



# **ST. LUCIE WEST CENTENNIAL HIGH SCHOOL**

Student Handbook  
2024-2025

**Principal**  
Andrea Popwell

1485 SW CASHMERE BOULEVARD  
Port St. Lucie, Florida 34986  
Phone (772) 344-4400  
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# **ST. LUCIE WEST CENTENNIAL HIGH SCHOOL**

## **OUR MISSION**

SLWCHS provides a safe environment wherein students are engaged in a rich and rigorous curriculum resulting in responsible, contributing citizens of a diverse and dynamic world.

## **OUR BELIEFS**

St. Lucie West Centennial promotes a safe and supportive environment that engages all learners for constant improvement and better quality of life.

The St. Lucie West Centennial Eagle family of learners is engaged in a rich and rigorous curriculum with challenging learning activities in every class, every day.

St. Lucie West Centennial is a campus where students learn and develop civic responsibility in order to make a positive contribution within the community.



# ST. LUCIE WEST CENTENNIAL HIGH SCHOOL

Leadership Team • 2024-2025

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**Principal**

Andrea Popwell

**Assistant Principals**

Vanessa Capo

Susan Mannion

Sandra Oliveira

Dustin Wood

**Athletic Director**

Michael Combs

**Executive Secretary**

Francine Raneri

**Media Specialist**

Jacqueline Wong

# EAGLE EXPECTATIONS

Self Motivated

On Time

Always Safe

Respectful

**EXCELLENCE IS OUR  
EXPECTATION**



## OWNERSHIP

**This student handbook belongs to:**

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

**Address:** \_\_\_\_\_

**City / Town:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

This handbook is not meant to be inclusive of all the rules, policies, or regulations at Saint Lucie West Centennial High School (SLWCHS). Florida statutes, Florida State Board of Education rules, and Saint Lucie County School District Code of Student Conduct are also considered when making decisions affecting students.

## 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.
- Instructional needs drive the design and construction of facilities.
- Quality facilities are required for quality work.

**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.



1485 SW Cashmere Blvd., Port St. Lucie, Florida 34986

Phone: (772) 344-4400 Fax: (772) 344-4406

|                                    |  |                            |   |               |
|------------------------------------|--|----------------------------|---|---------------|
| Front Desk                         |  | Tonya Thomas-Cornibert     |   | 344-4400      |
| Front Desk                         |  | Steuart Hoce               |   | 344-4400      |
| Attendance Office                  |  | Sonia VanCooten            |   | 344-4414      |
| Book Keeper                        |  | Olivia Hernandez           |   | 344-4436      |
| Registrar's Office                 |  | Nicole Ancewicz            |   | 344-4434      |
|                                    |  |                            |   |               |
| Principal                          |  | Andrea Popwell             |   | Ext. 344-4415 |
| Principal's Secretary              |  | Francine Raneri            |   | Ext. 344-4415 |
|                                    |  |                            |   |               |
| Assistant Principal                |  | Dustin Wood                |   | Ext. 344-4405 |
| Assistant Principal's Secretary    |  | Pam Jenkins                |   | Ext. 344-4405 |
|                                    |  |                            |   |               |
| Assistant Principal                |  | Susan Mannion              |   | Ext. 344-4413 |
| Assistant Principal's Secretary    |  | Maria Miller               |   | Ext. 344-4413 |
|                                    |  |                            |   |               |
| Assistant Principal                |  | Sandra Oliveira            |   | Ext. 344-4468 |
| Assistant Principal's Secretary    |  | Lazara Hernandez           |   | Ext. 344-4468 |
|                                    |  |                            |   |               |
| Assistant Principal                |  | Vanessa Capo               |   | Ext. 344-4409 |
| Assistant Principal's Secretary    |  | Terri Wyder                |   | Ext. 344-4409 |
|                                    |  |                            |   |               |
| Dean of Students                   |  | Jane Ingram                | 10 <sup>th</sup> Grade<br>9 <sup>th</sup> Grade Alpha I-Q | Ext. 344-4443 |
| Dean of Students                   |  | Gerard Burns               | 11 <sup>th</sup> Grade<br>9 <sup>th</sup> Grade Alpha R-Z | Ext. 344-4402 |
| Dean of Students                   |  | Shauna Mathison            | 12 <sup>th</sup> Grade<br>9 <sup>th</sup> Grade Alpha A-H | Ext. 344-4424 |
| Deans Clerk                        |  | Kimberley Pugh             |   | Ext. 344-4478 |
|                                    |  |                            |   |               |
| Guidance Counselor Director        |  | Rita Markowitz             | Alpha: De-Ge  | Ext. 344-4498 |
| Guidance Counselor                 |  | Alvarez, Kristen           | Alpha A-Da  | Ext. 344-4417 |
| Guidance Counselor                 |  | Diaz, Diasy                | All ELL students  | Ext. 344-4401 |
| Guidance Counselor                 |  | McAdoo, Tabitha            | Alpha Gh-Ma   | Ext. 344-4427 |
| Guidance Counselor                 |  | Herring-Nance,<br>Kimberly | Alpha Mc-Ri   | Ext. 344-4450 |
| Guidance Counselor                 |  | Julie Beaty                | All of 9 <sup>th</sup> grade                              | Ext. 344-4439 |
| Guidance Counselor                 |  | Warner, Leslie             | Alpha Ro-Z  | Ext. 344-4422 |
| Exceptional Student Education(ESE) |  | Colleen Majorossey         | <b>ESE CLERK</b>  | Ext. 344-4437 |

|                                    |                      |  |               |
|------------------------------------|----------------------|--|---------------|
| Exceptional Student Education(ESE) | Josephine Scialdo    |  | Ext. 344-4480 |
| Exceptional Student Education(ESE) | Melissa Chevres      |  | Ext. 344-4416 |
| Media Specialist                   | Jacqueline Wong      |  | Ext. 344-4432 |
| Clinic                             | Rose Nelson          |  | Ext. 344-4421 |
| Clinic                             | Villmarie Ramos-Rios |  | Ext. 344-4410 |
| Cafeteria Manager                  | Amanda Sojka         |  | Ext. 344-4456 |

|                                 |               |  |               |
|---------------------------------|---------------|--|---------------|
| Athletic Director               | Michael Combs |  | Ext. 344-4426 |
| Athletic Director's Secretary   | Denyse Smith  |  | Ext. 344-4404 |
| School Resource Officer (PSLPD) | Marin         |  | Ext. 344-4403 |
| School Resource Deputy          | Garland Heath |  | Ext. 344-8398 |

**Registration and Student Enrollment at Centennial HS:**

Student enrollment and registration will occur throughout the 2024-2025 school year. Nevertheless, all prospective St. Lucie County School Board (SLCSB) students must report to Student Assignment located at the district office in order to be placed or assigned to one of SLCSB schools. If and when placed or assigned to Centennial High School, students must report to registrar’s office to be registered at Centennial and then go on to meet with an assigned guidance counselor.

**Class / Schedule Changes: DROP / ADD Procedures:**

Class and/or schedule changes during the 2024-2025 school year may be initiated through the end of second (2<sup>nd</sup>) week after the start of the semester. Any class and/or schedule changes that need to take place after the deadline will require administrative approval.

**Student Contact Information Changes/Additions:**

Parents and students that are in need of adding and/or changing student contact information on the Emergency Contact Information Card (ECIC) shall come to Centennial’s front desk office and add new information or complete a new ECIC....

**Students Withdrawals:**

The procedures for student withdrawals are as follows:

1. Parents/Guardians must be present for the approval to withdraw students.
2. Parents and students wishing to withdraw will report to their guidance counselor and then to the data specialist.
3. All textbooks must be returned to the media center and library books must be returned to the media center. All financial or other obligations must be cleared.
4. Parents and students withdrawing from Centennial must report to their guidance counselor to complete an exit interview.

**School Obligations—Textbooks and other Obligations:**

Students that lose school property (ies) such as library books, library instructional audios and/or textbooks, laptops, and other supplies, shall pay the full sum of such school property prior to graduation. The principal of the school shall make every reasonable effort to collect such sum from students that have lost school property. **Further, as per school board policy, “The failure to collect such sum upon reasonable effort by the school principal shall result in (a) the suspension of the student from participation in extracurricular activities, the suspension of student parking privileges, and the exclusion of the student from participation in school activities such as prom and graduation ceremonies, or (b) the satisfaction of the debt by the student through community service activities at the school site as determined by the school principal.”**

**Student Identification (ID) Card(s):**

All students must have an Identification Card (ID), and they are **required to be in the students’ possession at all times while on the school campus.** This is important for security purposes and to help us identify those who are not enrolled and do not belong on campus. Students must present their ID card in **ID cards are required for admission slips to class, to obtain passes from staff members, or to attend class meetings.** Students will show a pass and the ID card to any staff member in the corridor upon request. **They will present it when checking out library materials, using school computers, voting in school elections, and for admission to certain co-curricular activities and school sponsored events.** The first ID card is free of charge. Replacement cost, however, is \$5.00 and the card is reproduced (the picture stays the same).

**Lost and Found**

The school assumes no responsibility for lost personal articles belonging to students or staff. When a student has lost an article, he should inquire at the Administration Office. Articles that are found and turned in will be kept until the end of the school year. Textbooks that are found will be returned to the Media center or respective Department Chairperson and from there returned to the student.

