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

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA, does not discriminate in employment, treatment, in admission or access to its programs and activities on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex,

sexual orientation or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or any employment conditions or practices conducted by this School District, except as provided by law. The School Board provides equal access to the Boy Scouts and other designated youth groups¹. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. (SLPS SB Policy 2.7)

¹For Further information on notice of non-discrimination, visit <https://ocras.ed.gov/contact-ocr> or contact the SLPS District Equity Coordinator: Dr. Adrian Ocampo, Executive Director of Assessment and Accountability.