**Cafeteria / School Meal Prices:**

|                        |                              |
|------------------------|------------------------------|
| Breakfast-----         | \$0.00 free for all students |
| Lunch-----             | \$2.50                       |
| Reduced Breakfast----- | \$0.00 free for all students |
| Reduced Lunch-----     | \$0.40                       |

Meal Prices are subject to change based on board approval!

**St. Lucie Public Schools**  
**Meal Charging Policy/Procedure**

All St. Lucie Public Schools must adhere to the Meal Charging Policy set forth by USDA. All students who qualify for a free meal benefit will not be denied a meal even if there are meal charges on the account. Students' accounts can accrue up to \$10.00 of charges for reimbursable meals only. No ala carte items are permitted to charge. No adults are permitted to charge.

1. Students are allowed to charge up to \$10.00 for receiving a reimbursable meal. The student will be given the same school lunch that other students are receiving.
2. Students that have accrued a negative balance will receive notification of charges through the district communication system, written notification and/or a phone call from the school. Parents will be encouraged to make a payment through either our online prepayment system or through the cafeteria.
3. Households will continue to receive notification of charges until charges are paid in full. Notifications through the district communication system will occur twice a week.
4. Up to three courtesy meals will be offered to students who have maximized their charge limit. A courtesy meal consists of a cheese sandwich, vegetable, fruit and low-fat white milk. The school meals program will maintain a list of students receiving or refusing a courtesy meal.
5. If a pattern of receiving a courtesy meals is evident, attempts will be made by the Child Nutrition Services Department to discuss the issue with the parent, and encourage them to complete a free and reduced meal application. If the practice continues and the parents are unresponsive, the Child Nutrition Services Department will initiate a plan for Student Services to contact the household to complete meal application for the student and determine if the student is known to be needy.
6. Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing A la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.

## **SCHOOL DAY**

The regular school day is from 7:33 a.m. until 1:41 p.m. Students may not be dropped off or park on campus before 7:00 a.m., as there will be no supervision until this time

## **AFTER SCHOOL ACTIVITIES:**

If a student is not involved in an approved after-school activity, he/she must not stay on campus. Any student on campus after school without permission will be subject to disciplinary actions and possible arrest for trespassing. In addition, only students involved in an approved after-school activity will be permitted to ride the activity bus if available. The drivers will have a roster of approved students daily.

## **CENTENNIAL SAFETY:**

Our number one priority is **safety**, which is a prerequisite for learning. As soon as students arrive on campus, they are to report to a supervised area until classes begin promptly at 7:33 a.m. Students that drive or ride a bike will report immediately to the Main Courtyard and remain there until the first bell rings. Students that ride a bus, or are dropped off in the front of the school will report immediately to the Main Courtyard and remain there until the first bell rings. Students are also **required to have a current student identification badge (ID) and be ready to present it upon request.**

## **CLOSED CIRCUIT:**

**\*Closed circuit monitoring of campus grounds, buildings, courtyards, entrances, exits, corridors, and hallways is provided to increase our ability to provide a safe, orderly and positive learning environment for teachers, staff, students and visitors. (The campus is monitored 24 hours a day and tampering with any security camera is a serious offense that will result in suspension, charge of repair, arrest, and/or expulsion)**

## **LOCKERS:**

SLW Centennial High School does not issue lockers to students. There are no lockers in the school except for temporary use by students taking physical education or career technical classes. Students are responsible for any personal belongings put in unsecured lockers. Official school locks are available for rental through the physical education department for students taking P.E. classes. Personal locks are prohibited and will be removed without compensation. Lockers are also subject to search at any time.

## **CLINIC**

For your safety, students who become ill during the school day should secure an official hall pass from their teacher to report to the clinic. Students are not to call parents from the classroom. The clinic is for first aid and emergencies only. The health paraprofessional is authorized to administer prescribed medications to students (excluding injections) during school hours in strict compliance with School Board policy and Florida Statutes. Students taking medications **must** give all medicines to the health paraprofessional for safekeeping and dispensing. Students may **NOT** carry medications on their person during the school day. **\*EMERGENCY CARDS:** Each student will be given an emergency card to be completed and returned to the clinic for school use. It is very important that the school has **accurate** parent contact information on file. It is the parent's responsibility to provide updates to the school whenever changes occur. Access to students or student information will be denied to any person not authorized by the parent on the contact card. Please also provide an email address, if applicable.

## **BUS TRANSPORTATION**

Riding the bus is a privilege. In order to ensure the safety of all students on the bus, the school and the bus driver establish the rules of conduct. Students are expected to follow the rules of conduct and the directions of the bus driver at all times. Any objects or items that may affect the safety of bus riders are not permitted. Those items include but are not limited to skateboards, balloons, etc. Student misconduct may result in the suspension of bus riding privileges and/or loss of bus riding privileges for the remainder of the year. Students must wait for their bus; and get on and off their bus at their assigned bus stop. Students must also ride the bus to which they are assigned by district transportation department. **School site personnel and school site administration will not approve or allow students to ride another bus to go home with friends.** Parents that would like to request permission for their son/daughter to ride another bus or an unassigned bus to go home with friends must get contact the district transportation department at **(772) 340-7120** or visit their website at: <http://www.stlucie.k12.fl.us/includes/Transportation/Trans.aspx>.

## **SLW CENTENNIAL HIGH SCHOOL ATTENDANCE AND DISCIPLINE PLAN**

The administration and faculty of Saint Lucie West Centennial High School (SLWCHS) fully support the discipline policies and procedures outlined in the Code of Student Conduct published by the Saint Lucie County School Board (SLCSB). Therefore, the SLWCHS Student Handbook and Discipline Plan will encompass policies and procedures that ensure the safety, academic and behavioral success of every student, every day. Further, Centennial faculty and staff hold the belief that the policies and procedures set forth will provide support for effective and adequate instruction and learning, will provide support for increased student improvement in the core academic contents and increased appropriate behavior, as well as provide support for a safe and structured learning environment for our students, faculty and staff. It is therefore every student's right to learn, every teacher's right to instruct and no student's right, nor any personnel's right to interfere with any student's or any teacher's academic success. Therefore, consistent with the mission of Saint Lucie County School Board that every child, every day will be engaged in meaningful work, SLW Centennial High School will require students to be responsible for their actions and abide by SLCSB **Code of Student Conduct** and SLWCHS Student Handbook: Discipline Plan. Failure to comply will result in administrative and possible police action. Lastly, SLWCHS recognizes and accepts that during school hours it is our responsibility to prevent students from causing harm to themselves as well as from causing harm to others.

### **RESCHEDULING DETENTIONS:**

**Students and parents that need to reschedule a detention will need to do so with their respective dean.**

### **AFTER SCHOOL DETENTION RULES**

1. Students must report to detention on time in order to be allowed entrance to serve their detention.
2. Non-cooperative behavior or poor attitudes during after school detention may be referred to the Dean's Office with recommendation for stronger disciplinary action (i.e., Loss of Privileges, BIC or OSS).
3. Students who do not serve their detentions on their assigned date without notice to the Discipline Office will be suspended from school.
4. Students that are suspended for not serving their detention come back from BIC or OSS with a clean slate.

### **Where should your child and our student be?**

#### **STUDENTS NEED TO BE IN CLASS WITH AN INSTRUCTOR.**

**They should not have to go:**

1. To the office or counselor unless requested via a guidance pass. Guidance counselors will be available for easy student access during lunch and during after school hours.
2. To the gym, drama, chorus or band.
3. To the bathroom **too often**.
4. To "find" the custodian or anyone else. **Even if another teacher is willing to accept the student, students need to be in their classroom during all instructional time, working in a subject area according to their schedule.**

**ATTENDANCE RULES / REGULATIONS:**

**DISCLAIMER:**

The District is considering revisions to the current attendance policies. Any revision will supersede the above policies immediately upon School Board approval.

**First and Foremost:**

To further attain more information on attendance, please refer to the Student Progression Plan (SPP) and to the specific titles and pages listed below at

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

**Specific Titles and Pages within the Student Progression Plan  
Concerning Student Attendance**

|  |           |
|--|-----------|
| <b>D. ATTENDANCE POLICIES K-12.....</b>                              | <b>10</b> |
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There is also some general attendance information provided below. **NOTE:** However, the information provided in the Student Progression Plan (SPP) takes precedence over the student handbook. This is also true for the information on discipline that is provided and outlined in the School Board of St Lucie County’s Code of Student Conduct which can be found directly at <http://www.stlucie.k12.fl.us/pdf/codeofconduct.pdf>.



### **Absences:**

The parent or guardian is required to send a written explanation of the reason the student is absent to the school within three (3) days of the student's return to school. The written explanation must go to the attendance office, Carol Burrell, in ROOM N-137 and must include the following information:

- Dates of absences, Specific reason for the absence, student first and last name
- Parents/Guardians' name and signature, Daytime telephone number

**NOTE:** Parent(s)/Guardian(s), if they so choose, can attach any documentation that supports the written explanation of the reason for absence, including any physician explanation, should be attached (physician's note / explanation refers to those licensed under FL Statutes Chapters 458-MD, 459-OD, 460-Chiropractor, 461-Podiatrist). **NOTE: The above must be completed within three days of the absence or the absence will remain unexcused.** Students returning from an absence must report to the attendance office **before school, during lunch or after school.**

### **Approved Excused Absences**

**NOTE:** Absences for the following reasons below are excused when a written explanation is provided by the parent or by the student's physician.

- a. Illness of the student
- b. Major illness in the immediate family of the student that requires the student to miss school
- c. Medical appointments of the student
- d. Death in the immediate family
- e. Required court appearance deemed by a subpoena from law enforcement or the courts
- f. A religious holiday of the specific faith of the student or the student's immediate family
- g. Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- h. Major disaster that would justify the absence that has been approved by the principal
- i. Head lice, maximum of two excused days per incident with a maximum of two incidents per semester
- j. Missing the school bus when the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- k. Other planned absence approved in advance by the principal
- l. Vacation travel where the student has accumulated fewer than 10 excused absences or 5 unexcused absences in a semester. The principal can excuse vacation travel that exceeds this threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and the reason for the travel

### **Not-Approved / Unexcused Absences**

**NOTE:** Unexcused absences are defined as the failure to attend school for reasons other than those specifically excused by the principal or designees

- a. Truancy or out-of-school suspensions
- b. Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel
- c. Failure to provide an explanation of the absence to the school, the Department of Student Services can, after investigation, advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence.
- d. Missing the school bus if bus is less than 5 minutes early or less than 15 minutes late
- e. Non-attendance for immunization non-compliance
- f. Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester. A student who returns to school with lice or nits and was sent home that same day and/or remains in the clinic/office will not be counted as "in-attendance" and will have the absence unexcused.

**NOTE:** For further details on attendance policies and procedures, please refer to the document on: **ATTENDANCE REQUIREMENTS, SECONDARY: INITIAL SCHOOL ENTRANCE AND ATTENDANCE REQUIREMENTS.**

## **TARDY POLICY**

Arriving to class on time is critical to the education of our students and is also critical to maintaining an orderly and non-disruptive learning environment. Punctuality is a trait necessary for success in our school, on the job and in life. Frequent tardiness reflects a lack of maturity and the unwillingness and/or inability to act responsibly. Because of this, tardies are considered a discipline issue at SLWCHS. If a student is not in his/her classroom when the bell rings, he/she will be considered tardy. Tardy (ies) will be recorded on Skyward each class period by the student's respective teacher. School begins at 7:28 a.m. and the late bell rings at 7:33 a.m. Prompt arrival to school is the responsibility of the student and parents. Late arriving students transported by parents are considered tardy.

## **TARDY POLICY**

**Tardy** – You are tardy if you are not completely inside the door before the late bell stops ringing.

### **1<sup>st</sup> BLOCK**

- All gates will be closed at 7:33 am.
- Students that arrive late (after 7:33 am) should report directly to class. Your teacher will mark you tardy in Skyward.
- Students that are late (after 7:45 am) MUST obtain a late pass from the attendance office or athletic office.
- Teachers will enter the tardy in Skyward upon receiving the tardy pass from the student.

### **2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Blocks**

- Students are considered tardy to class if they are not in their classrooms by the time the last transition bell rings.
- Students WILL NOT need to get a tardy pass from the attendance clerk or athletic office unless the student is late to school. If student is late to the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> block class, then the student reports directly to class and the teacher will enter the tardy in Skyward.
- If student is late to school, then student must get a late pass from the attendance clerk or athletic office.
- Teachers are not writing referrals for students who are tardy. Teachers will merely enter the tardy in skyward.
- Administration will run a weekly report of all tardies for the week to identify who will receive a tardy consequence.

### **Consequences For Tardies**

- When a student accumulates 5 tardies in a week, the student will serve a lunch detention.
- When a student accumulates 6-7 tardies in a week, the student will serve one period of BIC.
- When a student accumulates 8-10 tardies in a week, student will serve an after school detention. After school detention will take place on Tuesdays, Wednesdays and Thursdays from 1:50 PM until 2:20 PM.
- When a student accumulates 11-15 tardies in a week, the student will serve one day of In school suspension and a parent conference.
- Consequences are based on weekly tardies that are accumulated in a one-week period.

### **For Excessive tardies in a quarter:**

- When the student accumulates 20 or more tardies in a quarter, the student will not be allowed to participate in any school related activities for a period of 4 consecutive school weeks.
- School activities include but are not limited to the following: sporting events, team practices, field trips, school assemblies, pep rallies, school dances, club activities, etc .
- For every 20 tardies in a quarter students will lose privileges to participate in school events for a period of 4 consecutive weeks; suspension of school activities for 4 consecutive weeks for every 20 tardies in a quarter.
- Tardy count for quarter will reset at the beginning of every quarter

| # Tardies       | Dean Assigned Consequence   |
|-----------------|---|
| 5/week          | Lunch Detention   |
| 6-7/week        | One period of BIC   |
| 8-10/week       | After school detention on Tuesday, Wednesday, and Thursday from 1:50pm until 2:20 pm      |
| 11-15/week      | One day of In School Suspension/parent conference   |
| 20+/per quarter | Suspension of school activities for 4 consecutive weeks for every 20 tardies in a quarter |

All deans and administrators will assist with getting students to class on time as the bell rings for class changes throughout the school day.

#### Random Tardy Sweeps

- School administrators and deans will be conducting random tardy sweeps.
- Days, times, and locations of sweeps will not be announced.
- Students caught in a sweep will be issued a discipline consequence.
- Be sure to arrive to all of your classes on time.
- Your teachers and classmates depend on you.
- Every minute of learning counts.

**NOTE:** Dean and Administrator reserve the right to exercise more severe disciplinary consequences when students continue to disregard the school rules/policy

#### **MAKE UP WORK FOR HIGH SCHOOL STUDENTS:**

Please refer to the Student Progression Plan (SPP). The Student Progression Plan can be found at <http://www.stlucie.k12.fl.us/pdf/StudentProgressionPlan.pdf>. Find and click on Handbooks and Plans to the far right mid-section of the page or screen.

#### **HABITUAL TRUANTS / SKIPPING CLASS:**

(f.) Habitual Truants (F.S. 1003.27)

A student ages 14 – 18 who has 15 or more unexcused absences within 90-calendar days with or without the knowledge or consent of the student’s parent or guardian, and is subject to compulsory school attendance, shall be classified as a habitual truant. The Department of Highway Safety and Motor Vehicles; Department of Children and Families; Department of Juvenile Justice; State Attorney’s Office; Circuit Court will be notified of cases of habitual truancy as prescribed by law. Truancy cases will also be reported to agencies contracted by the School Board to provide truancy services pre and post the student meeting the habitual truancy definition.

#### **SKIPPING & HABITUAL TRUANCY**

Teachers will automatically write a referral on students that enter class more than five minutes after class starts. Administration, deans and school security will write referrals on students that are found in unauthorized areas after the official class start time.

Additionally, students that fail to attend or go to class without permission; and/or students that were previously on campus prior to the start of school or at the start of school, but entered class after classes started or extremely later than the official start are considered to be skipping. The following discipline progression will be applied for **unauthorized area**: Unauthorized areas include, but are not limited to: walking off campus, the park, service road, gym, parking lot, auditorium, etc. anywhere they are not supposed to be; rather than class.

**SKIPPING CLASS / SCHOOL: - CONSEQUENCES:**

|                       |  |
|-----------------------|--|
| <b>FIRST OFFENSE</b>  | Parent Contact by Teacher  |
| <b>SECOND OFFENSE</b> | Detention Issued by Dean; Referral by Teacher. Unserved Detention = BIC  |
| <b>THIRD OFFENSE</b>  | <p>Detention Issued by Dean; Referral by Teacher. Unserved Detention = BIC</p> <ul style="list-style-type: none"> <li>• It is important for students to be in class and learning.</li> <li>• There will be consequences for skipping class.</li> <li>• If a student skips class, the teacher will write a referral and the dean will issue the appropriate consequence.</li> <li>• If a student skips 3 or more classes, the student will not be allowed to participate in any school related activities for a period of 4 consecutive school weeks. School related activities include but are not limited to the following: sporting events, team practices, field trips, school assemblies, pep rallies, school dances, club activities, etc.</li> </ul> |

**NOTE:** Administration and Deans reserve the right to exercise more severe disciplinary consequences than those listed above toward students that continue to disregard the school rules relating Truancy and Skipping.

**HALL PASSES:**

- Students that leave a classroom for any reason, including restroom, guidance, attendance, deans, administration, or another teacher’s classroom, are required to be issued a “Hall Pass” by you, the teacher.
- No Passes shall be provided to students to use the vending machines during class / instructional time.

• **FREEZE-TIME:**

- **NO PASSES SHALL BE ISSUED TO STUDENTS DURING THE FIRST AND LAST 10 MINUTES OF CLASS, NOR DURING LUNCH TIMES.**

### **CLOSED CAMPUS:**

We have a closed campus for students. Students are to remain in school during school hours, including lunch periods. Students leaving school without permission will be subject to disciplinary action.

### **\*Parent Approved Early Dismissal for Students who drive to school and have an official parking decal/permit**

The student must report to the attendance office before the end of 1<sup>st</sup> hour to complete the early dismissal procedures which are as follows:

- The student **must have a note** from their parent/guardian detailing the reason for early dismissal along with a parent/guardian phone number for confirmation.
- **ALL** students regardless of age must have a note from their parent/guardian to leave campus.
- Students **WILL NOT** be released from campus by call-ins unless administration deems this practice as necessary.
- Students are not permitted to leave campus with other students.

### **POLICIES AND PROCEDURES FOR:**

#### **Parents Signing Students Out of School before 1:20 PM**

Parents who want to take their children out of school during regular school hours before 1:20 PM should report to the attendance office. **For the safety of all children, students will only be released to the adults with proper identification that are listed on their child's emergency contact information card or list. Parents cannot sign students out of school after 1:20p.m., they must wait till the end of school.**

#### **POLICIES AND PROCEDURES FOR: Early Pick-Up/Dismissal**

Each request for early release from school during the same grading period must be accompanied by written explanation specifying the reason for the request. The student shall be excused for the class (es) so long as the reason stated is one of the criteria set forth in the section titled, "**Excused Absences**". **The school principal or designee can approve an early release beyond these limits after taking into consideration the reason as well as the student's attendance history, both by-period and daily, and also according to the recoded number of early releases that the student has used.** If there is no documentation as to the reason and the principal or designee has not approved the release, the class (es) that the student missed or misses, in whole or in-part, will be unexcused. **NOTE:** Students sent home due to illness will have the absence for missed classes excused.

Once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent absences to be excused.

### **POLICIES AND PROCEDURES FOR:**

#### **School Activity Dismissal:**

During school activities and events, student notes must be turned in to the attendance office by the end of first (1<sup>st</sup>) hour on the day of the activity. Students will not be released by phone or last minute notes. There will be no early dismissals granted after 1:20 pm.

#### **Lunches**

Students are permitted to bring their lunches but must eat in designated areas. For the safety of all of our students, **students are NOT allowed to leave the school grounds for lunch. Students are not permitted to walk around campus during lunch other than in the designated lunch areas. Students are not allowed to go out to the parking lot during lunch. Students are not allowed to order lunch to be delivered to the school. Any delivered lunches will be held by the deans until the end of the school day.** It is the duty of everyone to keep the cafeteria in good order, students and teachers alike. Students are encouraged to be good citizens by being the excellent students that they are and by helping keep their school campus clean.

**Leaving School campus will result in a 2 day out-of-school suspension due to the safety concern involved with leaving campus.**

## DISCIPLINE PLAN

### Overall Possible Student Misconduct:

The following are NOT PERMITTED to be acted out or exhibited overtly and covertly by any Centennial students. Further, the following are NOT PERMITTED to be on school campus and/or at Centennial, nor are they to be permitted on student's possession or on student's person. Failure to comply will result in administrative action, possible recommendation of expulsion from Centennial High School, and possible police action. The list is not exhaustive, nor intended to cover all possibilities of misconduct:

1. Use, sale, or possession of drugs, alcohol or tobacco.
2. Fighting, attempting to fight and/or running to a fight as deemed by administration.
3. Arson, vandalism, extortion, robbery or theft
4. Possession of any weapon
5. Assault and/or battery, Bullying
6. Trafficking/Selling/Buying of Drugs or Unauthorized items on campus
7. Bomb Threats, Threats, Explosions
8. Sex Offenses: Sexual Battery, Sexual Harassment towards students, faculty and staff
9. Inappropriate and/or disruptive behavior
10. Insubordination/open defiance
11. Use of profane, abusive or disrespectful language (written or verbal)
12. Written graffiti on school property
13. Truancy/skipping/unauthorized areas/going to any vehicle on or off campus
14. Habitual tardiness and wandering aimlessly through the building
15. Linger or loitering on campus (including early release students)
16. Use or possession of any playing cards, dice or any related gambling paraphernalia.
17. No skateboarding on campus anytime. If you ride a skateboard to campus you must walk with the skateboard to the main office immediately and leave the skateboard there for the remainder of the day. Skateboards may not be picked up until after dismissal.
18. Musical instruments except those housed in the Band Room.
19. Forgery of notes, passes, signatures, unauthorized possession of SLW Centennial Hall Pass.
20. Trespassing
21. Disruptive Conduct at any school function that are on campus and/or off campus
22. Throwing of any objects in school or at any school function that are on campus and/or off campus
23. Misconduct on the school bus
24. Failure to give name or giving false identity
25. Reckless Driving
26. No Parking Decal
27. Improper parking or parking in unassigned parking area
28. Misusing school property or technology
29. Assault/Battery of employee and volunteers
30. Repeated enactment of infractions and/or misconduct that consistently ignores proactive interventions and corrections will be regarded and will be treated as open defiance, insubordination, gross insubordination, and complete disregard for the well being and betterment of SLW Centennial High School.

### Administrative NOTE:

Administration reserves the right to conduct hall sweeps and searches in order to ensure safety and clear the hallways ensuring that students report to class promptly. During administrative sweeps, administration reserves the right to, and will assign necessary consequences to students that are caught in the sweep. **NOTE:** Students that are caught in the sweeps and become verbally and/or physically aggressive, uncooperative and non-compliant will be dealt with as per administrative discretion and as based on the discipline plan and consequences written within the Centennial HS Student Handbook. Lastly, administrative sweeps will be implemented and conducted for the purpose of ensuring that students abide by school rules that govern Dress Code, Electronic Devices, Attendance Policies—Tardy (ies): Late to Class and Late to School, Habitual Truants (Skipping School), and Searches. All of the above infractions, but are not limited to those written in this statement.

Further, students that fail to comply with any results of the violations and the consequences applied will result in more severe disciplinary actions such as, but is not limited to, suspension of the student from participation in extracurricular activities, the suspension of student parking privileges, and the exclusion of the student from participation in school activities such as prom and graduation ceremonies. The implementation of OSS will also be automatically used if and when necessary...

### **Fighting/Physical Altercation Policy**

If a student engages in fighting or in physical altercation, the student will not be allowed to participate in any school related activities for a period of 18 consecutive school weeks. School related activities include but are not limited to the following: sporting events, team practices, field trips, school assemblies, pep rallies, school dances, club activities, etc.

In addition students who argue, taunt, name call, incite or use abusive language, but are not involved in physical contact are subject to disciplinary consequences. If such verbal abuse results in a physical confrontation (fight), the student may be given up to ten (10) days of out-of-school suspension. A student who approaches another student for the purpose of fighting and makes no contact is subject to suspension. If the aggressor hits first, he may be given up to ten (10) days out-of-school suspension. If the second party hits back, he may be given up to ten (10) days out-of-school suspension. Students that run to witness a fight (or video tape and post pictures of the incident) and thus become by-standers, lock-hands or lock-arms to prevent administration, deans and/or school personnel from separating, preventing and/or ending a fight may be given up to 10 days of out of school suspension.

### **OUT OF SCHOOL SUSPENSION (OSS)**

Students are suspended from school for serious misconduct that may represent a danger to the student or others. Such behaviors include, but are not limited to, fighting, violent behavior or speech, theft, smoking, open defiance of authority, possession of banned materials or substances, or repeated minor offenses. **DURING THE SUSPENSION THE STUDENT IS NOT ALLOWED ON CAMPUS OR AT ANY SCHOOL RELATED ACTIVITIES OR FUNCTIONS (Considered Trespassing). If the student needs to be on campus, he/she must be accompanied by a parent/guardian, or must have a planned appointment with school personnel.** Such appointment may be that the student has come on campus on order to be administered a mid-term exam or a final exam. Nevertheless, EXAMS for students that are suspended or on OSS will be scheduled by the Discipline Office and the Administrator in charge of TESTING.

**NOTE:** It should be noted that students that are on out of school suspension who attend Project Rock (North or South) for all of their OSS days will receive a certificate from Project Rock. Upon returning to school at the end of the OSS days, students should furnish the Project Rock certificate to the attendance office, Carol Burrell in N-126. With such certificate proving attendance at Project Rock during the OSS days, all OSS days will be coded as "R" (in-school suspension). **Parents should note that Project Rock has the right to refuse attendance of students that have had repeated misconduct at school and have attended or exhausted Project Rock interventions.**

### **ALCOHOL and OTHER DRUGS**

The illegal possession, use, or distribution of drugs and intoxicants or other controlled, illegal substances on school property or in connection with any school related activity ON or OFF CAMPUS is prohibited by school board policy, as well as by the law, and is cause for suspension or expulsion from school. A student possessing, buying, selling, or dealing drugs shall be recommended for expulsion, in accordance with F.S. 230.23.

### **VAPING**

Any student engaged in vaping will receive disciplinary consequences. In addition, if a student is caught vaping a tobacco substance, and it is the student's first offense, the student will not be allowed to participate in ANY school related activities for a period of 4 consecutive weeks. If a student is caught vaping a tobacco substance, and it is the student's 2<sup>nd</sup> offense, the student will not be allowed to participate in ANY school related activities for a period of 18 weeks which is the equivalent of one semester. If a student is caught vaping THC, student will not be allowed to participate in ANY school related activities for a period of 18 weeks which is the equivalent of one semester. School related activities include but are not limited to the following: sporting events, team practices, field trips, school assemblies, pep rallies, school dances, club activities, etc.

### **FIREARMS and OTHER WEAPONS**

Any student apprehended in possession of a knife, fishing knife, blade, and/or a loaded or unloaded gun which could be capable of discharging a projectile, including but not limited to pellet guns and B.B. guns, shall be recommended to the Superintendent for expulsion. This prohibition against firearms on campus includes the possession of a gun or storing of a gun in a school facility or on school grounds or at school sponsored functions, including vehicles parked on school grounds. Any student apprehended with a facsimile of a firearm (toy, replica, etc.) or using one in a threatening manner shall be subject to suspension and/or recommendation for expulsion. F.S. 230.23, 810.095

### **ZERO TOLERANCE**

In accordance with the requirements of F.S. 230.235 and State Board of Education Rule 6A-1.0404, the School Board of Saint Lucie County has adopted a policy of zero tolerance in regards to school violence, substance abuse, possession or use of weapons and other crimes as part of a comprehensive approach to reducing school violence and crime. **In accordance with the zero tolerance policy, RECOMMENDATION FOR EXPULSION IS MANDATORY.**

### **STUDENT SEARCHES:**

The Faculty and Staff of SLWHS have the right to conduct student searches as necessary during school. Reasonable suspicion of the possession of illegal materials may result in a search of persons, students' persons, possessions, or vehicles. It should be noted St. Lucie County School Board has a "Zero Tolerance" policy at all times.





# STUDENT DRESS CODE POLICY



In order to promote a positive learning environment, the students of SLW Centennial High School are required to adhere to the dress code below. Students violating our dress code will be given an opportunity to correct their dress code violation. For those students unable or unwilling to correct the dress code violation, the administration and/or designee may provide additional consequences until the violation is corrected.

## UPPER GARMENTS

- Any collared polo style shirt in any color
- Any **unaltered** Centennial school t-shirt
- Any unaltered full-length shirt. Full length means the shirt must fall below the hip bone and not expose any skin.
- Any **unaltered** sweatshirts
- All clothing must have no profanity, no offensive language, no offensive images or symbols, nothing displaying alcohol, drugs, tobacco, weapons, violence, or sexual images/innuendos
- All clothing must have necklines that do not reveal cleavage and must have sleeves
- No see-through clothing
- All jackets, t-shirts, collared shirts and sweatshirts must extend to the waist
- No halter tops, no tank tops, no crop tops, no spaghetti strap tops, no midriff shirts, no tube tops
- All shirts, sweatshirts, coats and jackets must have sleeves, no exposed shoulders.
- All zipper jackets, sweaters, or apparel must have a full length and dress code appropriate shirt underneath

## LOWER GARMENTS

- Jeans, pants, shorts, skirts, capris, athletic shorts and sweatpants in any color; must be worn above the hipbone.
- No pajamas
- All lower garments must be fingertip length including but not limited to shorts, skirts, and dresses.
- No visible display of underwear or see-through clothing
- No jewelry that creates a safety concern
- Dress shoes, tennis shoes, sandals, boots (no bedroom slippers)
- No biker shorts, nor short leg leggings
- No bodysuits/catsuits

## HEAD GARMENTS

- No head coverings of any kind, including but not limited to: hats, bonnets, baseball caps, wave caps, head caps, skull caps, head wraps, bandanas, beanies, etc.
- No hoodies worn on heads

## IMPORTANT NOTES

**All students are required to have their school ID badges on their person at all times and students must present their school issued ID Badge in order to enter the school campus.**

**School administration and/or designee will be the final judge regarding apparel and accessories. They will determine whether or not such is appropriate, disruptive, offensive, distracting or in violation of health and/or safety rules.**

If a student is in violation of the dress code and is given a garment to correct the violation, the student is expected to return the garment. If the garment is not returned, the student will be placed on the obligation list for the cost of the garment.

## **ELECTRONIC DEVICES and CELL PHONES:**

Florida Statute forbids student use of cellular devices on campus during the instructional day. **Cell phones must not be used and must not be visible during school hours at all times.** More importantly, in an effort to maintain students' attention for the purpose of learning, the use of cell phones and other electronic devices during school hours and within the classroom is a major distraction of learning environment and discipline of the students, faculty and staff. Therefore,

1. Students are not to bring radios, tape recorders, pagers, walkie-talkies, laser pointers, boom boxes, CD players, cameras, IPODs, musical / audio playing electrical devices, overall electronic devices, or video games to school.
2. Students that need to call their parents may use the school phones in any administrative office.
3. **Items not permitted on campus will be confiscated by school personnel. Refusal to give electronic devices, after being asked to put item away first, to school personnel will result disciplinary consequences for open defiance.**
4. **Items confiscated will only be returned to parents in the Front Office at the end of the school day.**

### **CONSEQUENCES FOR VIOLATING CELL PHONE POLICY**

Offense 1: Warning and teacher writes a BIR

Offense 2: Warning and teacher writes a BIR

Offense 3: Warning and teacher writes a BIR

Offense 4: Teacher writes referral

Consequence for four or more offenses is that student will be placed on the no activity suspension list and student will not be able to participate in any school related activities for a period of 4 consecutive weeks. Continued misuse of cell phone will result in increased disciplinary consequences.

School related activities include but are not limited to the following: sporting events, team practices, field trips, school assemblies, pep rallies, school dances, practices, club activities, prom, senior events, etc

### **CONFISCATED ITEMS:**

Sunglasses, hats, toys, CD/tape players, radios, cards, cell phones, iPods and other items that are considered infractions of the Code of Student Conduct. Skates, skateboards, etc., are not allowed on campus. Such items will be confiscated and stored for parent pickup. The school will not be responsible for the loss of or damage to, any confiscated items. Items **NOT** picked-up by the last day of school will become the property of SLW Centennial High School. Lastly, school personnel, (i.e., deans, administration, teachers), will not engage in and use instructional time to search for lost, misplaced or stolen electronic devices or cell phones at any time during the school year as such instructional time is designated to the teaching and learning of and by all students. It should be noted here that students who refuse or who become unruly and non-compliant to turn over any unallowable devices and/or electronic devices to faculty/staff will be given or receive consequences deemed by the dean as such dean will refer to the note below when dealing with non-compliant students beyond the sixth offense of violating the electronic devices / cell phone rules and regulations.

**NOTE:** Administration and Deans reserve the right to exercise more severe disciplinary consequences than those listed above toward students that continue to disregard the school rules relating to ELECTRONIC DEVICES and CELL PHONES.

## PARKING

### HANDICAPPED PARKING:

Parking in these identified spaces is by handicapped parking permit only. At no time shall these spaces be blocked or obstructed to prevent patron use. St. Lucie County School Board and that of St. Lucie West Centennial High School is not responsible for any illegally parked vehicle that has been towed.

### VISITORS ON CENTENNIAL CAMPUS:

Visitors, parents, non-students of SLWCHS, district personnel and staff, and community members are asked to report to the main office of SLWCHS where professional assistance will be provided to you for the purpose of your visit.

### VISITOR / PARENT PARKING:

Parents, for your convenience, please use the Southwest visitor parking that is located in the front of the school adjacent to Juliet Avenue.

**BICYCLES:** Bicycle Racks are provided in the student parking lot. Bicycles should be locked securely.

### STUDENT PARKING:

**Student driving/parking is a privilege for SLW Centennial High School students and is restricted to registered vehicles properly displaying a current decal, and parking in the designated lot only. Parking decals cost \$30.**

1. Submit completed application to admin in Q-118 (**Numbered spaces are assigned and limited**)
2. The application must be signed by the student and a parent or guardian.
3. At the time of application have student ID, valid driver's license, proof of current insurance, and current registration.  
**\*\*\*Driving to school with a Learners permit is not allowed\*\*\***
4. Know and understand that continued parking on school campus is dependent upon the student driver following the guidelines below:
  - A. Maintain a **GPA of 2.0** or higher
  - B. Adhere to school attendance policies
  - C. Observing all traffic laws including but not limited to posted speed, loud music, passing, etc.
  - D. Careless driving is prohibited including, but not limited to screeching tires, riding on the outside of vehicles, hanging out windows, and anything that is deemed dangerous or reckless.
  - E. Students are expected to have their parking decal displayed (visible) on the rearview mirror at all times when on campus. **Parking ANYWHERE other than the assigned lots is PROHIBITED.**
5. Replacement parking decals **cost \$30.**
6. Arrival time after 7 A.M., and must have departed the student parking lot by 1:45 P.M.
7. Students are expected to follow all of the Florida State Statutes included in sections 316, 320, and 322 of Florida Law.
8. Students who drive to school are expected to arrive at their first scheduled class on time.
9. Parking on the service road or other **unauthorized areas** is **prohibited**. Violators may have their vehicles towed at the owner's expense. (**EFFECTIVE IMMEDIATELY: Unauthorized Areas include McChesney Park(s), SLW Middle School, State or County Right-of-Way, and any area on campus that is not the student parking lot**).
10. Students are never allowed to be in the student parking lot at any time during school hours for any reason unless student(s) have asked for permission and when permitted such students must be escorted by school personnel to the student parking lot.

### CONSEQUENCES FOR STUDENT PARKING VIOLATIONS:

•Violations of the driving/parking policy and procedures may result in driving privileges being revoked for the remainder of the year and may receive additional disciplinary actions. •Any student leaving campus without permission or transporting other students during the school day will have their driving/parking privileges revoked for the year. •Any student using any parking pass that was not assigned specifically to them, or obtaining a pass fraudulently may have their driving/parking privileges revoked for the year. •Any student in the parking lot without permission may have their driving/parking privileges revoked for the year. Parking fees are non-refundable when driving/parking privileges are revoked

## **TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES IN STATEWIDE ASSESSMENT:**

Rule 6A-1.0943, FAC, provides the basis for modification to St. Lucie County's and State assessment system for students with disabilities. In addition, the test administrator's manual for each statewide assessment provides a listing of allowable accommodations that can be used for students with disabilities. Such accommodations include:

Accommodations are defined as adjustments to the presentation of the assessment questions, methods of recording examinee responses to the questions, schedule for administration of the assessment, or use of assistive devices to facilitate administration of the assessment. Statewide assessment accommodations may be used only if they do not alter the underlying content that is being measured by the assessment or negatively affect the assessment's reliability or validity. Accommodations shall be identified for each eligible student and recorded on the student's IEP or plan developed under Section 504 of the Rehabilitation Act. Allowable accommodations are those that have been used by the student in classroom instruction as long as the accommodations are within the limits specified in this rule. Such accommodations may include:

### **a. PRESENTATION:**

#### **(1) VISUAL ACCOMMODATIONS**

- (a) Regular print versions of the test may be enlarged through mechanical or electronic means
- (b) The district test coordinator may require large print version
- (c) Braille versions may be requested for students who use Braille materials. Some test items may be altered in format for Braille versions of the test as authorized by the Department. Test items that have no application for the Braille reader will be deleted as authorized by the Department. Student performance standards that cannot be assessed in the Braille format will be deleted from the requirements of Section 1008.22, Florida Statutes.
- (d) The student may use means to maintain or enhance visual attention to test items.
- (e) Provide student with a copy of directions read by teacher from FCAT administration script.
- (f) Mask portions of the test to direct attention to uncovered item(s).
- (g) Use colored transparencies/overlays.
- (h) Secure papers to work area.\*
- (i) Increase spacing between test items.\*
- (j) Fewer items placed on each page.\*
- (k) Positioning tools such as a reading stand.
- (l) Highlight keywords or phrases in directions to items.

#### **(2) AUDITORY ACCOMMODATIONS**

- (a) Signed or oral presentation may be provided for all directions and items other than reading items. Reading items must be read by the student through visual or tactile means.
- (b) Use a reader to read directions and items other than reading items.
- (c) Repeat, clarify or summarize test directions.
- (d) Allow student to demonstrate understanding of directions (e.g., repeat or paraphrase) to ensure understanding.
- (e) Use of text-to-speech technology to communicate directions, items other than reading items.
- (f) Provide verbal encouragement (e.g., "keep working" "make sure to answer every question"); may not be used to cue a student regarding correct/incorrect responses.
- (g) Use white noise (sound machines) to reduce auditory distractions.

### **b. RESPONDING:**

#### **(1) ACCOMMODATIONS TO RESPONSE INPUT**

- (a) The student may use varied methods to respond to the test, including written, signed and verbal response. Written responses may include the use of mechanical and electronic devices. A test administrator or proctor may transcribe student responses to the format required by the test. Transcribed responses must accurately reflect the response of the student, without addition or edification by the test administrator or proctor.
- (b) Dictate responses to proctor.
- (c) Use of speech-to-text technology to indicate answers.
- (d) Use of computer switch to indicate answers.
- (e) Use of computer/alternative keyboard to indicate answers.
- (f) Use of pointing device to indicate answers.
- (g) Use of other communication devices to indicate answers.
- (h) Enter answers directly into test booklet.
- (i) Signing responses to interpreter.

- (j) Dictate responses into a tape recorder.
- (k) Use of special paper such as raised, line, shaded line, or color- decoded for long or short response (would require that responses are then transcribed).
- (l) Use of math guides to organize mathematical computation.
- (m) Use of writing guides (grids) to produce legible answers.
- (n) Check periodically to be sure student is marking in correct spaces.

**(2) ACCOMMODATIONS TO RESPONSE PREPARATION**

- (a) Calculator for math problems grades 7 and up.
- (b) Abacus for all grade levels for students with visual impairments.

**c. SCHEDULING:**

- (a) The student may be administered a test during several brief sessions allowing frequent breaks during the testing sessions, within specifications of the test administration manual. Students may be provided additional time for the administration of the test.
- (b) Specific time of the day for specific subtests.

**d. SETTING:**

- (a) The student may be administered a test individually or in a small group setting. The student may be provided with adaptive or special furniture and special lighting or acoustics.
- (b) Special lighting.
- (c) Adaptive or special furniture.
- (d) Special acoustics such as FM systems to enhance sound or special rooms to decrease auditory distractions.
- (e) Increase or decrease the opportunity for movement.
- (f) Reduce stimuli (e.g., limit number of items on desk).
- (g) Other specialized settings.\*
- (h) Administer the test in a familiar place such as the home with a test proctor present and/or by a familiar person. ***(Students homebound or hospitalized)***

**e. ASSISTIVE DEVICES:** The student may use the following assistive devices typically used in classroom instruction:

- (a) If the purpose of the assessment requires complex computation, calculators may be used as authorized in the test administration manual. A calculator may not be used on assessments of basic computation as specified in the test administration manual.
- (b) Visual magnification and auditory amplification devices may be used. For students with visual impairments, an abacus may be used.
- (c) Technology may be used without accessing spelling or grammar-checking applications for writing assessments and without using speech output programs for reading items assessed. Other assistive technology typically used by the student in classroom instruction may be used provided the purpose of the testing is not violated. Implementation of assistive devices must assure that test responses are the independent work of the student. Unusual circumstances of accommodations through assistive devices must be approved by the Commissioner of Education before use.

In accordance with Rule 6A-1.0943, FAC, school districts may request unique accommodations for individual students. Unique accommodations usually involve alterations of existing test materials, must be regularly used by the student for classroom instruction, and must not alter the underlying content of the assessment. Each unique accommodation must be approved by the Commissioner of Education prior to its use. Examples of unique accommodations are identified by an asterisk (\*).

District personnel are required to implement the accommodations in a manner that ensures the test responses are the independent work of the student. Personnel are prohibited from assisting a student in determining how the student will respond or directing or leading the student to a particular response. In no case shall the accommodations authorized herein be interpreted or construed as an authorization to provide a student with assistance in determining the answer to any test item.

## **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 district in which a student seeks or intends to enroll.

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

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

\* \* \*

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

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

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

\* \* \*

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



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

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

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (“ED”) –
  - (a) Political affiliations or beliefs of the student or student’s parent;
  - (b) Mental or psychological problems of the student or student’s family;
  - (c) Sex behavior or attitudes;
  - (d) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - (e) Critical appraisals of others with whom respondents have close family relationships;
  - (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - (g) Religious practices, affiliations, or beliefs of the student or parents; or
  - (h) Income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of* –
  - (a) Any other protected information survey, regardless of funding;
  - (b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and
  - (c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect, upon request and before administration or use* –
  - (a) Protected information surveys of students;
  - (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - (c) Instructional material used as part of the educational curriculum.

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



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

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

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

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

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

## **NOTICE OF NON-DISCRIMINATION**

**THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA,** does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has/have been designated to handle inquiries regarding the School Board's non-discrimination policies:

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

DIRECTOR OF STUDENT SERVICES  
School Board of St. Lucie County, Florida 9461  
Brandywine Lane  
Port Saint Lucie, FL 34986  
Telephone: (772) 429-4577  
Facsimile: (772) 429-4584

Inquiries and Complaints by Employees and Applicants for Employment: ASSISTANT

SUPERINTENDENT OF HUMAN RESOURCES  
School Board of St. Lucie County, Florida 9461  
Brandywine Lane  
Port Saint Lucie, FL 34986  
Telephone: (772) 429-3900  
Facsimile: (772) 429-3907

Dear Parents/Guardians:

The St. Lucie West Centennial High School 2014-2015 Student Handbook has been made available for you at [www.stlucie.k12.fl.us/slwch/](http://www.stlucie.k12.fl.us/slwch/). Further, a hard copy of the 2014-2015 Student Handbook(s) has also been made available for you at the school site for a cost of \$5.00. Therefore, parents/guardians that would like the option of retrieving a hard copy of the student handbook can do so by visiting us at SLWCH. Lastly, the administration of SLWCHS encourages you to read, discuss and review the 2014-2015 Student Handbooks(s) with your son(s)/daughter(s). Upon review, please sign the necessary areas below and return this form to us on or before August 29, 2014.

SLWCHS Administration  
Thank you.

## PARENT AND STUDENT ACKNOWLEDGEMENT LETTER

**Public school campuses are the School Board property and no one using School Board property, whether as a student or in any other capacity, has the expectation of privacy in or around said property.**

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Grade

This Student Handbook has been drawn up and published to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians have the responsibility for the actions of their children and should be involved in the education of their children.

The school is in need of your help and cooperation. When you have read and discussed this document with you son/daughter it is requested that you sign this sheet and return it to school. This form will be kept in your son's/daughter's discipline folder. This form will also be filed in your son(s)/daughter(s) cumulative folder at the end of the school year. Parents/guardians should take special note of the attendance and tardy sections of this Student Handbook as well as the suspension and expulsion provisions. Parents/Guardians that need more information on attendance, tardy, suspension and expulsion should refer to the St. Lucie County Code of Student Conduct which will also be available.

**FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT OR THE PARENT(S)/GUARDIAN(S) OF THE STUDENT FROM RESPONSIBILITY FOR KNOWLEDGE OF THE CONTENTS OF THIS STUDENT HANDBOOK AND WILL NOT EXCUSE NON- COMPLIANCE BY THE STUDENT WITH THIS STUDENT HANDBOOK AND THE CODE OF STUDENT CONDUCT.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Email Address

\_\_\_\_\_  
Date

**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.

9. Presenting Witnesses. Both parties shall be given the equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
  - h. The Investigative Report. The investigator shall create an investigative report that fairly summarizes all relevant evidence presented. The investigator must send the report in an electronic form or a hard copy to all parties and all advisors ten (10) days prior to a hearing for their review and written response, if a hearing is required. If a hearing is not required, schools must send the report to all parties and all advisors for their review and written response ten (10) days prior to any written determination. Parties will have ten (10) days from receipt of the investigative report to provide a written response to the investigative report.
  - i. K-12 Questions. After the investigative report has been sent to all parties and before a determination regarding responsibility is made, each party shall be given two (2) school days to submit written, relevant questions to be asked of any party or witness and provide each party with answers within two (2) school days. Parties shall then be allowed two (2) school days to provide no more than five (5) follow-up questions in total from all parties and witnesses. Parties and witnesses have two (2) school days to respond to any follow-up questions.
  - j. After parties submit written questions, the decision-maker must:
    - (i) Determine whether a question is relevant; and
    - (ii) Explain to the proposing party any decision to exclude a question as not relevant;
    - (iii) Questions and evidence regarding a complainant's sexual predisposition or prior sexual behavior are only relevant if offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
12. Advisors. Parties may have at least one (1) advisor of their choosing.
- a. The following restrictions will be placed on advisors for both parties:
    - i. Advisors may attend interviews with their party only at their party's request, unless the advisor is a parent or legal guardian;
    - ii. Advisors shall not restrict access to their party;
    - iii. Advisors are only permitted to use the investigative report and evidence received for inspection and review for purposes of the grievance process;
    - iv. Advisors will be required to abide by a non-disclosure agreement that complies with both Title IX and FERPA; and
    - v. Advisors may not request education records that are protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA").

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

affected the outcome.



- c. Notification of Appeal. Schools must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Parties must be given three (3) school days to submit a written statement in support of, or challenging, the outcome of the written determination. If a written statement is not received within three (3) school days, the appeals decision-maker will deem the non-response as a waiver and continue with the appeals process.
  - d. Appeals Decision-Maker. The appeals decision-maker may not be the same person as the investigator, school-based Coordinator, or decision-maker who reached the initial determination of responsibility or dismissal. The appeals decision-maker must not have a conflict of interest or bias for or against any complainant or any respondent.
  - e. Written Appeals Determination. The written appeals determination describing the result and rationale for the decision must be provided simultaneously to both parties within five (5) school days.
15. Retaliation. No school or other person may intimidate, threaten, coerce, or discriminate against any individual for the purposes of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.
- a. Definition of Retaliation.
    - i. Intimidation, threats, coercion, or discrimination, including against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
    - ii. The exercise of rights protected under the First Amendment does not constitute retaliation.
    - iii. A Code of Student Conduct violation for making a materially false statement in bad faith during the course of the grievance process does not constitute retaliation. A determination regarding responsibility alone is insufficient to conclude that any party made a materially false statement in bad faith.
  - b. Confidentiality of Parties. Schools must keep confidential the identity of the following individuals:
    - i. Any individual who has made a report or complaint of sex discrimination;
    - ii. Any individual who has made a report or filed a formal complaint of sexual harassment;
    - iii. Any complainant;
    - iv. Any individual reported to be the perpetrator of sex discrimination;

v. Any respondent; and

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

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

18. Dissemination of Policy.

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

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

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

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

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

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

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

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

Please explain the incident below:

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

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

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

# SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

## Book

### St. Lucie County School Board Policy Manual Section

#### Chapter 2: School Board Governance and Organization Title

#### Prohibiting Discrimination, Including Sexual and Other Forms of Harassment Code

#### 2.70

#### Status

#### Active

##### A. Policy Against Discrimination

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

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

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

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

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

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

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

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

(a) Any unwelcome staff to staff, third party to staff, student to student, or student to staff verbal or sexual

advance, request for sexual favor, or other inappropriate statement, communication, or physical conduct of a sexual nature.

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

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

C. Retaliation and Coercion Prohibited

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

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

D. Violations

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

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

E. Protections for Persons with Disabilities

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

F. Reporting

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

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

G. Procedures

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

**STATUTORY AUTHORITY:** [120.54](#), [1001.41](#), [1001.42](#), [1012.23](#), F.S.

**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 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**

## **Parental Rights Information**

**St. Lucie Public Schools is committed to honoring the rights of parents and promoting parental involvement in the District. We recognize parent rights in taking an active role in their child's education and safety.**

## **Rights of Parents and Guardians in Accordance With HB241 And The Parents' Bill of Rights (2021)**

The St. Lucie County School Board (the "Board") is committed to honoring the rights of parents and guardians and promoting parental involvement in the District. In accordance with HB 241, the Parents' Bill of Rights (2021), which was codified in Chapter 1014, Florida Statutes, the Board recognizes the fundamental rights of parents and guardians to direct the upbringing, education, and care of their minor children. Accordingly, the Board establishes the following standards and expectations.

### **(1) Parent and Guardian Rights.**

(a) The Board recognizes the following rights of a parent and guardian:

1. The right to direct the education and care of his or her minor child;
2. The right to direct the upbringing and the moral or religious training of his or her minor child;
3. The right to apply to enroll his or her minor child in a public school, or as an alternative, a private school, including a religious school, a home education program, or other available options;
4. The right to access and review all school records relating to his or her minor child;
5. The right to make health care decisions for his or her minor child, unless otherwise prohibited by law;
6. The right to access and review all medical records of his or her minor child, unless prohibited by law or if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official requests that the information not be released;
7. The right to consent in writing before a biometric scan of his or her minor child is made, shared, or stored;
8. The right to consent in writing before any record of his or her minor child's blood or deoxyribonucleic acid (DNA) is created, stored, or shared, except as required by general law or authorized pursuant to a court order;
9. The right to consent in writing before the school district makes a video or voice recording of his or her minor child unless such recording is to be used for the following purposes:
  - a. A safety demonstration,
  - b. A legitimate academic or extracurricular activity,
  - c. A purpose related to regular classroom instruction,
  - d. Security or surveillance of buildings, grounds, or district transportation, and/or
  - e. A photo identification card.
10. The right to be notified promptly if an employee of the school district suspects that a criminal offense has been committed against his or her minor child, unless the incident has first been reported to law enforcement or the Department of Children and Families and notifying the parent or guardian would impede the investigation.
11. This policy, however, does not preclude a Board employee from acting in his or her official capacity within the scope of his or her authority.

(b) Any school district employee who encourages or coerces, or attempts to encourage or coerce, a minor child to withhold information from his or her parent or guardian may be subject to disciplinary action.

(c) Except as otherwise provided by law, a health care practitioner, or an individual employed by such health care practitioner, will not provide or solicit or arrange to provide health care services or prescribe medicinal drugs to a minor child without first obtaining written parental consent.

### **(2) Promoting Involvement.**

(a) The school district shall provide parents and guardians with opportunities to participate in schools to improve parent, guardian, and teacher cooperation in such areas as homework, school attendance, and discipline.

(b) The school district shall provide a parent and guardian with opportunities to learn about his or her child's course of study, including the source of any supplemental education materials.

(c) Parents and guardians will be able to object to instructional materials and other materials used in the classroom, based on beliefs regarding morality, sex, and religion or the belief that such materials are harmful. "Instructional materials" means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. This may include other materials used in the classroom, including workbooks and worksheets, handouts, software, applications, and any digital media made available to students.

(d) Parents and guardians can withdraw their minor child from any portion of the school district's comprehensive health education that relates to sex education or instruction in acquired immune deficiency syndrome education or any instruction regarding sexuality if the parent or guardian provides a written objection to his or her minor child's participation. Parents and guardians shall be notified in advance of such course content so that they may withdraw their minor child from those portions of the course.

(e) Parents and guardians shall have the opportunity to learn about the nature and purpose of clubs and activities offered at their minor child's school.

### (3) Requests for Information.

(a) A parent or guardian may request, in writing, from the district school superintendent the information required under this section. Within ten (10) days, the district school superintendent or designee will provide such information to the parent or guardian. If the district school superintendent or designee denies a request from a parent or guardian for information or does not respond to the parent's request within ten (10) days, the parent or guardian may appeal the denial to the district school board. The district school board Chair or Vice Chair will place an appeal from a parent or guardian on the agenda for its next public meeting. If it is too late for an appeal from a parent or guardian to appear on the next agenda, the appeal will be included on the agenda for the subsequent meeting;

(b) The District will inform parents or guardians via the district webpage how to:

1. Opt out of comprehensive health education.
2. Receive information about school choice options.
3. Exempt a child from immunizations
4. Review statewide standardized assessment results.
5. Qualify a child in gifted or special education programs.
6. Inspect instructional materials.
7. Access information relating to the school district's policies for promotion or retention, including high school graduation requirements.
8. Access a school report card and be informed of his or her minor child's attendance requirements.
9. Access information relating to the state public education system, state standards, report card requirements, attendance requirements, and instructional materials requirements.
10. Participate in parent-teacher associations and organizations that are sanctioned by a district school board or the Department of Education.
11. Opt out of any district-level data collection relating to his or her minor child not required by law.

## **St. Lucie Public School parents and guardians have the right to:**

### **Access And Review All School Records Relating To His/Her Minor Child**

St. Lucie Public School parents and guardians can access many school records on the SLPS Family Access Portal including current year attendance, schedules, grades, discipline, standardized test scores, report cards and online forms.

Students that are actively enrolled or recently graduated should contact their schools for their student records.

For more information on student records and how to access the Student Records Authorization form, please visit SLPS Student Records.

Parents have the rights regarding the student records of their children, including the right of access, right of waiver of access, right to challenge and hearing, and right of privacy, in accordance with the provisions of s. 1002.22. For additional information on Student Records, see St. Lucie School Board Policy 5.70.

### **Receive Information About School Choice Options**

St. Lucie Public Schools parents and guardians receive annual notification of open enrollment for School Choice options through School Connect. School Choice information can also be accessed by visiting Student Assignment under the section "About School Choice".

### **Access And Review All Medical Records Of His/Her Minor Child.**

The right to access and review all medical records of his or her minor child, unless prohibited by law or if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official requests that the information not be released.

Parents have the rights regarding the student records of their children, including the right of access, right of waiver of access, right to challenge and hearing, and right of privacy, in accordance with the provisions of s. 1002.22. For additional information on Student Records, see St. Lucie School Board Policy 5.70.

### **Exempt His Or Her Child From Immunizations**

All student immunizations must be up-to-date to attend school in St. Lucie County. The immunizations are recorded on a Florida Certification of Immunization (DH 680) form, which can be obtained through the St. Lucie Health Department or your doctor's office.

Private health care providers may grant a Temporary Medical Exemption (TME), documented on the Form DH 680, Florida Certification of Immunization, for those who are in the process of completing any necessary immunizations. The TME requires an expiration date after which the exemption is no longer valid, and the immunizations must be completed before or at that time.

A Permanent Medical Exemption, documented on the Form DH 680, can be granted if a child cannot be fully immunized due to medical reasons. In this case, the child's physician must state in writing, the reasons for exemption based on valid clinical reasoning or evidence.

Form DH 681, Religious Exemption From Immunization, is issued if immunizations are in conflict with the religious tenets and practices of the child's parent or guardian. This exemption is issued by a County Health Department (CHD) and based on established religious beliefs or practices only.

Please contact the St. Lucie County Health Department for more information on immunization exemption at (772) 462-3800.

### **Qualify For Special Education Programs**

#### **Gifted Education**

St. Lucie Public Schools parents, guardians, and school staff may refer students for evaluation for the gifted program in Kindergarten-12th grade at any time during the school year.

Referred students are screened at the school by completing an individual standardized brief intelligence test. Individuals who score at a high level are scheduled for a more lengthy and in-depth evaluation by a school psychologist.

A school psychologist administers an individualized test of intelligence to determine a student's intellectual ability. In Florida, a student must score two standard deviations above the mean or higher (130) in order to meet the intellectual criterion for the gifted program.

In conjunction with the psychologist's testing, a checklist of gifted student behavioral characteristics is completed by the parents/guardians and one or more teachers familiar with the student. All information is then reviewed by an eligibility staffing committee at the school to determine if the student has a need for the gifted program and meets eligibility criteria.

Parents may also choose to contract with a private psychologist for their child's evaluation. The private psychologist must be licensed. When a private psychologist is used, the child's school psychologist will review copies of the evaluation and determine eligibility. The eligibility committee will then determine eligibility according to the same criteria mentioned above.

#### All other Exceptional Student Education Programs

St. Lucie Public Schools parents, guardians, and school staff may request that a students be evaluated in Kindergarten-12th grade at any time during the school year.

A list of eligibility criteria and required student evaluations for all 14 available ese programs can be found in the 2020-2023 St. Lucie Public Schools Exceptional Student Education Policies and Procedures (P&P) starting on page 60.

The P&P can be found by visiting SLPS Exceptional Student Education.

#### **Inspect Instructional Materials**

St. Lucie Public Schools parents and guardians can view a list of currently adopted instructional materials (i.e. textbooks).

SLPS Learning Resources provides parents and guardians with a complete list of digital applications adopted by the district.

To learn about the process to request a physical or digital material be reconsidered please visit:

[https://www.stlucie.k12.fl.us/curriculum/IM/Reconsideration\\_InstructionalMaterials.pdf](https://www.stlucie.k12.fl.us/curriculum/IM/Reconsideration_InstructionalMaterials.pdf)

#### **Determine Level Of Access Of Library Books**

As a parent/guardian of a minor student, you are able to determine the access to his/her school library books. There are three levels of access:

Full access to materials in the school library/media center.

Restricted access to materials in the school library/media center.

No access to materials in the school library/media center.

Parents can find the form electronically within the SLPS Family Access Portal. For more information on the policies for educational media materials, see St. Lucie County School Board Policy 4.22.

#### **Opt-Out Of Comprehensive Health Education**

St. Lucie Public Schools parents and guardians can access and view the instructional materials used in SLPS reproductive health and disease curriculum.

Parents are able to exempt their children from the teaching of reproductive health or any disease, including HIV/AIDS (per FL State Statute 1003.42). Parents and/or guardian who wish to exempt their children from participating in reproductive health and disease instruction, including instruction relating to HIV/AIDS, can make a written request to their children's school principal.

#### **Review Statewide Standardized Assessment Results**

St. Lucie Public Schools parents and guardians can access and view assessment results in Skyward Family Access.

Florida statewide assessment results can also be viewed on the state's Family Portal.

#### **Access Information Relating To School District Policy For Promotion Or Retention, Including High School Graduation Requirements**

St. Lucie Public Schools parents and guardians can access the Student Progression Plan for the specific grade on the St. Lucie Schools

main webpage.

### **Access A School Report Card**

St. Lucie Public Schools parents and guardians can click this Skyward Family Access link to view student grades, progress reports and report cards in the Skyward Family Access app. For directions, please visit <https://www.stlucie.k12.fl.us/parents-students/family-access/>.

### **Be Informed Of Attendance Requirements**

St. Lucie Public Schools parents and guardians can find information on attendance requirements on the Attendance Matters page within Student Services.

### **Access Information Relating To The State Public Education System And State Standards**

St. Lucie Public Schools curriculum follows the state adopted Florida Standards. St. Lucie Public Schools parents and guardians can access information relating to the state public education system, state standards, report card requirements, attendance requirements, and instructional materials requirements.

### **Improve Parent And Teacher Cooperation**

St. Lucie Public Schools parents and guardians can access the SLPS Family Access Portal link to access and view grades, attendance and discipline in the Skyward Family Access app.

St. Lucie Public Schools parents and guardians can communicate and cooperate with their child's teacher through the SLPS Family Access Portal to send a message, by emailing the teacher. Please allow 24 hours for a response to a phone call and 48 hours to a response to written communication.

### **Participate In Parent-Teacher Associations And Organizations**

In accordance with s. 1002.23(4), the right of a parent to participate in parent-teacher associations and organizations that are sanctioned by a district school board or the Department of Education.

The School Advisory Council (SAC) is a school-based group intended to share responsibility for guiding the school toward continuous improvement. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the community served by the school. Parent Teacher Organizations (PTO) are school-based groups that support the school in which it serves. Each school website and/or social media page has more information about how to get involved in these School Based Organizations.

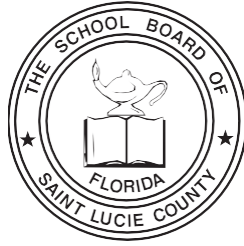
For more information on SAC and PTO, please see St. Lucie County School Board Policy 2.30 and 9.10.

### **Learn About Clubs And Activities**

Extracurricular activities have been shown to improve academic performance, the opportunity to learn a variety of skills, provide a sense of commitment, and provide a venue for more social interaction. Each school has information on athletics, activities and clubs offered at their school site on the webpage.

### **Opt-Out Of District-Level Data Collection Not Required By Law**

St. Lucie Public Schools parents and guardians have the opportunity to opt out of district-level collection not required by law.



#### **BOARD MEMBERS**

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

#### **SUPERINTENDENT**

Dr. Jon R. Prince

### **NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE**

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

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

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

##### **Heather Roland, Executive Director of Student Services**

9461 Brandywine Lane, Port St. Lucie, FL 34986  
Office: (772) 429-4577, Fax: (772) 429-4589, E-mail: [SS-GRV@stlucieschools.org](mailto:SS-GRV@stlucieschools.org)

#### **Non-Discrimination Policy Inquiries and Complaints by Employees and Applicants for Employment: Rafael Sanchez,**

##### **Executive Director of Human Resources**

9461 Brandywine Lane, Port St. Lucie, FL 34986  
Office: (772) 429-7508, Fax: (772) 429-7501, E-mail: [EMP-GRV@stlucieschools.org](mailto:EMP-GRV@stlucieschools.org)

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

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

##### **Dr. Adrian Ocampo, Executive Director of Assessment and Accountability**

Equity Coordinator  
9461 Brandywine Lane, Port St. Lucie, FL 34986  
Office: (772) 429-5538 E-mail: [Adrian.Ocampo@stlucieschools.org](mailto:Adrian.Ocampo@stlucieschools.org)

